

Fact Sheet

Grants for Foreign Library Staff to Participate in Professional Visits in Germany (AnDFach-E)

BI-International, the standing committee at the German National Association of Library and Information Associations Bibliothek & Information Deutschland (BID), provides financial support for professional visits in Germany with German government funding.

1 Eligibility

Library professionals and information/documentation centre staff, who are actively integrated into the library systems of their home countries, are eligible to apply for financial support. Eligible for funding are professional visits at one or more library, documentation or information institution in Germany to promote further education, professional training, and mutual professional exchange on an international level. The objective of such a visit is to broaden professional knowledge and to learn about the organization, and the conceptual and structural strengths of the German library sector. The length of stay is generally one to four weeks. To be eligible for a grant, written confirmation of the hosting institution in Germany to host and mentor the foreign guest during his/her stay in Germany is required.

Should third-party financing be available, these funds must be used first. Financing in addition to the BII grant is generally attainable, but must be included in the application. German citizens are not eligible for financing even if they work or live abroad. Trips in relation to professional business cannot be funded.

Grants for professional excursions subsequent to a professional visit are available under certain circumstances.

2 Application Period

The application should be made as early as possible, and should be submitted at least six weeks prior to travelling. The grant application is submitted via the online form on the BI-International website. A detailed cost estimate and the acceptance letter from the host institution in Germany must be submitted with the application.

BII will confirm by e-mail the receipt of the application. The decision and notification will be sent by e-mail upon assessment by the BII committee.

3 Grant

The grant is based on a per diem rate for the duration of the professional visit in Germany. Travel costs are self-funded. Funding is granted on an individual basis, and is generally paid in cash by the German institution at the beginning of the professional visit. As a general rule, each applicant is eligible for one grant per year. Funds will be available upon final approval from the sponsor in the designated calendar year. Applicants have no legal entitlement to receive funding.

Grant recipients are responsible and liable for their own travel planning. It is recommended to consult the local Goethe Institute to assist with the planning of the visit and the search for a host institution. Grant recipients are responsible for their own travel insurance, preparation and organization.

Only fully completed applications will be processed. Grant recipients are obliged to prepare a comprehensive written report on their professional visit, which must be submitted within eight weeks of departure from Germany. The report has to explicitly mention the financing through BII. BII assumes copyright ownership for the report and is entitled to publish it, or parts thereof, on the BII website.

On acceptance of the grant, the recipient agrees to these guidelines for financing. BII is entitled to reclaim the grant or parts thereof, if upon examination of the statement of cost and the proofs of expenses, it is determined that the grant has not been used as intended or if the report is not submitted on schedule.

The online form is available at:

http://www.bi-international.de/english/application_forms/international_seminars_in_germany/
(English version)

<http://www.bi-international.de/deutsch/antraege/> (German version)