

APPLICATION INFORMATION NPN INTERNATIONAL GUEST PERFORMANCE FUND FOR DANCE

This project aims towards a long-term stimulus for international guest performance series of choreographers and dance companies with German residency.

I. CRITERIA FOR ALLOCATION

1. The jury of experts recognizes the artistic quality and professionalism of the production.
2. The production that will be invited by the foreign institution was for the most part realized in Germany.
3. The guest performance must not be the world premiere or foreign premiere of the production.
4. The guest performance must not have begun or been already completed before the jury's decision. In general the jury meets approximately 4 weeks after the application deadline (no legal entitlement).
5. The fee that the foreign institution pays to the company/ artists, does not fall below the NPN minimal wage scale.
6. The foreign institution provides a professional organizational and technical realization.

II. HOW TO APPLY - OBLIGATORY MATERIAL

This funding model's administration lies within the responsibility of JOINT ADVENTURES – Walter Heun. All applications must be submitted on time via the digital application platform of JOINT ADVENTURES's website, where they will be reviewed. If all formal requirements are met, a jury of independent experts will then come to a decision on all entries.

> completed application form (see information in paragraph V)

> invitation/ letter of intent of the foreign institution (see addendum "Sample letter of intent/ invitation" to download on our [website](#))

> link to a recording of the guest performance in full length (no trailers!)

> significant additional material like for example vita, press reviews, programs, flyers etc. (1 pdf of max. 4 pages DIN A4 format)

Please find the annual deadline for submitting applications on our [website](#). **The application portal is usually open until 18.00 H (CET) on the day of the deadline.**

Technical support for problems with the digital portal is available accordingly. If the application deadline falls on a Saturday, Sunday or public holiday, the next working day shall be the application deadline.

III. GUEST PERFORMANCE PERIOD

The guest performance must not have begun or been completed before the jury has made its decision. It cannot be the production's world premiere or foreign premiere.

As a general rule, the funding will be granted for the current fiscal year, latest though until 31 March of the following year.

A guest performance can be submitted even if an application for a NPN (International) Guest Performance Fund for Dance has been granted in the past. Additionally, an application for an International Guest Performance Fund for Dance can be submitted following an application for a co-production, if it is a guest performance that clearly differentiates itself from the co-production. Numerous guest performance applications can be submitted simultaneously. There is no legal entitlement to support.

The application can be submitted in German or English (to do so, change the language settings of the website of JOINT ADVENTURES to English).

IV. APPLICANT (=INVITED COMPANY/ ARTIST)

Companies/ artists who reside or are located in Germany and whose dance production is invited to perform in a foreign country are eligible to apply. As an applicant, the company/ artist guarantees to use and account for the funds in accordance with the contract and will submit copies of receipts and proof of payment accordingly. It/ He/ She receives the subsidy.

Regardless of the origin of the company/ artists, the production must have been realized for the most part in Germany and the applicant has to be a German resident.

V. FOREIGN INSTITUTION

The applicant sees to it that the inviting, foreign institution commits to the following:

- > to comply with the **NPN minimum wage scale**. There is no fee limitation. However, in regards to the NPN International Guest Performance Fund For Dance only the sums that lie within the NPN wage scale can be subsidized.
- > to place **logos of the NPN and the BKM and the announcement of support** in all press releases and publications (print and online)
- > to pay **per diems** to the company/ artists in accordance to „Allgemeine Verwaltungsvorschrift über die Neufestsetzung der Auslandstage- und Übernachtungsgelder“ (ARVVwV) of October 22, 2024 (see [website](#)).

- > to pay for **accommodation, travel and transport costs** related to the guest performance. Therefore the foreign institution provides copies of receipts as proof of payment to the company/ artists in order to allow them to reflect the complete costs of the guest performance.
- > to guarantee a professional organizational and technical realization of the guest performance

VI. TOURING

For reasons of sustainability and economic efficiency, we endorse guest performances with **tour character**, taking place in the same time period and in regards to the NPN International Guest Performance Fund For Dance.

However, due to the structure of our digital application portal, **separate applications** must be submitted, if applicants are invited by different foreign institutions. If different productions are shown on a guest performance tour, separate applications must always be submitted, even if the foreign institution is the same.

VII. NPN MINIMAL WAGES AND SUBSIDY LIMITS

The company's/ artist's artistic production costs are subsidized based on the NPN minimal wage scale with 50% within the frame of the NPN International Guest Performance Fund For Dance. If these minimal demands are not met, the entitlement to supporting funds is lost. If the fees lie above the upper limits for support, the 50% subsidy is granted up to the respective upper limit.

The artistic production costs are made up of the following elements:

- > **Rehearsal fee** for choreographers and performers:
min. 600,- EUR, max. 850,- EUR
- > **Performance fee** for choreographers and performers per performance:
min. 150,- EUR, max. 400,- EUR
- > **Daily wage** for technical staff per day:
min. 150,- EUR, max. 350,- EUR
- > **Administration cost lump sum**:
min. 500,- EUR, max. 1.000,- EUR

INVITATION/ LETTER OF INTENT

The payment of every individual position of the artistic production costs is mandatory to comply with the NPN minimum wage scale. The applicant must submit a written invitation/ letter of intent of the foreign institution together with the application (see [website](#) "Sample invitation/ letter of intent").

VIII. SUPPORT SPECIFIC TO COUNTRY GROUPS

Guest performances in the NPN International Guest Performance Fund for Dance's context are subsidized at different levels according to the economic power, the status of public support for culture in the country the guest performance will take place in, as well as the country's vicinity or distance to the place of origin of the artistic production (Germany).

The categorization into three different country groups regulates the respective levels of support. The part of the guest performance costs that will be covered within the NPN funding is thus dependent on the country of the foreign institution's location:

> **Group A** support level:

50% of the total artistic production costs of the guest performance analogous to the part that the inviting institution pays as guest performance fee

> **Group B** support level:

50% of the total artistic production costs of the guest performance analogous to the part that the inviting institution pays as guest performance fee, 100% of the per diems and lodging costs

> **Group C** support level:

50% of the total artistic production costs of the guest performance analogous to the part that the inviting institution pays as guest performance fee, 100% of the per diems and lodging costs, 50% of the travel and transport costs

Please, find the corresponding country group for your guest performance in the overview on our [website](#).

IV. GUEST PERFORMANCE COST CALCULATION

Regardless of the country group the programmer is categorized in, the applicant must fill in all positions for all country groups in the calculation, even if these costs will not be subsidized by NPN!

The calculated rate for the fees must not fall below the NPN minimum wage scale. If it exceeds the NPN wage limit, the complete fee must be indicated by submitting the excess amount as lump sum.

The **artistic production costs** consist of rehearsal and performance fees for choreographers and artists, daily wages for technical and supporting staff and administration costs.

The foreign institution is obligated to pay the company/ artist **per diems** in the amount of the country-specific rates according to the "**Allgemeine Verwaltungsvorschrift über die Neufestsetzung der Auslandstage- und Übernachtungsgelder (ARVVwV)**" (see [website](#)). If the per diems lie below this rate, the entitlement to support is lost. If they lie above this rate, the subsidy is measured analogously to the country-specific lump sums according to the ARVVwV.

The calculation of daily allowances abroad is based on the Federal Travel Expenses Act/ **Bundesreisekostengesetz (§ 14 BRKG)**, the applicable Foreign Travel Expenses

Ordinance/ **Auslandsreisekostenverordnung** (§ 3 ARV; § 6 BRKG) and the annually updated **ARVVwV**. The amount of the foreign daily allowance depends on the duration of the trip (days and hours):

> For an absence of less than 24 hours, but at least 8 hours, the daily allowance abroad is 80% of the full daily rate abroad.

> For trips abroad lasting several days with an absence of 24 hours, the full daily allowance rates specified in the ArVVwV apply.

> For trips abroad lasting several days, the daily allowance abroad is 80% of the full daily rate for the day of arrival and departure, irrespective of the duration of the absence on these days.

Further specifications can be found in the **BRKG**.

Within the framework of NPN funding, we consider the following travel time to be appropriate: 1-3 days for arrival, set-up, rehearsals, x days for performances with rehearsals and 1 day for departure. If deviations are desired, a written justification must be submitted and approved.

If meals are provided free of charge (e.g. by the organizer or if travel, flight or accommodation costs include meals), the daily rate is reduced by 20% for breakfast, 40% for lunch and 40% for dinner. The calculation basis is always the full daily rate. Full board must be notified in writing or included in the guest performance contract with the foreign institution.

Only in justified exceptional cases, e.g. if other national regulations apply in the host country, these rates may be lower. In such cases, written proof of the country-specific rate must be provided. This must be documented and justified. The grant is then based on the actual amount of the daily allowances paid.

In regards to the NPN funding, only **lodging costs** up to the limit determined by the ARVVwV, which you can find on our [website](#) in the addendum “PER DIEMS & ACCOMMODATION” for your guest performance country, can be supported. All costs that lie under these lump sum limits can be subsidized.

In principle, the lowest travel class (train, bus, airplane) should be used for **travel and transport costs** for the guest performance countries in country group C. Flight costs are only applicable for subsidy if the flight is necessary for professional or economic reasons. Visa fees can be subsidized. Local transfer costs cannot be subsidized. We request that you book travel and transport as early and as inexpensively as possible.

X. DECLARATION OF ADDITIONAL SUPPORTING FUNDS

The additional funding of the international guest performance by other institutions generally does not exclude a NPN funding. The sum of NPN funding and other

funding sources must not exceed the complete costs of the international guest performance (overcompensation).

If the applicant receives support for the guest performance from other federal funds (such as Kulturstiftung des Bundes, Auswärtiges Amt, Goethe-Institut or others), this can reduce or terminate the level of support within the framework of NPN, even if the applied for production would be supported under artistic aspects. If additional federal budget funds are planned in addition to NPN support for project financing, then the possibility of support will be examined on a case-by-case basis. In accordance with the Bundeshaushaltsordnung, double federal financing is not allowed; the same purpose cannot be financed by different federal budget positions (§ 17 Abs. 4 BHO).

The applicant undertakes to provide the administration of NPN with information about approved and pending applications for funding from other institutions.

XI. REFERENCES TO FILL IN THE APPLICATION FORM

TERMS

> artists: are considered artistic personnel, such as dancers, choreographers, performers or musicians on stage. External and local performers may not be included. Should one of the artists simultaneously be in the position of being a choreographer or manager, we ask you to mention this in parenthesis.

> technical and other staff: is considered to be strictly the personnel of the invited company/ artists travelling with the production, e.g. technicians, sign language interpreters, care/ accompanying personnel for physically/ mentally incapacitated performers, administration, management, production assistants, dramaturgs, lead production, etc.

In-house technicians or in general personnel of the inviting institution and external technical companies/ personnel on location cannot be included in the calculation!

> administrative cost lump sum: includes and honors all other expenses the invited artists/ company need/-s to cover in advance (e.g. communication and office expenses, salary for management and other staff involved in the preparation of the guest performance, etc.).

We ask you to name all persons involved in the guest performance with name and title and comment should they not travel with the company/ artists on tour. This helps reviewing the application should one person be bearing various positions, e.g.

FEEES

Please be advised that together each of the following categories “rehearsal fee”, “performance fee” and “administration cost lump sum” etc. form the calculation of the minimal wages. In the contract with the invited company/ artists a total fee, including all the above mentioned positions, can be defined, as well.

The aim of the NPN International Guest Performance Fund For Dance is to financially support programmers in staging guest performances with artistic productions from Germany and with appropriate remuneration for the company/ artists. Once productions have been created, further performances are to be made possible in order to intensify the artistic exchange between Germany and abroad and to promote the supra-regional distribution of dance productions from Germany.

ACCOMODATION COSTS

If several participants require accommodation on different days, a separate list (with names, arrival and departure dates, number of nights, single/ double room) is helpful.

If the invited company/ artist is accommodated on the premises of the foreign institution and therefore does not incur any costs, this must be stated and justified in the application. In this case, no costs need to be calculated.

CALCULATE NET AMOUNTS - ENTITLEMENT TO DEDUCT TAX IN ADVANCE

If the applicant is entitled to deduct input tax, the calculated costs must be entered net. Value added tax that is deductible as tax in advance according to § 15 of the German Value Added Tax Act (UStG) is a not eligible expenditure. In this case, only net fees (prices excluding VAT) are to be taken into account when submitting the application and in the proof of use (see No. 6.2.2 ANBestP).

FISCAL NOTE

The NPN grants are “non-taxable grants” and in the event that the applicant's tax office takes a different view, any VAT is to be borne by the applicant.

XII. JURY

For the allocation of funds, a 5-member jury of experts from the field of dance is appointed and elected by the network partners of the NPN. Regional balance within Germany and professional expertise are important criteria for the jury selection. Please, find the names of the current jury members and the annual application deadlines can be found on our [website](#).

The jury will come to a decision in a timely manner after the application deadline (31.01. and 15.04.) and the outcome will be communicated to the applicants immediately after the jury meeting. As a general rule, the jury meets 4-6 weeks after the application deadline (no legal guarantee). There is no legal entitlement to support.

XIII. SOURCE AND DISPOSITION STATEMENT & SUBSIDY PAYMENT

Should the applicant be granted the financial support, he/ she/ it will receive a contract. The payment of the subsidy will be made after the guest performance has taken place and only after verification of the source and disposition statement, which needs to include a list of the actual incurred costs of the guest performance. The subsidy is paid out in accordance with these actual costs up to a maximum of the amount applied for.

The following proof (e.g. bank statements, invoices or a signed confirmation of the receipt of expenses or fees from the traveler(s)) must be provided by the foreign institution to the company/ artists for guest performances belonging to country groups A, B & C:

- > Proof of payment of the fee (minimum application amount) (country groups ABC)
- > Proof of payment of the per diems (country groups BC)
- > Proof of accommodation costs (country groups BC)
- > Proof of travel, visa and transportation costs (country group C)
- > Proof of publication (country groups ABC)

The following applies to guest performances in country groups B & C:

- > The foreign institution should generally be able to cover all costs in advance (see letter of intent). Exceptions must be justified by the applicant and approved by the administration of the NPN. If another funding partner is involved, his/her name must be communicated and the administration of the NPN must be informed in writing of the amount of the cost contribution.
- > If the foreign institution assumes costs which are subsidized as part of the NPN funding, the applicant must provide proof of repayment of these costs to the foreign institution in order to rule out overcompensation or double payment to the applicant.

The proof of repayment is mandatory and should also be sent by e-mail after the proof of use has already been submitted. Alternatively, the applicant is also free to offset costs that the foreign institution has already assumed for him/her, for example against the fee invoice.

- > If the applicant wishes to pay the daily allowances themselves and/or take care of booking accommodation, travel and transportation themselves, the applicant must ensure that the foreign institution provides the applicant with appropriate proof that the remaining costs have been covered.

The guest performance costs in the proof of use must always be stated in euro amounts. If your receipts are not in euros, the respective amount must be converted into euros. Please understand that we can only accept the online currency converter of the banking association: <https://bankenverband.de/services/waehrungsrechner>

The proof of use must be submitted via the digital portal on the [website](#) no later than two months after the guest performance.

If you have any questions, please do not hesitate to contact us.

Place, date

Signature applicant:in
(For your attention)

CONTACT

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