

**flausen+headquarters**  
**Checkliste Einzelkünstler:innen – TakeAStand 2022**

Nr.	Position	Descriptions	Check
1	<b>Required Documents</b>	To fill out the application quickly, please have the following documents ready, if available: Certificate of residence from your theater, KSK certificate, proof of artistic activities (e.g. via invoices or fee contracts)	<input type="checkbox"/> completed
2	<b>First Steps</b>	Please apply at: <a href="https://online.applied.fonds-daku.de/user/register">https://online.applied.fonds-daku.de/user/register</a> Please make sure that you select the correct network (flausen+)	<input type="checkbox"/> completed
3	<b>How to fill out the Application</b>	This checklist will guide you through the application step by step.  <b>IMPORTANT: Save your application as a DRAFT for now.</b> In this way, we can easily make changes together if there are any discrepancies before you submit the application.	<input type="checkbox"/> completed
4	<b>Project Title</b>	Please enter your project title here. This must match the one in the residence certificate.	<input type="checkbox"/> completed
5	<b>Contact Details</b>	Please note that you have to state your registered place of residence within Germany. If you have an artist name, please enter it under "Suffix".	<input type="checkbox"/> completed
6	<b>Information Description</b>	Please provide as much information as possible about yourself as an artist and your recent artistic activities. Also select the theater with which you want to conduct your residency.	<input type="checkbox"/> completed
7	<b>Project Plan</b>	Please provide as much detailed and informative information as possible about your planned residency. Make sure that you are applying for an OPEN-result residency with a research focus. Productions can also develop from this in the process.	<input type="checkbox"/> completed
8	<b>Brief Description</b>	Please formulate a short text of your project in neuter. This can be used on public platforms to present the individual residencies. E.g. Neuter: In the next 2 months, this residency will deal with the topic ....	<input type="checkbox"/> completed

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<b>9</b>	<b>Period</b>	<p>The funding program aims to offer as many artists as possible the opportunity for a residency. Your residency period therefore usually lasts two months and must have taken place by December 31, 2022.</p> <p>If the residency starts on (before) October 1st, there is the possibility to apply for two consecutive residence periods.</p> <p>Please make sure that your residence period is also correctly stated in the residence certificate.</p>	<input type="checkbox"/> completed
<b>10</b>	<b>Proof of artistic activities</b>	<p>Please note at least one of the requested productions OR guest performances.</p> <p>If you have already started a #TakeCare / #TakeHeart, you can also indicate it here as a publicly funded production. You have to upload the relevant proof in the online portal a little further down.</p>	<input type="checkbox"/> completed
<b>11</b>	<b>Details of the funding amount</b>	<p>The funding amount is 5,000 euros per artist, i.e. 2,500 euros per month. Co-financing is not possible.</p>	<input type="checkbox"/> completed
<b>12</b>	<b>Project Banc Account</b>	<p>Please note that you have to provide a project account for the funding to be processed successfully. This is a separate bank account that is not used privately.</p>	<input type="checkbox"/> completed
<b>13</b>	<b>Necessary materials – KSK proof or income</b>	<p>When uploading the required documents, pay attention to the file type (*.pdf) and the maximum file size (5MB). Remember that you can only upload one file per upload option and bundle your evidence accordingly in individual PDF files.</p> <p>Please upload either your KSK contribution notification for 2021 or alternatively a list of income from artistic activities from the years 2018 to 2021. The artist must have been self-employed full-time during this period.</p> <p>The revenue statement must include the following:</p> <ol style="list-style-type: none"> <li>1. Tabular overview of income for the years 2018 to 2020</li> <li>2. Min. 2 proofs of payment, such as 2 bank statements (not just invoices).</li> </ol>	<input type="checkbox"/> completed
<b>14</b>	<b>Necessary materials – Residence certificate</b>	<p>Please use the residence certificate provided by your house. Please make sure that the same period and project title is given as in the application field.</p>	<input type="checkbox"/> completed

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<b>15</b>	<b>URL's</b>	Here you can voluntarily introduce yourself with a maximum of three URLs, sorted by priority. Ideally, you create a link to the productions already mentioned in the application. If the pages are not freely accessible, you must enter your username and password.	<input type="checkbox"/> completed
<b>16</b>	<b>Questionnaire</b>	After you have successfully completed the application and handed it in (after our review), you have the opportunity to take part in an approximately five-minute anonymous questionnaire. The data collected should help to expand funding opportunities in the independent scene. <b>This is optional.</b>	<input type="checkbox"/> completed

We wish you every success with your application!

If you have any questions, please contact your responsible Theater first.

If you would like to reach us directly, we are happy to help you:

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