

DAAD Artists-in-Berlin Program

Application form and guidelines

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1 Application guidelines

Before applying, please read the important [Residency Information \(pdf\)](#) and follow these steps in submitting all required materials. The current forms are available only while applications are open.

Please note that incomplete applications will not be considered.

Step 1 **Complete the [Personal Data Form \(pdf\)](#)**

Step 2 **Complete this [Application Form \(pdf\)](#)**

(Please follow the specific guidelines of your discipline for submitting work samples **before** sending your application email to residency.berlin@daad.de)

We accept only the following attachments:

- application_DISCIPLINE_SURNAME_NAME.pdf (required)
- personaldata_DISCIPLINE_SURNAME_NAME.pdf (required)
- press_DISCIPLINE_SURNAME_NAME.pdf (optional, 4 pages max.)
- ref_DISCIPLINE_SURNAME_NAME.pdf (optional, 4 pages max.)

Any other material / links sent in the email will not be considered. Please make sure the email does not exceed 10 MB in total size and the file names comply with the specifications above.

The application process must be completed by December 1, 11.59 pm, CET.

This includes:

- 1 Submitted Personal Information Form
- 2 Submitted Application Form & submitted work samples
- 3 Optional: submitted press & letters of reference

Late submissions will not be considered for the selection process.

Guidelines for submitting work samples

→ If you apply for film

We accept Vimeo or YouTube links only. Please submit no more than three work samples, preferably three most recent works, with subtitles. Please include a synopsis of every film submitted. No trailers.

Maximum viewing time per applicant is fifteen minutes. Therefore please submit three extracts of five minutes in separate links and include a link to at least one complete film, if possible. Please ensure that all submitted material remains available online until August of the following year. Broken links will result in the application being excluded.

→ If you apply for music & sound

Please submit recordings, videos, or audio-visual material digitally via download links in the application form.

Please submit no more than four work samples, including corresponding materials for each work sample—i.e. the score, a description of the work, photos, videos. Specific sections to be listened to should be marked accordingly. Please indicate your name and the title of the work on all material, both in digital form (filename, metadata) and directly on the media, if applicable.

Please only submit physical material such as printed scores, analogue media (vinyl, tape), or storage media (USB stick) via postal mail if absolutely necessary. Please follow the instructions on how to send work samples by mail on the next page. We do not accept CDs or DVDs. We prefer digital media to be submitted via links.

Please ensure that all submitted material remains available online until August of the following year. Broken links will result in the application being excluded.

→ If you apply for literature

We accept PDFs of published books (no online-only publications) as a download link in the application form. Please do not submit manuscripts and no more than four books. Original, printed publications can only be sent from within the EU due to changes in customs regulations. Please follow the instructions on how to send work samples by mail on the next page.

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Sending physical application material

From within the EU by post:

If a digital submission is not possible, please send physical work samples together with page 1 of the application form postmarked by Dec 1 to:

Berliner Künstlerprogramm des DAAD
Markgrafenstraße 37
10117 Berlin
Deutschland

Please do not enclose any other documents. If you submit work samples via postal mail, please note that the DAAD Artists-in-Berlin Program cannot cover customs-related costs nor assume any responsibility for submitted materials. After the application process original materials (books, scores) will be returned only at the written request of the applicant. Copies, manuscripts, copied DVDs and tapes etc. will not be returned.

Late and / or incomplete applications due to rejections by customs will not be considered for the selection process.

Information for applicants from non-EU countries:

Unfortunately, it is no longer possible to submit application material in the mail duty-free. Please only submit material digitally. Please note that DAAD Artists-in-Berlin Program cannot cover customs-related costs nor assume any responsibility for materials submitted by mail.

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Application form for a DAAD- Artists-in-Berlin Program residency

Important: Use only this form to answer the questions.
Text boxes may not be exceeded.

I am applying for

film

music & sound

literature

Last name

First name(s)

Artist name

Website(s)

Please describe your artistic practice Text limited to text box

Artistic background, distinguished career achievements and grants (list):

Text limited to text box

Knowledge of languages Text limited to text box

I am submitting the following works / documentation of the following works:

Please read the guidelines on page 4 regarding submitted material carefully. Links can only be submitted here. Text limited to text box

Additional material Font size not smaller than 10pt Times New Roman

Press (articles / reviews)

PDF dossier of max. 4 pages, filename:
press_DISCIPLINE_SURNAME_NAME.pdf,
attached to the application email.

Letters of reference where applicable

PDF dossier of max. 4 pages, filename:
press_DISCIPLINE_SURNAME_NAME.pdf,
attached to the application email.

Do you already have contacts to the cultural scene in Berlin / With whom would you like to collaborate during your stay? Text limited to text box

Overview of works with information on venues / festivals / publishers / publications (list):

Text limited to text box

What are the plans and goals of your stay? Please bear in mind, that the grant was established to offer the awardees time and space to concentrate on their creative practice without being obliged to produce. Text limited to text box

Is there anything else you would like to share with us that is not related to your artistic practice?

Text limited to text box

Date

Please save the document before the submission

DAAD Artists-in-Berlin Program

berliner-kuenstlerprogramm.de