



Important information on applying to TAKT

Questions about project funding

What content fits a TAKT project?

TAKT can promote ideas and projects that campaign against discrimination, against racism, against ableism or for LGBTIQ+ rights.

What can TAKT support?

TAKT can only support projects. A project is a one-off undertaking with a specific goal. To achieve the goal, you plan steps and implement them. Your project has a beginning and an end. You must clearly separate it from existing offers.

Does it have to be a new idea?

TAKT can only support new projects. TAKT cannot support existing projects. Only if you have significantly developed an idea or project further. For example, if your goals have changed. Or if you want to reach a new target group. Please describe in your application what exactly has changed.

You have already carried out a TAKT project. What do you need to consider?

You are welcome to submit another application. Please note

- TAKT only funds the same project once.
- You can only submit one application for a new project.
- Has your previous project changed significantly? For example, new goals or a new target group? Then you can submit an application.

Please describe in the application what exactly has changed.

Where does the project have to take place?

The projects must take place in the city of Tübingen. This is the city center, districts or in the suburbs.

What is the time frame?

You can only start your project once you have been accepted. You will probably receive approval in April 2024 at the latest. **Important:** Please be sure to wait for approval before you start! Otherwise TAKT will unfortunately not be able to fund your project.

Your project must be completed and invoiced by November 30, 2024.

Questions about financing

How much money can I apply for?

TAKT supports projects from 250 euros up to 7500 euros.

What can I pay for with the money?

You can get money for:

- Costs for work done in the project, for example:
 - Fees, for example for speakers, interpreters or the coordination of projects
 - Costs for personnel, but only if it is an increase within the scope of the project
 - Expense allowances for voluntary work
- Costs for events, for example:
 - Room rent
 - Flyer
 - Food and drinks

You **do not** get any money for:

- Personnel costs already covered by employment contracts, i.e. for personnel who already work for you.
- Fees for application, documentation (proof of use) and project consulting
- Investments, such as furnishings or equipment

What do I need to consider when financing?

TAKT is dependent on the city budget. This means that TAKT can only transfer the full funding amount once the Tübingen city council has approved the city's budget. This usually happens in July.

The funding amount is the money that you have applied for your project. Perhaps you need the money before July and your association cannot advance the money. In this case, you can submit an application to receive part of the funding amount earlier.

What do I have to keep in mind for expenses over 1000 euros?

Do you have an item that costs over 1000 euros? Then follow the 3 steps below:

1. Obtain 3 offers for this item. This means that you ask 3 different providers for this item and compare the prices.
2. Talk to us about this item.
3. Only then place the order.

Questions about the application

How do I apply?

To apply, fill out an application form. In this application you describe the idea for your project. Also tell us how much money you need. You can find the application form [here](#).

I am applying for less than 1000 euros. What do I need to consider?

Perhaps you need less than €1000 for your project.

Then we only need a little information about your project. Fill out the document called "Application for TAKT projects up to 1000€". You can find it [here](#).

I am applying for more than 5000 euros. What do I have to consider?

If you are applying for more than 5,000 euros for your project, a project consultation is mandatory. You must contact adis e.V. by 15.01.2024. During the project consultation, we will go through your financial plan together.

Who can apply for TAKT projects?

All independent and non-profit organizations can submit an application. These are

- Registered associations
- Foundations
- Non-profit organizations, i.e. gGmbH
- Companies

Individuals, schools and public institutions **cannot** apply. Do you fall into one of these categories? And would you still like to apply for a project? Then we will help you to find an association with which you can submit an application.

Until when can I apply?

You must submit your application by **January 29, 2024**.

Where do I send my application?

You can send us the documents by e-mail to this e-mail address: TAKT@adis-ev.de

Or you can send us the documents by post to this address:
adis e.V.

Fürststraße 3

72072 Tübingen.

Project consulting

When submitting an application

Do you have any questions? Not sure whether your project will succeed or whether the funding you have applied for is suitable? We can help you with these questions. We offer a project consultation to discuss your application together. Please contact TAKT@adis-ev.de

During the project

If the TAKT Council approves your project, we will advise you in all phases of your project. We also offer a workshop for all projects. A contact person will answer your questions during the project.

After the project

Once your approved project has been completed, you must submit a number of documents. These include a report on the progress of the project and a list of expenses. We will also support you with this.

Positive and negative feedback

There are many formal requirements in the TAKT project. Nevertheless, we strive to make the application process as comprehensible and accessible as possible. We are learners and look forward to your positive and negative feedback.

Gefördert vom



Bundesministerium
für Familie, Senioren, Frauen
und Jugend

im Rahmen des Bundesprogramms

Demokratie **leben!**



t Tübingen
Universitätsstadt