



ASTA - Allgemeiner Studierendenausschuss  
Bühningstraße 20  
13086 Berlin  
asta@kh-berlin.de

## Guidelines for project funding

In principle, the ASTA can pay a financial subsidy for projects that enrich the student body of the KHB. Since there is not too much money available, we normally only fund free and **cross-disciplinary/interdisciplinary** group projects. Applications can be submitted twice a semester, with an interval of 3 months. The application deadlines are announced well in advance.

- Materials for the production of personal artworks within a group-project are generally not funded
- Anything that falls within the remit of a department should be paid for by your department and not by the ASTA.
- At least 10 students should be involved in exhibitions.
- Projects with non-students or with students from other colleges/universities are of course possible. In such cases, we are happy to share the funding with the ASTAs of the other unis.
- At **least five Weißensee** students should be involved in the project
- It would be good if your project has a social or political claim

Please always check other funding possibilities such as the Mart-Stam Foundation, the ASV of the KHB or financial support from your department. If your project is funded through different ways or other applications have been made, we would like to be informed about this in the project application.

**The money from the ASTA is a grant and is not intended for complete project funding. Indicative amounts of funding:**

- Project: **max. 500€**
- Contract for work: **max. 150€ / 200€ (for travel)**
- Workshops: **max. 400€**

For invoices, our address is only mandatory if the invoices are to be paid DIRECTLY by us - in the case of a refund, the private address can also be given.

**The invoice address of the services or goods that we are to pay directly must be  
weißensee academy of art berlin,  
Bühningstraße 20,  
13086 Berlin**

**be. If you wish to be reimbursed after your project, it is also possible to provide your private address.**

**The invoice address of all purchased services or goods must be weißensee kunsthochschule berlin, Bühringstraße 20, 13086 Berlin.**

Invoices can be addressed directly to the AStA and paid by us. If necessary, a request for payment in advance can be made. Please plan enough time in advance for **work contracts** (it takes time until the contract is issued and should be organised before the event date).

The more detailed your project application is filled out, especially the formal information about the project, the better we can decide on it. This information serves as a guideline. Each application will be decided on individually.

If you are applying for funding, we expect that:

- **you send us a digital invitation at least one week before the start of the project so that we can forward it to all students of the KHB.** Since the AStA money comes from all students, everyone must have the opportunity to experience the financially supported project. Please formulate the invitation in such a way that we only need to forward it.
- **all receipts are properly attached and entered in the original on the forms provided and all invoices are handed in in the original with khb's invoice address. In the case of card payments, the card receipts must be attached as a matter of urgency.** If these are missing, we need a screenshot showing the amount withdrawn from your account. Incorrectly affixed receipts or copies will not be processed! Please make sure that you do not buy private items and items for your project together. Mixed receipts cannot be refunded.  
If the address of the Kunsthochschule is not given as the billing address, the ServiceCenter Haushalt cannot reimburse it. Under the stairs next to the library you'll find the ASTA letterbox (near the Prof letterboxes). You can generally submit documents to us there.
- **Materials that are financed by the AStA should be taken to the ReLab materials storage (construction trailer) after the project is finished.** This way, the materials can still be used by other students. In the construction trailer there is the possibility to store more delicate materials such as paint. Please contact the students of the ReLab (relab@kh-berlin.de). Kostüme und Requisiten müssen im Fundus der Abteilung Bühnen- und Kostümbild abgegeben werden.
- **until the submission of the invoice, a digital documentation of you with a few photos and a short text that describes the project well should be sent to us by e-mail.** So that the project can be shared on the website and the AStA Instagram page. You can also use our social media pages to promote your project.
- **The statement of account must be submitted no later than 6 weeks after the project has been completed and before the end of the calendar year (by the end of November).**
- **For exhibitions, we expect you to carry out an open call and make sure that it is interdisciplinary, so that design and fine arts are equally represented.** We would also like to be involved in the selection process.

The following projects are not eligible for funding:

- Projects by individual students
- Final theses/exams
- Costs for the physical well-being (food and beverages)

**Please note: If you behave in a disrespectful and presumptuous manner towards us, we reserve the right to withdraw a promised project funding**