



AWARDING OF SERVICES

A GUIDE FOR ORIENTATION.



Please read this information carefully.

Further information is also available on our websites. If you still have questions, feel free to contact us.

1. Direct Award:

- Principles of efficiency and economy
- Without a procurement procedure
- Up to € 1.000 net per invoice recipient in total. Different invoices/orders are added together!
The value limit for direct awards^{*)} has been increased from €1.000 to €15.000 (net) for the period from 01.01.2025 to 31.12.2025. Up to this amount, recipients of federal funds do not need to carry out a formal procurement process. However, the rules of being cost-effective and using money carefully still apply.



^{*)} Explanation: A direct award means buying the products or services you need straight from a supplier or company. This could be anything, from pencils to repair work or printing jobs. In 2025, you can do this for amounts up to €15.000 (net). This is different for freelance work. A freelancer (a person working alone, or a small group of freelancers sharing an office) is not a company. For freelancers, the limit stays at €1.000 (net). If the cost is more than €1.000, you still need to get comparison offers.

2. Procedure for comparable freelance services

Must generally be awarded in competition!

From €1.000,01 net, the following additional requirements apply:

- You must obtain written offers from three providers based on a written request for services.
Different providers means different companies, i.e., two different products from one company do not count as two offers. You must retain the offers and later include them with your receipts in the proof of use.
- Most qualified and best-priced freelancer (short reason why this freelancer was chosen as the most qualified)
- Spreading out the jobs / changing freelancers is necessary. A new freelancer should be chosen after no more than three jobs in a row with the same person
- Freelance work includes independently performed scientific, artistic, literary, teaching, or educational activities.
- A freelancer (an individual without other employees or a shared office of multiple freelancers) is not a company, but acts as an individual. If you are unsure, feel free to contact us.

3. If the artist or agency/company was already named in the cost and financing plan of your funding application:

- The person/agency/company is considered approved by the board of trustees. No comparative offers are required; the contract can be awarded directly.