

## Application Process

Cultural institutions, organisers of arts and cultural events, festival organisers and other cultural operators from North Rhine-Westphalia (NRW) can send in proposals for projects, events and/or suggestions for international guests to be considered for each six-monthly cycle of International Visitors Programmes.

It is possible to either apply for your own visitors programme if you have a (large-scale) event or suitable theme, or to make individual suggestions for potential international guests. Eligible suggestions for participants will then be taken into consideration when a thematically relevant programme comes up.

Cultural operators and institutions are requested to put in their proposals for both the programme and potential visitors by **15<sup>th</sup> April** for the second half of the year, and by **15<sup>th</sup> October** for the first half of the following year.

A selection of these proposals makes up the twice-yearly programme of the International Visitors Programme, which consists of event-, themed-, press- or networking trips, and occasionally an individual visit. **Event trips** are visitors programmes lasting three to four days that take place around specific events, such as a festival or a conference. **Research trips** are visitors programmes lasting three to four days that take place along a specific theme and look at the unique features of NRW (such as industrial culture, museum architecture, structural characteristics, etc). **Press trips** are visitors programmes lasting two to four-days that are directed at specialist press representatives, the main aim here is media coverage, and these can take place either in relation to an event or a theme. **Networking and individual trips** can also take place in relation to an event or theme and are aimed at strengthening existing networks and the concrete pursuit of international collaborations.

The International Visitors Programme six-monthly programme will be sent out to international partners in May and November each year to obtain further proposals for visitors. There is a co-operation with the Goethe-Institute and its representations abroad, amongst others, to this end. The choice and the invitation of the international guests follows intensive discussions with, and inclusion of, partner votes through the International Visitors Programme.

Unfortunately, it is not possible for international guests to make a direct application on their own behalf. It is imperative that applications are made in conjunction with a recommendation from a partnering institution!

Applications from organisers as well as institutions are to be made informally by email.

**Contact:** Eva Lenhardt, head of the International Visitors Programme, [lenhardt@nrw-kultur.de](mailto:lenhardt@nrw-kultur.de)

**Applications must include** a description of the project focussing on the international relevance of the event or the programme of the respective institution, details of who is in charge and the person to contact, details of the event/s, initial proposals for a suitable accompanying programme as well as for a minimum of 4-8 suggestions for visitors.

The form for visitor proposals (“Participant Suggestion Form”) can be downloaded from the Visitors Programme’s homepage. A separate form needs to be completed as fully as possible for each guest.

**Please note** that the International Visitors Programme, which is run by the NRW KULTURsekretariat, is a networking programme and does not fund travel costs. Applications will not be accepted for contributors, artists or project partners who are already scheduled.

International guests are obliged to fully take part in the programme prepared by the International Visitors in conjunction with its NRW partners. Beyond that, the stay in NRW can be extended at the visitor’s own expense.

A good knowledge of the English language is essential. In relation to specific programmes, particularly in the areas of theatre and literature and following consultation, a knowledge of the German language is mandatory.

Cooperating partners who met each other through the Visitors Programme take precedent when it comes to applying for NRW’s cooperation and export fund ([Kooperations- und Exportförderung des Landes NRW](#)).

Wuppertal, February 2021