

Funding guidelines, effective 1 January 2015

International Museum Fellowship Programme

A funding programme by the German Federal Cultural Foundation

1. With the **extension of the modified “International Museum Fellowship Programme”**, the Federal Cultural Foundation will continue supporting joint projects between German museums and international museum professionals starting in 2015.

2. **The goal of the programme** is to encourage museums in Germany to internationalise their themes, working methods and orientation, and to support them with implementing innovative approaches to their established collections. The collaboration with the fellows should culminate in an exhibition. Furthermore, the programme aims to improve intercultural competence within German museums and strengthen international networks of researchers, curators and museum teams. The funding provided through this programme should promote project-related collaboration between the fellows and participating museums, increase public awareness of new forms of museum work and stimulate a debate about intercultural activities at museums.

3. Funding enables junior researchers or curators (fellows) from abroad to conduct an **18-month employment and research stay** (fellowship) at a German museum or public collection. A total of 25 fellowships are eligible for funding through this programme.

4. **The fellows** should be outstanding junior researchers or curators, preferably from non-European countries, who have spent a majority of their working lives in a foreign European and especially non-European country. The fellows should possess a university-level degree with above-average marks and have already gained subject-related work experience. If a candidate does not have an academic degree, an exception can be made if he or she possesses alternative, substantiated curatorial qualifications. The fellows are employed at the museum’s headquarters. It is not necessary to name candidates as fellows at the time of application. However, the applying institution must provide a desired professional profile and describe the fellow’s future activities.

The programme offers fellows the chance to gain professional advancement at a German museum. Fellows should make themselves acquainted with the latest scientific and methodical developments in their field in Germany, gain a comprehensive view of the working methods and collection of their host museums and forge contacts with colleagues and institutional partners. They should assume responsibility for developing a project, based on the museum’s main exhibition, research and collection activities, and contribute genuine skills to ensure its successful realisation.

The programme does not grant funding to work and research stays exclusively devoted to conservation, preservation, preparation, exhibition technology, storage administration, documentation and collection management. Furthermore, funding may not be used to finance researchers or curators who live abroad but already work or have worked at the applying institution (excluding prior or present internships).

5. In order to provide professional supervision to the fellows and support networking between each other and relevant institutions in Germany and abroad, the “International Museum Fellowship Programme” also includes an **Academy Programme** which offers workshops, professional colloquia and a concluding evaluatory event. Participation in these approx. four events is obligatory for all fellows and their mentors.

6. German museums are **eligible to apply**. Applicants must be publicly accessible, state or municipal museums, collections or exhibition galleries, or – in the case of organisational forms under private law – museums, in which municipal, state or federal agencies are financially invested. The legal form of the applying institution (e.g. foundation, GmbH or gGmbH) has no influence on the funding decisions. Museums of all types are eligible to apply (e.g. history museums, cultural historical museums, art museums and art exhibition galleries, natural history museums, open-air museums, archaeological museums, etc.)

7. The Federal Cultural Foundation regularly awards a total of **130,000 euros per fellowship**. In addition to paying the fellow’s salary, funding can be used to finance a fixed administrative allowance in compliance with the public service pay scale (TVÖD), a travel expense allowance, training seminars for the fellows, as well as a trip by museum personnel to scout and select qualified candidates. The exhibitions, in which the fellows are involved, may also be financed with awarded funding, as well as a preparatory German language course.

8. Funding is granted as **shortfall financing**. The museum is obliged to contribute capital resources (see no. 10) totalling at least 10% of the funding amount. Funding can be used to cover material and personnel expenses. Applicants are not legally entitled to funding through the Federal Cultural Foundation. Paragraphs 23 and 44 of the Federal Budget Code, the administrative regulations and contractual provisions of the Federal Cultural Foundation apply to the approval, payment and accounting of funding, the proof and review of expenditures, as well as the possible withdrawal from the funding contract or reclamation of funding. Funding payments may only be effected after the conclusion of the funding contract.

9. Applicants must name a qualified candidate as a fellow **within six months** of receiving funding approval. The appointed fellow must commence employment at the museum within this period of time.

The applying museum must provide justification for any changes it makes to the fellow’s job profile or prospective tasks during the course of the scouting and selection process. Should the fellow’s visit at the museum end prematurely within the first four

months, the museum is entitled to select a new fellow at its own expense within one month in order to receive continued funding for the remaining months. Museums are obliged to provide the Federal Cultural Foundation with justification for the fellow's termination and obtain approval for appointing new fellows.

10. If funding for the project is approved, the **museums must undertake to provide the following:**

- Professional and/or curatorial supervision and support of the fellow by a mentor who works in a managerial position at the museum
- Separate work place for the fellow with a telephone and Internet connection
- Assistance with finding accommodation and attaining the necessary working and residence permits with the public authorities
- Permission for fellows and mentors to participate in the accompanying Academy Programme, organised by the Federal Cultural Foundation
- Support of the scientific and professional exchange between fellows
- Contribution of capital resources totalling at least 10% of the funding amount provided by the Federal Cultural Foundation.

The financial contribution of the museum's own capital resources must be pledged in the form of a written statement by a representative of the museum.

11. **All applying institutions** are required to use the **online form** provided on the Federal Cultural Foundation's website starting in February 2015. The funding application must include a concept which outlines what the institutions hopes to gain by employing an international researcher or curator, and how they intend to achieve these goals through the programme. The application must also contain a detailed description of the fellow's project, his/her respective tasks and focuses of activity, for example, the planned exhibition project. Furthermore, the funding application should mention measures, with which the museum intends to ensure the quality of the fellow's activity and the project's public presentation (e.g. training seminars, university partnerships, fact-finding missions to other museums, etc.). Details regarding application procedures and required written statements are provided in the application form.

12. **The submission deadline is 15 June 2015.** The Federal Cultural Foundation will only accept applications submitted via the online form. Applications submitted after the deadline will not be considered. The jury will review all submitted applications in a closed session in September 2015.

13. The Federal Cultural Foundation cannot grant funding to projects which have begun, effected payments or entered contractual agreements prior to the jury session. Funding cannot be granted to projects which have already been rejected in a previous round of applications.

14. The Executive Committee of the Federal Cultural Foundation is responsible for approving the funding of fellowships, selected and recommended by an independent

jury of experts. The jury will review the next round of applications in a closed session in **September 2015.**

15. These funding guidelines went into effect on 1 January 2015 and are subject to change.