

Application for the programme "Set anchor points"

Information about the applying institution

Name of institution

Contact person

Postal address

Email address

Telephone number

Website

Legal form

VAT-registered /
Entitled to reclaim VAT?

Yes

No

Short description of your institution

(max. 3,000 characters including spaces)

Please describe the history, mission, and areas of focus of your institution. Include information on your collection, visitor numbers, and staffing structure, as well as the national and international significance of your institution and previous international activities.

Insert *short profile* here

Information on strategic internationalisation

(max. 7,000 characters including spaces)

1. Which internationalisation strategy does your institution pursue?
2. What goals do you seek to achieve through this internationalisation?
3. What role will the funded position play in this process?
4. What specific projects are planned?
5. What resources, structures, and competencies does your institution already have in place to support international collaboration?
6. Which internal or external factors could affect the implementation or effectiveness of the internationalisation measures?

Insert *information on strategic internationalisation* here

Which areas will be particularly strengthened through the funded position?

(Please select up to three areas in which the funded position should have an impact)

- Building and maintaining strategic partnerships
- Developing collaborations, co-productions, touring exhibitions
- International contextualisation, curation, and presentation of collections
- International communication and profile strategies
- Provision of digital collection data
- Participatory practice
- Addressing regulatory frameworks
- Other areas (please specify below)

If necessary, insert *other areas* here

Information about the planned project position

Planned start date of the project (no earlier than 1 April 2026, e.g. job advertisement, selection process)

End date of the project (no later than 31 August 2027)

Planned start date of the position (no earlier than 1 April 2026, no later than 1 September 2026)

Proposed title of the position

Organisational integration (department, direct supervisor, reporting lines)

Job profile (bullet points or short description, max. 1,500 characters including spaces)

Insert *job profile* here

Which internal resources and structures will you make available (for example, administration, IT, communications)?

Please specify at least three measurable goals that you want to achieve during the funding period.

Budget overview

Please provide an overview of the planned expenditures (detailed figures should be included in the separate budget and financing plan):

Total budget:	_____	€
Own funds or third-party funds:	_____	€
Requested funding amount:	_____	€

Declaration by an authorised representative

(Text form is sufficient, no signature required.)

I hereby confirm that all information provided in this application is, to the best of my knowledge, complete, truthful, and correct and that the proposed project has not yet been initiated.

Place, date:	_____	_____
Name:	_____	_____
Position:	_____	_____

Submission

Please send the following, fully completed documents in a single email (max. 10 MB) to programmes@museumsagentur.de:

- Completed application form as PDF
- Completed template "Budget and financing plan" as Excel
- Statement from your institution's management confirming the position will be embedded institutionally as PDF
- Copy of your institution's official registration document (for example, an extract from the association, commercial, or foundation register, depending on the legal form of the institution) as PDF

Contact

Do you have questions or would like to find out whether the "Set anchor points" programme suits your institution? Get in touch – we look forward to speaking with you!

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