

Workspaces on attractive conditions

SEE UP WORKSPACES — Application documents

To ease the transition into working life after studying and to support the process of becoming self-employed, the weissensee school of art and design berlin provides studio spaces at Liebermannstr. 75-83, 13088 Berlin on attractive conditions. The studios are located close to the art and design school and the positions are available to graduates and master-class students from all departments.

Eligibility, jury, duration of awards

Any graduate of the weissensee school of art and design berlin can apply up to three years after receiving their degree. The three-year period is determined by the date when the application is submitted. *(Please use the application form.)*

A jury consisting of representatives from the Departments of Fine Arts and Design, the mart stam foundation for art + design, the executive board of the weissensee school of art and design berlin, the sub-committee of the art studios BBK, the GSE (*a charitable organisation for the promotion of young artists and designers*), and the Senate Department for Culture and Social Cohesion, Berlin will decide on the award of the studio workspaces.

The awards will be made initially for one year and can be extended. Applications for an extension must always be submitted in May of the year following the original application. An extension can be granted a maximum of two times. There is no right to an extension. If workspaces become vacant before the end of the period of support, there is a procedure for determining replacement candidates.

Conditions

Workspaces of around 20 m² are rented out in three large communal studios for approximately €165.00 per month (not including electricity, but including WLAN, heating, and use of the communal areas e.g. kitchen, lifts, toilets). The rent has to be paid monthly and on time for the duration of the contract to the landlord, the GSE. The relevant leasehold agreement will be concluded with the GSE.

Fixed additions to and reconfigurations of the workspace can only be made with the consent of the landlord. The same applies to any other changes to the workspace. The owner requires all users/tenants of the spaces to take out adequate liability insurance at their own expense. The house rules issued by the landlord must be observed. After the period of support ends, the workspaces must be handed over in the same condition they were in at the start of the tenancy (walls/floor cleaned or repainted).

see up Workspaces is part of the graduate network of the
weissensee **kunsthochschule berlin**

see up

see up graduate network

c/o weissensee kunsthochschule berlin
Bühningstraße 20
13086 Berlin

Web: kh-berlin.de
Email: assistenz@kh-berlin.de

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Events, workshops, meetings etc.

The workspaces are made available via the see up graduate network. All further programmes like workshops, consultancy, presentations and network meetings are open to all interested graduates. Events of the school of art and design and the see up graduate centre can, by agreement, take place in the workspaces.

Contribution to studio rent / studio stipend

Where particular financial difficulties can be demonstrated, a contribution to the studio rent can, following a check of the tenant's circumstances, be granted in the form of a stipend. These studio stipends are made available by the mart stam foundation for art + design and the university.

The form "Voluntary disclosure of financial situation" must be completed in each case and submitted along with the other application documents. A contribution to the studio rent is not possible if the candidate is in receipt of other forms of support, e. g. a grant.

Application procedure

Please submit your complete set of application documents in accordance with the requirements in the order set out below **in one PDF document** via the Nextcloud.

Please name the file "**surname_first name.pdf**" before you upload it. Link: [Nextcloud-Upload](#)

1. Completed application form (pp. 1-3)
2. Detailed description of project idea (1 page)
3. Portfolio (at least 5 but no more than 10 pages)
4. CV (1 page)
5. Degree certificate (not older than 3 years)

Following the closing date for applications, you will receive confirmation of receipt of your application by email.

Closing date for applications: 20th June 2024

The award of the subsidised workspaces is made possible by the support of the "Support Programme for Workspaces" of the Senate Department for Culture and Social Cohesion and the GSE.

The award of the studio stipends is made possible by the support of the mart stam foundation for art + design and the weissensee school of art and design berlin.

The guidelines and university procedures for the award of a subsidised studio workspace in Liebermannstraße (see up Workspaces) were published in [Bulletin no. 251](#).

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Application form SEE UP WORKSPACES

2024

Workspaces are available in three large communal studios. The allocation of space is the responsibility of the tenants in the studios.

I hereby apply for a studio workspace (minimum tenancy 12 months)

from 1st November 2024

(It may be possible to move into a workspace at a later time via a waiting list for spaces that become available.)

I would like to go onto the waiting list.

Personal details

Name, first name

Gender

Address

Telephone

Email

Degree (Department and date)

Name of company (if applicable)

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Voluntary disclosure of financial situation

The voluntary disclosure of one's financial situation must be completed in each case.

All gross income (previous year) from freelance and works contracts, salary, capital earnings, stipends, unemployment benefit, social benefits, pension and other forms of income	Taxes paid (previous year) Please attach tax assessment notice or a provisional assessment.	Net household income (previous year) Artists / Designers who are married or living in partnerships must state the net income of their partner.

Marriage / Partnership

yes

no

My household consists of persons.

No. of children

Age of children

I am in receipt of / am expecting a grant.

yes

no

At the same time I hereby apply for a contribution to the studio rent.

(The jury will decide on the award of financial support. Such financial support is not possible if the applicant is in receipt of other forms of support.)

All the information I have provided is complete and truthful and I am prepared, if required, to provide documentary proof. Incorrect information will lead to the support being terminated.

Place, date

Signature

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Brief description of project / Reasons in support of application

In making the award, the jury will give particular consideration to the following aspects:

- the professionalism of the applicant's work
- a coherent project plan
- social situation
- When looking overall at applicants' potential, the jury will also consider particular successes, awards, prizes, social or political engagement, particular personal or family circumstances like illness, disability, care of a child aged up to 10 years (especially as a single parent), nursing care of close relatives who are in need of care, and migration background (cf. [Mitteilungsblatt Nr. 251](#), clause 6, paragraph 7).

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