



## Next Steps

A programme by Bureau Ritter to support dance professionals in Hesse.  
Funded by the Crespo Foundation.

## Guidelines for creating a financing plan

Please use only the binding templates provided by us to create your financing plan. Please note that two different versions are available:

- a [template for the funding plan for funding line A](#) and
- a separate [template for the funding plan for funding line B](#)

Please ensure that you use the correct version.

This guide is intended to assist you in completing the sample financing plan for your Next Steps project. Our **sample financing plan (see 2<sup>nd</sup> table sheet of the template)** provides suggestions for completing the form.

Further relevant information on the application process can be found in the [funding principles](#) and the [FAQ](#).

**The application deadline is 6 p.m. on 30 June 2026.**

### 1. Project details

- Please overwrite all information in purple/italics in the headers according to your online application:
  - project title (*Projekttitle*)
  - date of the budget (*tt.mm.jjjj*)
  - name or name of the institution for which you are submitting the application (*Antragsteller:in*)
  - project duration (*Projektlaufzeit*)
- In the "Accounting" field, select one of the two options according to your VAT situation:
  - If you are entitled to deduct VAT, please select "Netto EUR" under "Accounting" (*Abrechnung*); in this case, you may only use net amounts.
  - If you are not entitled to deduct input tax, please select "Brutto EUR", you may then use the expected gross amounts (incl. VAT) for all expenses.

### 2. Expenses (Ausgaben)

#### Headings and functions

- The titles of the main and sub-items
  - The titles of the main items (*Hauptpositionen*) are predefined.
  - The titles of the sub-items (*Unterpositionen*) are examples. You can replace them according to your needs and add additional lines if necessary. For personnel costs, please specify the function and name, if the name of the person is known.

- Please always insert additional lines above the last (empty) line of a main item so that the sum function is retained.
- If you use the *Copy + Paste Cells* functions, the formatting of the copied row will be retained:

### Example 1: Copy (Kopieren)

Position	Erläuterungen	EUR/Einheit 2027
<b>1. Personalkosten (Funktion, Name)</b>		
11. Projektleitung, ...	Gehalt / Honorar	0,00
12. Koordination, ...		0,00
13. Verwaltung, ...		0,00
..		0,00
Zwischensumme Hauptposition 1:		
<b>2. Reisekosten</b>		
21. Fahrtkosten	Anlass / Reiseziel	0,00
22. Übernachtungskosten		0,00
23.		0,00
..		0,00
Zwischensumme Hauptposition 2:		

### Example 2: Pasting copied cells (Kopierte Zellen einfügen)

Position	Erläuterungen	EUR/Einheit 2027	Anzahl Einheiten 2027
<b>1. Personalkosten (Funktion, Name)</b>			
11. Projektleitung, ...	Gehalt / Honorar	0,00	
12. Koordination, ...		0,00	
13. Verwaltung, ...		0,00	
..		0,00	
Zwischensumme Hauptposition 1:			
<b>2. Reisekosten</b>			
21. Fahrtkosten	Anlass / Reiseziel	0,00	
22. Übernachtungskosten		0,00	
23.		0,00	
..		0,00	
Zwischensumme Hauptposition 2:			

- Please describe in brief what is meant by the title in the explanations column (*Erläuterungen*). We have provided some examples that you can overwrite according to your requirements.
- The total for each item is calculated by multiplying the amount per unit (*EUR/Einheit*) by the number of units (*Anzahl/Einheiten*).
  - For example, you can multiply a monthly salary by the number of months of the project duration or travel expenses by the number of travellers.
- Funding line A: The total amount is shown in the last column of the financing plan. Please do not change the formulas in column F.
- Funding line B: Please enter your planned expenditure separately for the years 2027 and 2028. The total amount for both years is shown in the last column of the financing plan. Please do not change the formulas in columns F, I and J.

#### Personnel costs (Personalkosten)

- Salaries that you include in your project should be appropriate and, at a minimum, comply with the provisions of the MiLoG ([Act on the Regulation of a General Minimum Wage](#)). Please note the current announcements by the federal government regarding [adjustments to the minimum wage](#).
- For the calculation of fees, we recommend following the [guidelines](#) of the BFDK (*Bundesverband Freie Darstellende Künste*).
- Artists' social security contributions to the Artists' Social Security Fund (*Künstlersozialkasse, KSK*): As the project organiser, you are responsible for paying artists' social security contributions, with the exception of the project organiser themselves and, where applicable, members of the applicant GbR. The assessment basis for the artists' social security contribution is all remuneration paid to self-employed artists and publicists (e.g. fees, royalties, etc.). The contribution must be paid regardless of whether the artists and publicists themselves are insured through the Artists' Social Security Fund. Only the Artists' Social Security Fund can make a binding classification and assessment of the contribution amount. The current contribution rate and further information can be found on the [Künstlersozialkasse](#) website.

#### Material costs and services (Sachkosten und Dienstleistungen)

The use of funding is subject to the principles of economic efficiency and appropriateness on the one hand and ecological sustainability on the other.

- When planning your trip, apply the most environmentally friendly standards possible:
  - Give priority to environmentally friendly means of transport
  - Consider alternatives such as telephone and video conferences
  - Combine necessary trips where possible
- When awarding contracts, observe ecological and sustainable criteria and take these into account in your calculations. These could include, for example
  - Recycled paper
  - Energy-saving products
  - Certified textiles
  - Organic products
  - Products from regional production

Using financial resources economically and appropriately from an environmental perspective also means choosing a more expensive product in some circumstances if it has been produced sustainably and fairly and has a longer expected life cycle.

### **3. Income (Einnahmen)**

- Please indicate whether you intend to contribute your own funds (*Eigenmittel*) or whether third-party funds (*Drittmittel*) are available for your project. Please differentiate the third-party funds according to whether they have been applied for, already approved, or if an application for them is still in planning.
- The difference between the expected income and the planned expenditure is your funding requirement.
  - In funding line A, a minimum of €5,000 and a maximum of €25,000 can be applied for.
  - In funding line B, a maximum of €50,000 per calendar year, i.e. a total of €100,000, can be applied for.