

“Exhibitions at Galerie im Saalbau” Application Guide

The Neukölln District Office Department of Culture awards a minimum of two exhibitions at Galerie im Saalbau to Neukölln-based artists every year. Projects are selected by a jury of experts as part of an initiative that began in 2014.

Applications from individuals and groups of artists are welcomed. If applying as a group, the person submitting the application must live or have a studio in Neukölln. The other participating artists do not have to be based in Neukölln. Proposals should be for exhibitions that utilise all four rooms of Galerie im Saalbau (a total of approximately 130m²).

The Department of Culture covers exhibition costs including printing and mailing of invitation cards, insurance, visitor services, press and public relations.

Eligibility

1. Professional artists whose primary residence is in Neukölln or who have a studio in Neukölln are eligible to apply. There is no age restriction.
2. Visual artists who have completed an artistic education and/or can demonstrate several years of artistic activity in visual arts are eligible for funding support.

Exclusion criteria

1. Students are not eligible to apply.
2. Artists who have had a solo exhibition at Galerie im Saalbau within the last five years (2020-2025) are not eligible to apply.
3. Members of the jury as well as employees of the Neukölln District Office are excluded from applying.

Application documents

Please fill out the **online** form and upload the following documents as PDFs:

1. Exhibition concept / description of the planned exhibition including images (maximum 2000 characters of text, 11 point Arial, maximum 4 pages with illustrations).
2. CV including details of education, scholarships, awards, and a list of selected solo and group exhibitions (maximum 2 pages)
3. Portfolio of work with examples / images (maximum 10 pages). The page maximum also applies to group applications.
4. When submitting links to websites with videos etc., please ensure that the link can be opened without logging in and that the jury is informed of any password-protected files.

Artists who work with video or sound can submit a USB stick and/or a DVD by mail (Fachbereich Kultur/Galerien, Karl-Marx-Str. 141, 12043 Berlin), provided that the works are relevant to the exhibition concept. The DVDs/USB sticks will be included in the jury's evaluation. Exhibition catalogues or CDs as documentation of work will not be considered. Documents will not be returned to applicants.

Selection process

1. The selection of exhibitions is made by a jury of experts. The jury is made up of the director of Neukölln municipal galleries, representatives from the Neukölln and broader Berlin art worlds, and Neukölln-based artists. The jury's funding recommendation requires approval from the committees of the Neukölln District Office. We kindly ask that you refrain from making personal contact with the jury members in the lead-up to the selection process.
2. The criteria for selection are the quality of the artistic work, the quality of the exhibition concept, and the suitability of the exhibition concept for the spaces at Galerie im Saalbau.
3. Only complete applications submitted on time will be considered. All information will be treated confidentially.
4. All applicants will be informed in writing about the results of the selection process. The award will be valid only after proof of Neukölln residence or studio has been submitted to the Department of Culture. The names of the artists selected for funding will be announced publicly.
5. The Department of Culture reserves the right to select additional projects from the applications for other exhibition programs at Department of Culture galleries following the jury's decision.

The **Online Form (in German)** can be found here:

<https://www.berlin.de/kunst-und-kultur-neukoelln/foerderung/ausstellung-im-saalbau/>

A floor plan of the gallery space can be downloaded from the website.

Additional Information

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