

**OPEN
CALL**



FAQs / Frequently Asked Questions

**European Workshop
for Culture and Democracy**

**Kulturhauptstadt
Europas Chemnitz 2025 GmbH**



General remarks

The FAQs listed here are intended to help with questions relating to the submission of projects within the framework of open calls issued by Kulturhauptstadt Europas Chemnitz 2025 GmbH (abbr.: KHS GmbH). The purpose of the open calls is to incorporate new projects into the Capital of Culture 2025 programme and to support them, according to certain criteria, in their development to becoming Capital of Culture projects.

1. What does Kulturhauptstadt Europas Chemnitz 2025 GmbH finance?

Within the scope of cooperation financing, non-commercial project ideas centring around cultural creation, particularly for visual arts, performing arts, literature, music, film, photography, architecture, peace and remembrance culture, media and new media, related forms and interdisciplinary projects as well as activities in sports, civil society and popular culture, will be financed, in each case according to the underlying open call. Activities addressing and implementing diversity, sustainability, inclusion and multi-generational work are particularly welcome.

The open calls seek project ideas/concepts that complement the Capital of Culture 2025 programme set out in bid book II. Focus areas are specified in the individual open calls and can be viewed at the time of publication.

2. What criteria does my project need to meet and where can I find information?

Projects in cooperation with Kulturhauptstadt Europas Chemnitz 2025 GmbH must meet specific criteria:

In terms of content, the project must be based on a programme field as set out in bid book II (Osteuropäische Mentalität/Eastern State of Mind, Gelebte Nachbarschaft/Generous Neighbours, Macher:innen²/Makers², In Bewegung/It's Moving) (referencing two fields is permitted).

In terms of strategic content, the so-called 5Cs (C das Ungesehene/C the Unseen, C Europa/C Europe, C den/die Macher:in in dir selbst/C the Maker in Yourself, C den/die Macher:in in anderen/C the Maker in Others, C den Raum

für Macher:innen/C the Space for Makers) must be taken into account within the framework of the project.

In addition, each open call states specific structural content criteria that are required. Detailed information on the programme fields and the 5Cs can be found in the Chemnitz 2025 Handbook, in Bid Book II, in the individual open calls and in the “Principles of participation”.

3. Who can submit projects/project ideas?

In principle, KHS GmbH can grant cooperation financing to submitters whose registered office/place of residence is in Germany or abroad. For this purpose, the legal form of the submitting institution (e.g. foundation, association, public or private body) is irrelevant for the decision on cooperation. KHS GmbH also finances projects that are sponsored by individuals or groups of individuals, as long as the existing structure allows implementation. Nevertheless, for tax reasons, KHS GmbH recommends sponsorship via a legal entity. Submitters are obliged to implement the project idea they have submitted, provided that it has been selected by the advisory board and the cooperation financing has been agreed. Within the framework of open calls, KHS GmbH only finances projects where implementation did not start before the decision on the selection of projects.

4. Can I submit more than one project? Can I submit projects for different open calls?

You may submit several projects, including for different open calls, provided that the projects are separated in terms of content and structure, i.e. one project must not depend on the other. In principle, it is possible to submit one project to a range of open calls. However, KHS GmbH recommends that you focus your concept on one open call. It is not possible to obtain financing through two open calls at the same time. An exception to this is open call no. 01/23 Soft Skills Academy I, the aim of which is to build up capacity for Soft Skills Academy II. It can also be used as a networking opportunity for open call no. 05/23 Urban Popular Culture. Open calls *no. 03/23 CZ-PL-DE* and *no. 04/23 Celebrating Generations* have created their own capacity-building procedures.

5. Am I allowed to submit a new project as project sponsor of a bid book II project?

No. The purpose of this programme is to activate and involve all initiatives that could not be considered with a project in bid book II and/or are not currently in a bid book project development procedure.

6. When do I need partners and how do I prove my project-related partnerships? Can I submit a project without a cooperation partner?

The open calls are explicitly designed as cooperation projects, which means that cooperation partners are a prerequisite. Exceptions to this are open calls *no. 01/23 Soft Skills Academy I* and *no. 03/23 CZ-PL-DE (Level I)*. These programmes are intended as support in actively seeking partners regionally and throughout Europe.

In open calls *no. 02/23 Soft Skills Academy II*, *no. 04/23 Celebrating Generations* and *no. 05/23 Urban Popular Culture*, both European and local project partners must already be in place.

In order to prove project-related partnerships, letters of intent from the respective partners are necessary. When these must be available depends on the individual open calls and is set out in the publication in question. It is important to explain which tasks the partners will be responsible for.

7. How is project-related European cooperation defined at KHS GmbH?

KHS GmbH requires cooperation at European level. It generally classifies projects as European projects if they are carried out in cooperation with at least one sponsor that is not domiciled/resident in the Federal Republic of Germany.

For example, the European partner can take on the following tasks within the cooperation:

- Implementation of at least one partial event outside of Germany
- Focused participation of artists from different European countries in the project
- International cooperation and assistance for preparation and research
- Networking of contributors or sub-projects
- etc.

It is crucial that the European partners play an active part in the cooperation in terms of content and structure, as well as in organising and implementing the project.

The partnerships are expressly not limited to the member states of the European Union. In exceptional cases, cooperation with non-European sponsors is also possible. However, the main activities as well as the visibility of the project must take place and be guaranteed in Chemnitz and/or the partner municipalities. Publications must appear in at least German and English for all projects.

Open call *no. 03/23 CZ-PL-DE* exclusively finances cooperation projects with planned and/or existing partners from Poland and the Czech Republic. Third-party partners are welcome.

8. Who are my contacts and how can I get advice?

Please direct any general questions about the open calls to the general email address opencalls@chemnitz2025.de.

If you have any questions about the content of the individual open calls, please contact the following people:

- *No. 01/23 Soft Skills Academy I – capacity building and networking programme for project ideas:* Pascal Anselmi (pascal.anselmi@chemnitz2025gmbh.de)
- *No. 02/23 Soft Skills Academy II – civil society pilot projects:* Pascal Anselmi (pascal.anselmi@chemnitz2025gmbh.de)
- *No. 03/23 CZ-PL-DE – cross-border cooperation with partners in the Czech Republic, Poland and Germany:* Michal Sandor (michal.sandor@chemnitz2025gmbh.de)
- *No. 04/23 Celebrating generations – projects for young and older people:* Julia Palarz (julia.palarz@chemnitz2025gmbh.de)
- *No. 05/23 Urban popular culture:* Steffen Biernath (steffen.biernath@chemnitz2025gmbh.de)

In addition to the individual advice offered by the above contacts, information events specific to the open calls will also be held. Sign up to a mailing list [here](#) to make sure you don't miss any news.

Please be aware that the individual advice available is limited. We would therefore ask you only to get in touch with the relevant contact person after

having carefully read the open call texts, principles governing participation, FAQs, etc.

9. When will information events be held on the individual open calls?

Information events will be offered during the submission period, i.e. after publication of the individual open calls. The exact dates will be announced via the KHS GmbH information channels (website, social media and mailing lists).

10. How do I submit my project? Can I also submit it by post?

A special digital submission platform will be opened for each call at the time of publication.

Upon request the KHS GmbH will provide the submission forms as PDF which then can be sent by postal mail.

11. In which languages can I submit my project idea?

Submissions may be written in German or English. Due to the international nature of the projects, submissions in English are welcomed.

12. When will I be informed of the advisory board's decision?

After the advisory board meetings, KHS GmbH will inform the project submitter about the board's decision. The advisory board may make its recommendation for the financing of a project subject to certain conditions, such as the proven willingness of other sponsors to assume a share of the financing.

13. When can I start the project?

The project may only start within the specified project period after a positive advisory board decision and subsequent conclusion of the contract between KHS GmbH and the project submitter.

14. Is it permitted to start a project early?

Starting a project early is not permitted. Unauthorised start of the project includes, in particular, making payments and entering into legal liabilities (e.g. the conclusion of a supply or service contract) before the conclusion of the contract.

15. What should my cost and financing plan look like?

We provide a cost and financing plan template on our website (“Template cost and financing plan”). Use of this document is mandatory.

16. What expenditure can be financed under the open calls?

Eligible expenditure relates to the selected project. As a rule, all expenditure (project costs, e.g. fee and material expenses) can be financed if it is necessary and economically reasonable for achieving the project purpose within the project period. The expenditure necessary to achieve the objectives is to be estimated in the cost and financing plan. KHS GmbH does not support any purchases or structural measures.

17. Are own funds to be contributed to a project?

If there is a need to contribute own funds for a project, this will be indicated in the corresponding call.

18. What are eligible own and third-party funds?

All income related to the purpose of the project (in particular donations, funds of third parties, income from admissions, sales) and the own funds of the project sponsor shall be regarded as eligible own and third-party funds. They are to be considered as resources in the cost and financing plan.

Own funds are funds derived from the applicant’s assets. Third-party funds are likewise to be understood to mean funds from, for example, private donors who have an interest in implementing the project. Grants are exclusively funds that are regularly granted by public bodies.

19. Can I assert non-cash contributions or contributions in kind in the cost and financing plan?

If the relevant open call presupposes the need to contribute own funds for a project, it will also be specified at this stage whether these can be provided through non-cash contributions (for example in the sense of volunteering) or in-kind contributions (for example in the sense of providing existing infrastructure).

20. How do changes in the estimated total expenditure and revenue affect the level of co-financing from KHS GmbH?

It is possible to make changes to projects co-financed by KHS GmbH with regard to estimated total expenditure and revenue under certain circumstances. KHS GmbH must be notified of all changes. Individual items in the cost and financing plan may be exceeded by up to 20 per cent insofar as this excess can be compensated for by corresponding savings elsewhere. The maximum amount of the contractually agreed financing in the respective open calls must not be exceeded, unless the amounts lacking are compensated for by own financing and/or co-financing by third parties.

Deviation from this may only apply if the excess is due to official project conditions or requirements subsequently arising in the implementation period. KHS GmbH will determine whether the subsequent assumption of costs is possible on a case-by-case basis.

21. Can I receive financial support for the project for ongoing material and/or personnel costs?

No. Only expenditure that is first and foremost caused by the project is eligible for financing. Expenditure borne by the current budget of an institution (e.g. the provision of regular staff or existing infrastructure) can neither be financed pro rata nor in full.

22. What do the cooperation financing agreements with KHS GmbH look like?

In the event of a positive decision, KHS GmbH will conclude a contract with the project sponsor. KHS GmbH will use a uniform contract that contains all

necessary information on the cooperation relationship. Any regulations for individual cases going beyond this will be made on a case-by-case basis.

23. How can I access the financing funds for my approved project?

Funds shall be disbursed by means of calls for funds which are contractually bound and contain a statement of performance rendered and expenditure. As a rule, project sponsors will have to initially pay their expenses and request funds after each outlay. In justified exceptional cases, an individual disbursement arrangement can be made with KHS GmbH.

24. What should the billing and documentation of a project look like?

Billing must take the form of a so-called proof of use. This consists of numerical accounting and a technical report setting out the progression of the project, the goals achieved, the impact and the final evaluation of the project. The template to be used is available on our website. Proof of use must be submitted no later than three months after completion of the project. The final instalment of the cooperation financing shall be paid only after the proof of use has been submitted.

25. How do I coordinate the planning and implementation of my project with KHS GmbH's overall programme planning?

The project must fit into the existing Capital of Culture programme in terms of content, schedule and space. Selected projects must consult and coordinate with the KHS GmbH programme and production team at the appropriate time. It is therefore advisable to consider alternative dates and locations (e.g. intervention spaces) from the outset.

26. What do I need to keep in mind when planning my public relations work if my project is selected, and how do I coordinate this with KHS GmbH?

Selected projects must consult and coordinate with the KHS GmbH communication and marketing team at an early stage with regard to the planning of their public relations work. We expect costs for marketing and public relations work to be included in the planning when submitting the

project budget. The selected projects will receive mandatory guidelines for the use of the corporate identity of KHS GmbH. If you have any questions prior to submitting, please contact the Communications team: communication@chemnitz2025.de

27. Can I use KHS GmbH infrastructure for my project – and if so, which?

Agreement on the possible use of KHS GmbH infrastructure will be regulated on a case-by-case basis as part of the contract negotiation.