



### Information sheet on the funding of cultural projects

Every year, the German Embassy in Tallinn supports cultural projects and activities in Estonia worth between EUR 500 and EUR 5,000. Organizations, institutions and associations based in Estonia are welcome to discuss their ideas with the Embassy's Cultural Department throughout the year. The planning and selection of projects for the coming cultural year usually takes place *in the fall before*, i.e., for the cultural year 2025, the selection and planning will take place in 2024. Project ideas are mainly collected during this period. Applications are then submitted in a second step.

#### Good examples of funded projects are:

- Grant for the implementation of cultural events with a connection to Germany;
- Performance and/or workshop by German artists at events in Estonia (e.g., literature festival, urban art festival, music and film festivals, theatre festival);
- Prizes for winners and competitions with a strong connection to Germany (e.g., theatre competition with German authors);
- Travel expenses for artists to participate in important festivals in Germany;
- Joint workshops between German and Estonian partners in the fields of culture and creative industries; also, across regions
- Projects in the field of culture and creative industries aimed at establishing contacts and jointly designing projects;

#### Wichtige Kriterien für die Auswahl und wichtige Voraussetzungen sind:

1. There must be a strong **connection to Germany**.
2. The project must pursue the **goal of sustainability** and thus have a longer-term impact beyond the event, i.e., develop networks and cooperations in the longer term, for example.
3. The **benefit for the general public** must be recognizable; projects for the benefit of individuals cannot be supported.
4. The **project sponsor must make a personal contribution**, possibly supported by local authorities and sponsors.
5. The project may not be funded simultaneously by the Goethe-Institute or other German public bodies.
6. Funds are only available for the current financial year and cannot be carried over to the next year.
7. The project must not have already been started or completed.

### **Step 1: Discuss your project idea**

Do you have a project idea and are unsure whether it can be funded? Then get in touch with us! We will be happy to give you hints, tips and ideas for implementation, explain the process and discuss opportunities for cooperation.

### **Step 2: the application:**

A formal application (form) must be completed and submitted in order to apply. It must be signed by two project managers and sent to the cultural department of the embassy together with a detailed original financing plan. In addition, a covering letter is requested, from which information on the project sponsor (date of foundation, background, objectives, financing), but also on the planned project and the specific objectives can be taken. The relevant application forms and an example of a financing plan can be found on the website. If the decision is positive, a contract is concluded between the embassy and the project sponsor and the grant is transferred to an account in Estonia or – in justified exceptional cases – in Germany. Transportation costs must be stated in the financing plan. Project sponsors are requested to observe the following requirements when submitting an application:

#### **The project sponsor is obliged to:**

1. to take appropriate personnel and organizational/administrative measures to prevent misappropriation of the grant and corruption from influencing its project activities,
2. to use the grant economically and sparingly,
3. to obtain offers from three different providers for purchases/services worth more than EUR 400, from which the most economical was selected,
4. to draw attention to the Embassy's sponsorship of the project in its external presentation and to use the Embassy's logo,
5. to prepare proof of the use of the grant at the end of the project and submit it to the Embassy (see website for form),
6. to submit photos before the start of the project, during the project and after the end of the project, which are suitable for promoting the project and for publication in social media (including permission to do so),
7. to submit project documents and original supporting documents to the embassy and other auditing institutions on request,
8. to keep project documents and original receipts for five years.

### **Step 3: Accounting**

When a grant agreement is concluded, the project sponsor undertakes to provide evidence of the implementation of the project by the agreed date. The form to be used for this can be found on the website. If the project sponsor fails to meet this obligation, the approved funds can be reclaimed.

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