

## 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 places at Liebermannstr. 75-83, 13088 Berlin on attractive conditions via the See up graduate network. The studios are located close to the art and design school and the positions are available to graduates and master-class students of all departments.

### Application procedure

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 martstam 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 and the Senate Department for Culture and Europe, 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 by the end of April in the year following the original application. An extension can be granted a maximum of two times. 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 m<sup>2</sup> are rented out in three large communal studios for approximately €165.00 per month (not including electricity, but including WLAN, heating, 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).

## Offerings

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 weissensee school of art and design berlin.

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 process

Please submit your complete set of application documents in accordance with the requirements in the order set out below **in one PDF document** by mail to the assistant in the president's office at **assistenz@kh-berlin.de** or submit it via Nextcloud: <https://next.kh-berlin.de/s/DjFor7cmROkJED6>

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)

## Closing date for applications: 6<sup>th</sup> July 2023

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 Europe and the GSE.

The award of the studio stipend is made possible by the support of the mart stam foundation for art + design and the weissensee school of art and design berlin with funds for the promotion of quality and innovation from the Department for Science and Research of the Senate Chancellery 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 on 7<sup>th</sup> June 2022.

# Application form SEE UP WORKSPACES

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 1<sup>st</sup> November 2023.

(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

Address

Telephone

Email

Degree (Department and date)

Name of company (if applicable)

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see up Workspaces ist Teil des see up Absolvent\_innen Netzwerks der

**weißensee**      **kunsthochschule berlin**

**see up**

see up Absolvent\_innen Netzwerk  
c/o Weißensee Kunsthochschule  
Berlin Bühringstraße 20  
13086 Berlin

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Fon: +49 30 477 05 - 266  
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## Disclosure of financial situation

<b>All gross income (previous year)</b> from freelance and works contracts, salary, capital earnings, stipends, unemployment benefit 1 and 2, social benefits, pension and other forms of income.	<b>Taxes paid (previous year)</b> Please attach tax assessment notice or a provisional assessment.	<b>Net household income (previous year)</b> Artists/Designers who are married or living in partnerships must state the net income of their partner.

Marriage / Civil partnership

yes       no

My household consists of ..... persons.

Number of children ..... Age of children .....

I am in receipt of / am expecting a grant.

- yes, from .....
- no
- 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, datum ..... Signature .....

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**see up**

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