

Frequently Asked Questions...



... about the application

Can an application be saved and continued later?

No, an application CANNOT be saved and continued at a later point in time. The form must be completed and submitted in one sitting. A PDF preview of the form is available [here](#).

Can additional documents be submitted by e-mail?

No, applications can only be made online. Any additional documents sent by e-mail will not be considered.

When will notifications of approval and refusal be sent out?

The two-step selection process means that initial refusals will be sent by e-mail after the first round of decisions in the course of September 2024.

Projects that are not rejected in September have made it through to the second round, but this does not yet mean that their application for funding has been approved. In this second round, the expert panel has the option of asking applicants to answer questions and/or invite them to attend a hearing within one month. It is at the discretion of the expert panel as to whether contact is made with applicants (if required) during the second round. This means that applicants may not necessarily be contacted in the second round. Applications may also be rejected or approved without a hearing or answering questions.

The final set of refusals and approvals are expected to be communicated in the second half of November 2024.

Can another application be made for a project that has already been funded in the past under SHIFT?

If a project that has already received funding under SHIFT is to be further developed/extended in terms of content, it can be submitted a second time. Simply submitting another application for a project that has already received funding in the past is not possible.

Is it possible to submit an application for two different projects?

Yes, you can submit an application for two different projects.

Is it possible to submit an application for different sets of funding for the same project?

Yes, in principle it is possible to submit an application for the same project to receive two different sets of funding. This does not increase your chances of the application being approved.

IMPORTANT: If two versions are submitted, the more comprehensive one must be marked “(A)”, and the smaller version must be marked “(B)” after the title.

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Clear substantive arguments, separate project descriptions and calculations are required for each of the two separate submissions. **Reasons must be given as to why an application is being made for two different sets of funding.**

The call is aimed at the freelance art and culture scene. How do you define this?

Artists in the freelance scene work autonomously in terms of their content, method, self-determination, self-organisation and structure. This means that they are not affiliated in any way with public institutions, public corporations, regional authorities, churches and political parties. However, being independent does not mean not having received or being in receipt of subsidies/funding.

Our association has been registered. We are waiting to receive the Central Register of Associations number (ZVR No.). If this does not arrive in time, is it still possible to apply for funding as an association and submit the ZVR No. at a later date?

Yes, you can submit the application for the project before finalising the foundation of the association and subsequently submit the ZVR No.

Can collectives not organised as an association also apply?

In the case of submissions from collectives not organised as an association, an individual/natural person must be specified as the applicant. Individuals may apply for a maximum amount of EUR 50,000.

It is also possible to wait and only set up an association once the application has been approved, and to submit the ZVR extract later.

The members of the collective and their roles in the project must be named in the submission documents.

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... about the project

Which genres/formats can be submitted?

The call for applications is deliberately open in its wording. The freelance art and culture scene in Vienna (artists, art agents, cultural mediators and organisers, initiatives, collectives and others) is invited to submit project applications. The focus is on art and cultural projects from all disciplines that fulfil one or more of the objectives in the call for applications. Transdisciplinary and multidisciplinary artistic works are welcome.

You can see which projects have been realised so far in the [SHIFT Archive](#).

Can the project also take place at several locations?

Yes, the project can take place at several locations. It can also take place at centralised and/or decentralised locations and/or be a mobile project.

Can the artistic project also be scientific in some way?

Yes, the project can have a scientific aspect. Transdisciplinary and multidisciplinary artistic works are welcome.

How specific do event dates or venues have to be when submitting the application online?

Planned time periods and planned venues should be specified in the submission. It is still possible to change the locations during the project, but this must be agreed in advance with SHIFT/BASiS.KULTUR.WiEN. The most important thing is that the content/concept of the project does not change as a result.

For example, if an event that was conceived for the public space in the submission is moved to a theatre, this changes the concept and will therefore likely be considered not possible. Moving an event from one location in the public space to another/similar location is likely to have little or no impact on the concept and will therefore likely be considered possible.

Any changes to the content of the project while it is ongoing that have not been agreed in advance with BASiS.KULTUR.WiEN may result in the approval for the project being withdrawn.

Do all the artists you work with have to live in Vienna, or can artists living abroad also take part in the project?

It is important that the applicant has their primary residence/registered office/seat in Vienna. Cooperation with artists residing abroad is possible if this requirement is met. It is essential, however, that the project has a clear connection to Vienna (please refer to the evaluation criteria).

If you intend to work with artists who are resident abroad (for tax purposes), you should clarify at an early stage whether their work is subject to withholding tax pursuant to section 99 of the

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Income Tax Act [Einkommensteuergesetz, EStG]. We recommend seeking the advice of a tax consultant here.

Does the call for applications pertain to one-off funding that is then integrated into the cultural institutions or can annual funding be expected?

SHIFT is a project funding initiative. It is not designed for structural funding. The selected projects have a clear start and end date, which means that annual funding cannot be expected.

If a project that has already received funding under SHIFT is to be further developed/extended in terms of content, it can be submitted a second time. Simply submitting another application for a project that has already received funding in the past is not possible.

Can a project continue beyond the implementation period if it is organised autonomously and independently of SHIFT?

Yes, once the project has been completed within the framework of SHIFT, the project authors are free to continue the project independently of SHIFT and/or to implement it again.

It is important to remember, however, that projects funded by SHIFT must be realised and completed between January 2025 and June 2026. The funding recipients must settle their project budgets with BASiS.KULTUR.WiEN within a month of the agreed end of the project (as per the funding agreement), i.e. if the project is completed at the end of June 2026, for example, the settlement deadline will be the end of July 2026.

Do further activities that take place after the end of the project have to be agreed with SHIFT and possible income (e.g. tours) also factored in?

No. Any subsequent activities do not affect the SHIFT-funded project and the settlement for it, so they do not have to be reported.

It is important to note, however, that the project funded by SHIFT must be completed within the defined period and settled one month after the end of the project, i.e. if the project is completed at the end of June 2023, for example, the settlement deadline will be the end of July 2023.

Frequently Asked Questions...



... about the calculation of income/expenses and acquittal

It is recommended that you read the [acquittal guide](#) and the Fairpay recommendations before preparing the calculation of income/expenses:

- [FAIR PAY salary scheme for cultural associations](#) – IG Kultur
- [TKI fee chart for independent cultural work](#) – IG Kultur
- [Minimum fee](#) – IG Freie Theater
- [Guidelines for fair pay in the visual arts](#) – IG bildende Kunst
- [Minimum fees – recommendations for readings and discussions](#) – IG Autorinnen Autoren
- [Minimum fee recommendations for the music industry](#) – mica
- [Fee recommendation](#) – Austrian Association of Art and Cultural Mediators

How detailed does the calculation have to be or is it possible to amend it in the second round?

We strongly recommend submitting a detailed calculation of income/expenses. This plan is a core evaluation criterion for advancing to the next round.

If you plan to apply for other funding as well, such as from the BMKÖS, ONLY funding for which written confirmation has already been received should be included under 'Income'.

Requested/proposed amounts WITHOUT any firm commitment must be stated in the text field "Evaluation criteria" (Calculation).

If admission fees are collected, an estimate of the income from ticket sales must be indicated in the calculation of income/expenses.

What is the procedure with sponsored merchandise and benefits (e.g. rent-free, sponsored event rooms, etc.)? Do these need to be converted into a monetary equivalent and included in the calculation?

No, these do not need to be given a monetary value in the calculation. However, collaborations and sponsored merchandise and benefits must be listed in the text field "Evaluation criteria" under "Calculation".

Can admission be charged at the events?

Yes, admission may be charged. However, any proceeds must be returned to the project. It is not permitted to turn a profit.

The general advice is to keep admission fees low, or to dispense with them altogether, to remove any financial barriers for visitors.

If admission fees are collected, an estimate of the income from ticket sales must be indicated in the calculation of income/expenses.

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How high can artist fees, infrastructure costs and overhead costs be?

It is the job of the expert panel to assess whether the overhead costs are reasonable in relation to the overall project. There are no fixed limits. However, any funding provided must be used in a way that is commercially-minded, sparing and related to the project.

The recommendations of Fair Pay should be taken into account when setting fee rates (see links above).

Does SHIFT only fund direct project-related costs or also overhead costs such as room rental?

SHIFT is a project funding initiative. It is not designed for structural funding. If, for example, running costs are incurred by the submitting association (rent for the association's premises, electricity, etc.), these can only be offset on a pro rata basis in line with the extent to which the premises were used for the project.

See the [acquittal guide](#) for more information here.

Can purchased technical equipment be covered?

Material costs (purchases, fixed assets, technical equipment) can only be covered if they are necessary to carry out the project being supported. They must be clearly stated in the calculation of income/expenses when the project application is made.

Only if this is the case can purchases of up to EUR 1000.00 be included in full. For goods with a higher purchase price, either a lump sum of EUR 1000.00 or a sum calculated pro rata to the project period on the basis of a useful life of three years can be included.

Frequently Asked Questions...



... about funding from multiple sources (funding of a project by several funding agencies/programmes)

Is it possible to apply for other funding for the planned project?

As a general rule, it must be possible to realise the project using SHIFT funding alone. It is, however, possible to apply for additional sources of funding, for example via the BMKÖS or funding at district level.

If you plan to apply for other funding as well (such as from the BMKÖS, district culture funding), ONLY funding for which written approval has already been received should be included in the calculation under 'Income'.

Requested/proposed amounts WITHOUT any firm commitment as well as cooperation partners must be stated in the text field "Evaluation criteria" (Calculation).

IMPORTANT NOTE: Any project that receives funding from SHIFT cannot receive additional funding for the same project from MA7. However, you may submit the project to both funding organisations at the same time.

Does the receipt of SHIFT funding affect the total funding (formerly annual funding) from MA7?

In order to ensure a balanced distribution of funding, the MA7's respective advisory board considers all funding/income received by the applicants when evaluating funding applications (total and individual funding). This means that any funding/income, including SHIFT, can have a potential impact on MA7 funding (total and individual funding).

... about collaborations

Cooperation partners must be stated in the text field "Evaluation criteria" (Calculation).

Is it possible to cooperate with several associations within the scope of one project?

Yes, you can cooperate with several associations. BUT responsibility for the project lies solely with the association, company or individual on whose behalf the project was submitted. This also applies to the project's presentation in the media and the promotion of the project. Collaborations are mentioned, but not given equal priority.

Do letters of intent need to be included, or is it enough to include a description of our cooperation partners in the application?

There is no need to enclose letters of intent as a general rule. It is enough to include a description of the cooperation partners in the application. It is only advisable to include a letter of intent for concepts that can only be implemented with particular cooperation partners.

Frequently Asked Questions...



... about implementation

Should government permits be obtained in advance (e.g. for art projects in public spaces)?

No, there is no urgent need for government permits to be obtained in advance. It must, however, be clarified in advance with the authorities whether it is even possible to realise a particular project in a particular public location. Funding can only be provided for projects that can and may legally be realised.

What happens if not all of the funding is used up by the end of the defined period of time? Is it possible to carry the funding forward or does the remaining money need to be paid back?

If the funding provided is not used in full, the remaining amount must be transferred back to BASiS.KULTUR.WiEN.

Are there any formal specifications or guidelines on how the projects should be organised and financed?

The project authors are responsible for organising, running and financing the projects, including acquittal.

The expert panel will pay particular attention to the following evaluation and implementation criteria in its assessment:

Artistic Concept | Innovation | Connection to Vienna | Conveyance | Communication (media, audience outreach) | Sustainability | Calculation

Once a project has been approved, BASiS.KULTUR.WiEN has workshops that can be attended in which questions on project completion and acquittal criteria are explained. The acquittal guide can be accessed [here](#).

If there are any questions that are not answered in the FAQs, please send them to shift@basiskultur.at.

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