



Information sheet on the funding of cultural projects

Every year, the German Embassy in Tallinn supports cultural projects and measures in Estonia worth between EUR 500 and EUR 5,000. Organisations, institutions and associations based in Estonia are welcome to discuss their ideas with the Embassy's Cultural Section throughout the year. The planning and selection of projects for the coming cultural year usually takes place in the autumn before, i.e. for the cultural year 2022 the selection and planning takes place in 2021. Project ideas are mainly collected during this period. The application is then made in a second step.

Good examples of funded projects are:

- Grant to organise cultural events with a connection to Germany;
- Performance and/or workshop of 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;
- Projects in the field of culture and creative industries aimed at establishing contacts and jointly designing projects;

Important criteria for the selection process and important requirements are:

1. There must be a strong connection to Germany.
2. The project must pursue the goal of sustainability and thus develop longer-term effects beyond the event, e.g., develop networks and cooperation in the longer term.
3. The Project must benefit the general public; projects for the benefit of individuals cannot be supported.
4. The project organiser must make a contribution of its own, if necessary supported by local authorities and sponsors.
5. The project cannot be supported at the same time by funds from the Goethe Institute or other public German agencies.
6. Funds are only available for the current fiscal year and cannot be carried over into the next year.
7. The project must not have already begun or been completed.

Step 1: Discuss your idea

You have a project idea and are unsure whether it can be funded? Then feel free to contact us! We will be happy to give you hints, tips and ideas for implementation, explain the process and discuss possibilities for cooperation.

Step 2: The application

A formal application (form) must be filled out and submitted for the application. It must be signed by two persons responsible for the project and sent in original to the cultural section of the embassy together with a detailed financing plan. In addition, a cover letter is requested containing information on the project organiser (date of foundation, background, objectives, financing), but also on the planned project and the concrete objectives. 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 organiser and the grant is transferred to an account in Estonia or - in justified exceptional cases - in Germany. Transport costs must be indicated in the financing plan. Project promoters are requested to observe the following requirements when submitting their application:

The project organiser is obliged to:

1. Take appropriate personnel and organisational/administrative measures to avoid misappropriation of the grant and interference of its project activities through corruption.
2. To use the grant economically and sparingly.
3. in the case of purchases/services worth more than EUR 400, to obtain offers from three different suppliers, of which the most economical is chosen,
4. To refer to the funding by the Embassy and to use the logo of the Embassy in the external presentation of the project.
5. After the end of the project, to prepare a report on the use of the grant and to 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 (incl. permission to do so).
7. To submit project documents and original documents to the Embassy and other auditing institutions,
8. To keep project documents and original receipts for five years.

Step 3: Accounting

By concluding a grant agreement, the project organiser agrees to provide evidence of the implementation of the project by the agreed date. The form to be used for this purpose can be found on the website. If the project organiser does not fulfil this obligation, the approved funds can be reclaimed.

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