



Gefördert durch:



Bundesministerium  
für Wohnen, Stadtentwicklung  
und Bauwesen

Zukunftsfähige  
Innenstädte und Zentren

aufgrund eines Beschlusses  
des Deutschen Bundestages

## **INFORMATION SHEET FOR INTERESTED APPLICANTS:**

MICRO-PROJECT FUNDING AS PART OF THE CREATIVE CITY PROJECT

**Total budget per year:** 10,000 €

**Possible funding per application:** 250 € to 999 €

### **Who can submit applications?**

Anyone, any initiative, any association that lives, is located, works or is involved in the OB-Mitte district.

### **What can applications be submitted for?**

For the realization of all creative ideas that take place in the OB-Mitte district, become visible here, are accessible to people living/working here and/or visiting our district and generate a (small) impulse for these people and the district.

### **Who decides on the applications?**

The members of the Kreativkreis. It is made up of people who are active in the neighborhood in (social) cultural and other areas. It is open to all people who live, work and are involved in the neighborhood.

### **When is a decision made? When does an application have to be submitted?**

The creative circle meets monthly. Currently: always on the second Tuesday of the month.

### **Applications for funding must be submitted two weeks in beforehand.**

The next application deadlines are therefore:  
26.03.24, 23.04.24, 14.05.24, 11.06., 09.07.24

### **How do I apply?**

By completing the application form, which is sent by e-mail to [maximilian.keiser@umsicht.fraunhofer.de](mailto:maximilian.keiser@umsicht.fraunhofer.de). The application form should be in German or English. If you prefer other languages, contact us and we will take care of translations.

### **What does the application form contain?**



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a) a description of the idea & realization + b) the costs incurred.

For a) Please answer briefly and clearly the 5 W-questions about your idea and especially its planned realization: Who are you, what do you want to do when, where and how (Please take into account the point mentioned above: What can applications be made for?)

For b) List the costs that you expect to incur. Preferably in 3 groups: 1. fee costs (payment of people who work for the implementation, including yourself),

2. material costs (material purchases, rents, fees, etc.),

3. advertising/public relations work (e.g. flyers, posters).

However, please do not be afraid to describe a good idea and apply for its realization if you need collegial help! The process of discussion and decision-making within the creative circle can also lead to help and partnerships and ideas can be developed further.

### **When and how are decisions made? (Collective decision-making process)**

When: At the next meeting of the creative circle.

How: Through an open discussion of all proposals with all those present, who make the final decisions on all proposals together and on the spot. It is very useful if you are present at this meeting to be available for questions and to participate in the collective and collegial process of making decisions on all applications. If you are unable to attend in person, please send a representative to attend live on your behalf.

### **What happens next?**

Once those present in the creative circle have decided to support you financially in the implementation of your idea, you can get started. We will clarify all practical money-related questions (when/how you will receive the money, which receipts/invoices are required for the final settlement, etc.) with you directly after the decision. Important to know in advance: If you are unable to make payments in advance, we will find a solution. And we will also find solutions for all other financial questions (e.g. how can I pay employees or myself if they and I are not freelancers entitled to invoice? So: You will receive professional advice and support on these issues, which should and will cause you hardly any work and no problems.

### **And afterwards? (Report and proof of use of funds)**

After your production/action/event/intervention has been carried out, we need.



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a) a mini report. This consists of 1-3 descriptive sentences about the event + at least 2 good photos. That's it!

b) A final proof of use of funds is not necessary, as we will accompany you throughout regarding proof of expenditure. However, it is important that you can prove all expenses - by keeping receipts etc.

### **One more question: Is co-financing possible?**

A question for somewhat larger projects that cost a total of €2,000, for example - is it then permitted to combine the Creative Circle funding applied for with other funding? Answer: In principle, yes, but we have to check whether the funding is compatible in each case.

For even larger ideas/projects: As part of Creative City, there is also advice available for applications to various funding bodies. If your project does not fit into the micro-funding described here, we will find more suitable funding together.

**Please feel free to contact us at any time if you have any questions!**

Best regards

Your Creative City Team

