

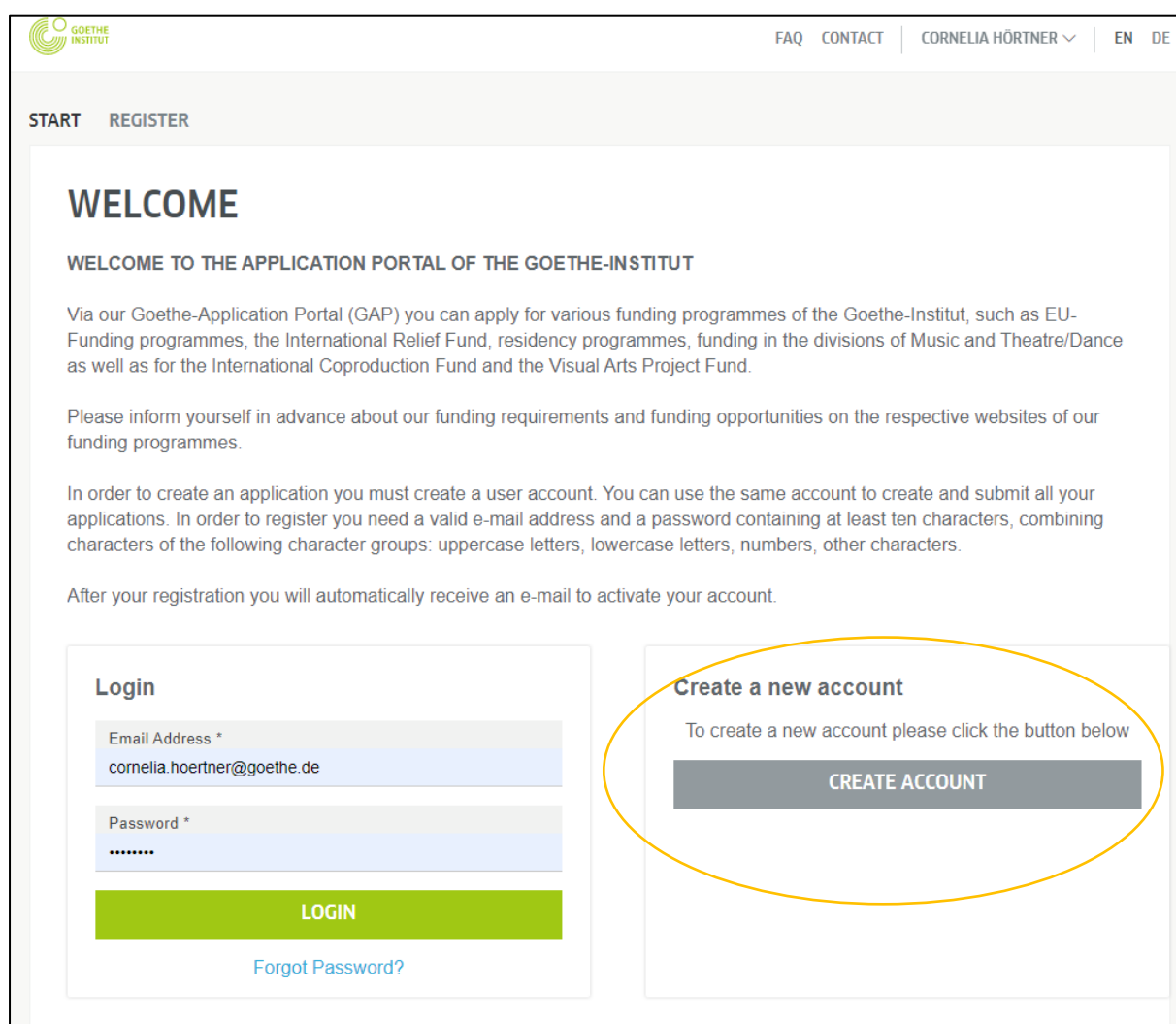
Cultural and Creative Industries

Design Entrepreneurship Incubator Programme

How to apply via the Goethe-Application-Platform?

1. How do I register as a user?

- Make sure to use Google Chrome.
- Please click on <https://gap-online.goethe.de/en-US/cases/bbbdbaf9-9a99-4ac3-9c1d-dc42bd856311/create>.
- You will be directed to the following page:



GOETHE INSTITUT

FAQ CONTACT | CORNELIA HÖRTNER ▾ | EN DE

START REGISTER

WELCOME

WELCOME TO THE APPLICATION PORTAL OF THE GOETHE-INSTITUT

Via our Goethe-Application Portal (GAP) you can apply for various funding programmes of the Goethe-Institut, such as EU-Funding programmes, the International Relief Fund, residency programmes, funding in the divisions of Music and Theatre/Dance as well as for the International Coproduction Fund and the Visual Arts Project Fund.

Please inform yourself in advance about our funding requirements and funding opportunities on the respective websites of our funding programmes.

In order to create an application you must create a user account. You can use the same account to create and submit all your applications. In order to register you need a valid e-mail address and a password containing at least ten characters, combining characters of the following character groups: uppercase letters, lowercase letters, numbers, other characters.

After your registration you will automatically receive an e-mail to activate your account.

Login

Email Address *

Password *

LOGIN

[Forgot Password?](#)

Create a new account

To create a new account please click the button below

CREATE ACCOUNT

- **Please select “create account”.**
 - You will be able to select your account type.
 - **Since this is not a funding project, here all applicants for the “Lebanon Design Entrepreneurship Incubator Program” should select Individual/ Artist.**
 - Then, please fill out your contact data and if applicable the contact data of a contact person.

GOETHE INSTITUT FAQ CONTACT CORNELIA HÖRTNER EN DE

START REGISTER

CREATE USER ACCOUNT

All fields marked by a star (*) have to be filled out.

Please provide a valid email address and a password of at least 8 characters. The email address is your user account name.

PLEASE NOTE: Based on various funding regulations not all user account types are eligible for all funding types.

User account type

- Individual / Artist
- Organisation / Enterprise
- Agency

Name of institution *

Street *

Additional info

Postal Code * City *

Country * ▼

Telephone *

Email *

Website

CONTACT PERSON

Salutation *
Ms. ▼

Title

Firstname *
Cornelia

Lastname *
Hörtner

Function

Telephone *

2. How do I apply for the “Design Entrepreneurship Incubator Programme”?

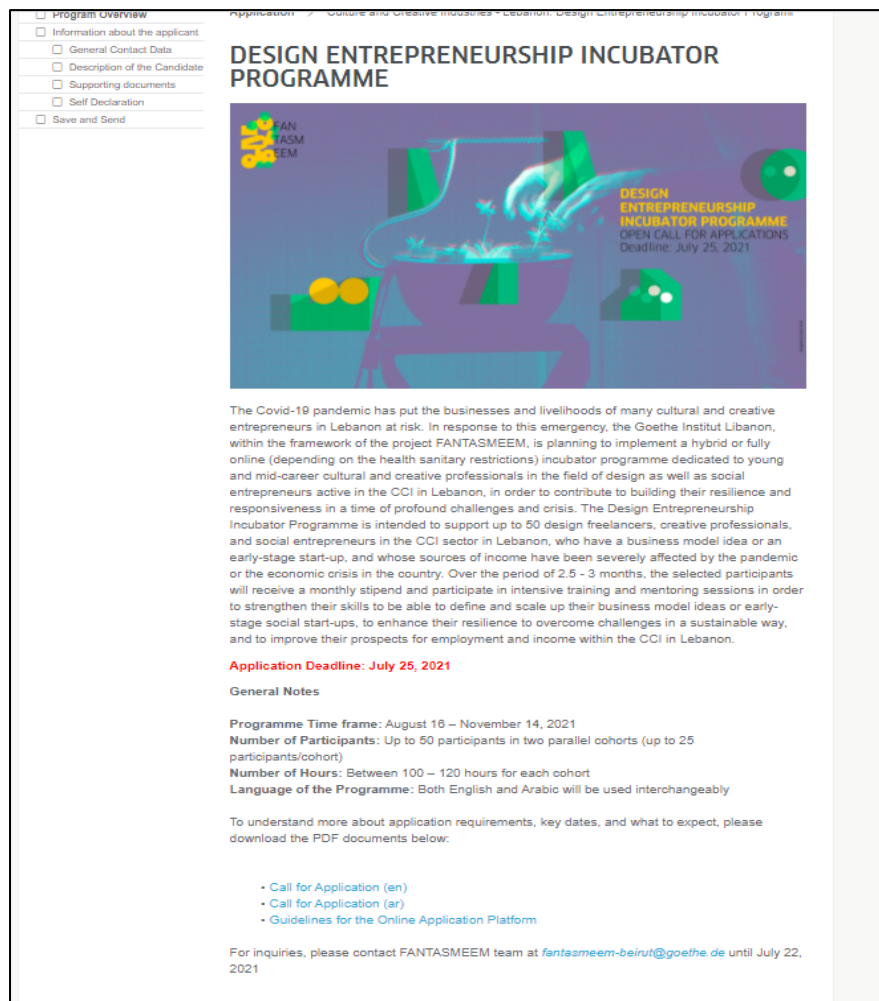
After registering as a user, you should be redirected to the application form for the **Design Entrepreneurship Incubator Programme**.

If this is not the case please select **new application** and the funding area **Culture and Creative Industries**. In the next step, please choose funding type **Culture and Creative Industries Lebanon: Design Entrepreneurship Incubator Programme**.



The screenshot shows a web interface for the Goethe Institute. At the top, there is a navigation bar with links for FAQ, CONTACT, DATA PROTECTION, and a language dropdown menu (TIZIANA DESTINO) with options for TR, UK, RO, KU, AR, EN, HY, FR, AZ, KA, DE. Below this, there are three tabs: PERSONAL DATA, NEW APPLICATION (highlighted with a yellow circle), and MY APPLICATIONS. The main content area is titled 'SELECT FUNDING TYPE' and lists two options: 'Culture and Creative Industries: Senegal: Candidature pour des bourses' and 'Culture and Creative Industries - Lebanon: Design Entrepreneurship Incubator Programme' (highlighted with a yellow oval). A 'BACK' button is located at the bottom left of the selection area.

You should now see the application form for the **Design Entrepreneurship Incubator Programme**:



The screenshot displays the application form for the 'DESIGN ENTREPRENEURSHIP INCUBATOR PROGRAMME'. On the left side, there is a sidebar menu with the following items: Program Overview, Information about the applicant, General Contact Data, Description of the Candidate, Supporting documents, Self Declaration, and Save and Send. The main content area features a header with the program title and a navigation breadcrumb: Application > Culture and Creative Industries > Lebanon: Design Entrepreneurship Incubator Programme. Below the header is a promotional graphic for the program, which includes the text 'DESIGN ENTREPRENEURSHIP INCUBATOR PROGRAMME OPEN CALL FOR APPLICATIONS Deadline: July 25, 2021'. The graphic also features the FANTASMEEM logo and an illustration of a hand holding a glowing orb. The main text of the form describes the program's purpose, which is to support young and mid-career cultural and creative professionals in Lebanon during the COVID-19 pandemic. It details the application deadline (July 25, 2021), the program's time frame (August 16 to November 14, 2021), the number of participants (up to 50 in two parallel cohorts), the number of hours (100-120 per cohort), and the language of instruction (English and Arabic). The form also provides links for application requirements and contact information for the FANTASMEEM team.

3. How do I fill in the application form?

- **Program Overview:**

On this page, you can see all necessary information including the call for applications and this guideline (to be downloaded).

For more inquiries, please contact FANTASMEEM team at fantasmeem-beirut@goethe.de

Application Deadline: July 25, 2021

General Notes

Programme Time frame: August 16 – November 14, 2021
Number of Participants: Up to 50 participants in two parallel cohorts (up to 25 participants/cohort)
Number of Hours: Between 100 – 120 hours for each cohort
Language of the Programme: Both English and Arabic will be used interchangeably

To understand more about application requirements, key dates, and what to expect, please download the PDF documents below:

- [Call for Application - English](#)
- [Call for Application - بالعربية](#)
- [Guidelines for the Online Application Platform](#)

For inquiries, please contact FANTASMEEM team at fantasmeem-beirut@goethe.de until July 22, 2021

On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), the GIZ (Deutsche Gesellschaft für Internationale Zusammenarbeit) and the Goethe-Institut promote the emerging market of cultural and creative industries in Africa and in the Middle East.

- **General Contact Data Applicant:**

In this section you see your user account details created in the first step. If you want to modify them, please click on **personal data**.

The screenshot shows the Goethe-Institut application portal. At the top, there is a navigation bar with 'FAQ', 'CONTACT', 'DATA PROTECTION', and a dropdown menu for 'TIZIANA DESTINO' with options for 'TR', 'UK', 'RO', 'KU', 'AR', 'EN', 'HY', 'FR', 'AZ', 'KA', 'DE'. Below this is a breadcrumb trail: 'PERSONAL DATA > NEW APPLICATION > MY APPLICATIONS'. The main content area is titled 'Application > Culture and Creative Industries - Lebanon: Design Entrepreneurship Incubator Program'. On the left, there is a sidebar menu with checkboxes for 'Program Overview', 'Information about the applicant', 'General Contact Data', 'Description of the Candidate', 'Supporting documents', 'Self Declaration', and 'Save and Send'. The 'GENERAL CONTACT DATA' section is active, showing 'Person responsible' as 'Mrs. Tiziana Destino' and 'Contact data' as 'tiziana.destino.extern@goethe.de' and '+96120141110'. At the bottom, there are 'BACK' and 'SAVE & NEXT' buttons.

- **Description of the Candidate:**

Please fill in information on yourself as Design Freelancer, Creative Professional or Social Entrepreneur. All fields are mandatory.

PERSONAL DATA NEW APPLICATION MY APPLICATIONS

Application > Culture and Creative Industries - Lebanon: Design Entrepreneurship Incubator Program

DESCRIPTION OF THE CANDIDATE

You would categorize yourself as:

- Design freelancer and creative professional who has a business model idea
- Social entrepreneur with an early-stage start-up in the CCI sector in Lebanon

What are your expectations by the end of the program (select all that apply)?

- To ideate, check the feasibility and adjust your business model idea with respect to market needs, timeline, budget, etc.
- To define and plan how to scale up and expand your start-up and business activities
- To build capacity to develop a business plan to realize and pitch your model, implement it in the Lebanese context, and set it up for the market
- To build resilience to sustainably secure business activities and enhance your presence in the market, within the current Lebanese context
- To develop a plan to incorporate and realize social, green, and sustainable goals within your business plan
- To develop a plan to realize further social, green, and sustainable development goals within your start-up
- To build a strong network with experts, other designers and stakeholders from the CCI
- To build a strong network with experts, like-minded entrepreneurs and other stakeholders from the CCI
- To gain visibility to pitch and promote your business model when its developed
- To gain visibility to pitch and promote your start-up to investors

Which language do you prefer the programme activities to be in?

- English
- Arabic

- **Supporting Documents:**

- Please upload the required documents to your application. Please refer to the “Open Call for Application” for further information.
- The documents should be in PDF format and must not exceed 10MB/document and up to 20MB for the Portfolio or Start-up Presentation.
- Documents are accepted in either English or Arabic languages (preferably in English).

PERSONAL DATA | NEW APPLICATION | MY APPLICATIONS

Application > Culture and Creative Industries - Lebanon: Design Entrepreneurship Incubator Program

SUPPORTING DOCUMENTS

Please upload the following documents to your application.
The documents should be in PDF format and must not exceed 10MB/document. Documents are accepted in either English or Arabic languages (preferably in English if possible).

Portfolio or start-up Presentation

Portfolio or start-up presentation: Please choose one – including:

- For design freelancers and creative professionals: previous activities/projects performed in the last 2 years, with a focus on design (all fields of design), as proof of experience in the CCI in Lebanon. If applying as a team, submit one portfolio that demonstrates the work of the team as a whole (if not available, submit the above for each team member)
- For social entrepreneurs: presentation of your start-up and its history in relevance to the CCI, mentioning its potential positive social and economic impact in the CCI sector in Lebanon (e.g. impact, objectives, partners, and achievements)

Drag files here or click to select

CV (Max. 10 MB)

Mentioning the qualification and capacity building programmes you previously took part in.

Drag files here or click to select

Short Description of your Business Model Idea or Startup (Max. 10 MB)

Please choose one.

- A short description of the business model idea you have (max 1 page) and how far you are in the ideation process, along with a draft budget (if any)
- A short description (max 1 page) of your existing early-stage social start-up including a detailed timeline and business plan/ budget

Drag files here or click to select

Motivation Letter (Max. 1 page and max. 10 MB)

Your letter should include a description of the professional situation **OR** start-up development in the context of the current crisis in Lebanon

And in addition, one of the following (choose one):

- If you are a social entrepreneur with an early-stage start-up, how do you think this programme would help you maintain or expand your early-stage start-up in the CCI in Lebanon? What would you wish to learn from this programme? And how do you plan to commit to the programme without putting your business at risk?
- If you are a design freelancer or creative professional with a business model idea, how do you think this programme would help you define and scale up your ideas? And what would you wish to learn from this programme?

BACK SAVE SAVE & NEXT

- **Self-Declaration:**

Please confirm the details mentioned under this section.

The screenshot shows the 'SELF DECLARATION' section of the application process. The page title is 'Application > Culture and Creative Industries - Lebanon: Design Entrepreneurship Incubator Program'. The main heading is 'SELF DECLARATION'. On the left, there is a sidebar menu with the following items: Program Overview, Information about the applicant (General Contact Data, Description of the Candidate, Supporting documents, Self Declaration), and Save and Send. The main content area contains several checkboxes for confirmation:

- I confirm that my sources of income and/or business activities have been severely affected by the pandemic and the current economic crisis in Lebanon;
- I confirm that I am not receiving any kind of financial support or scholarship during the time of the programme, nor benefiting from other parallel Goethe-Institut Lebanon's programmes
- I understand that I will only be entitled to the stipend if I attend and actively participate in all teaching and coaching modules and related activities, as well as complete all required assignments.
- I confirm that all my documents and statement herein are correct and not falsified.
- I declare that I have prepared for this application without direct involvement of staff responsible for the selection process.
- I declare that to the best of my knowledge no actual, potential, or perceived conflict of interest exists with me applying to this programme.
- I undertake to notify the Goethe-Institute immediately of any changes regarding my application and participation in the programme.
- I am aware that the Goethe-Institut Lebanon reserves the right to suspend the stipend award and require reimbursement upon realizing fraud or infringement in any of the submitted documents.
- I am aware that information about my application will be stored as part of the application process.

Below the checkboxes, there is a link: [Please find the data protection here.](#)

At the bottom of the form, there are three buttons: 'BACK', 'SAVE', and 'SAVE & NEXT'.

- **Save and Send:**

- This is the final step of the application process. Here you will see, if you filled in all necessary information. You will not be able to submit the application unless all required fields are complete.
- You will also be able to include additional comments or print your application form.
- By selecting the button SUBMIT, the application will be sent.

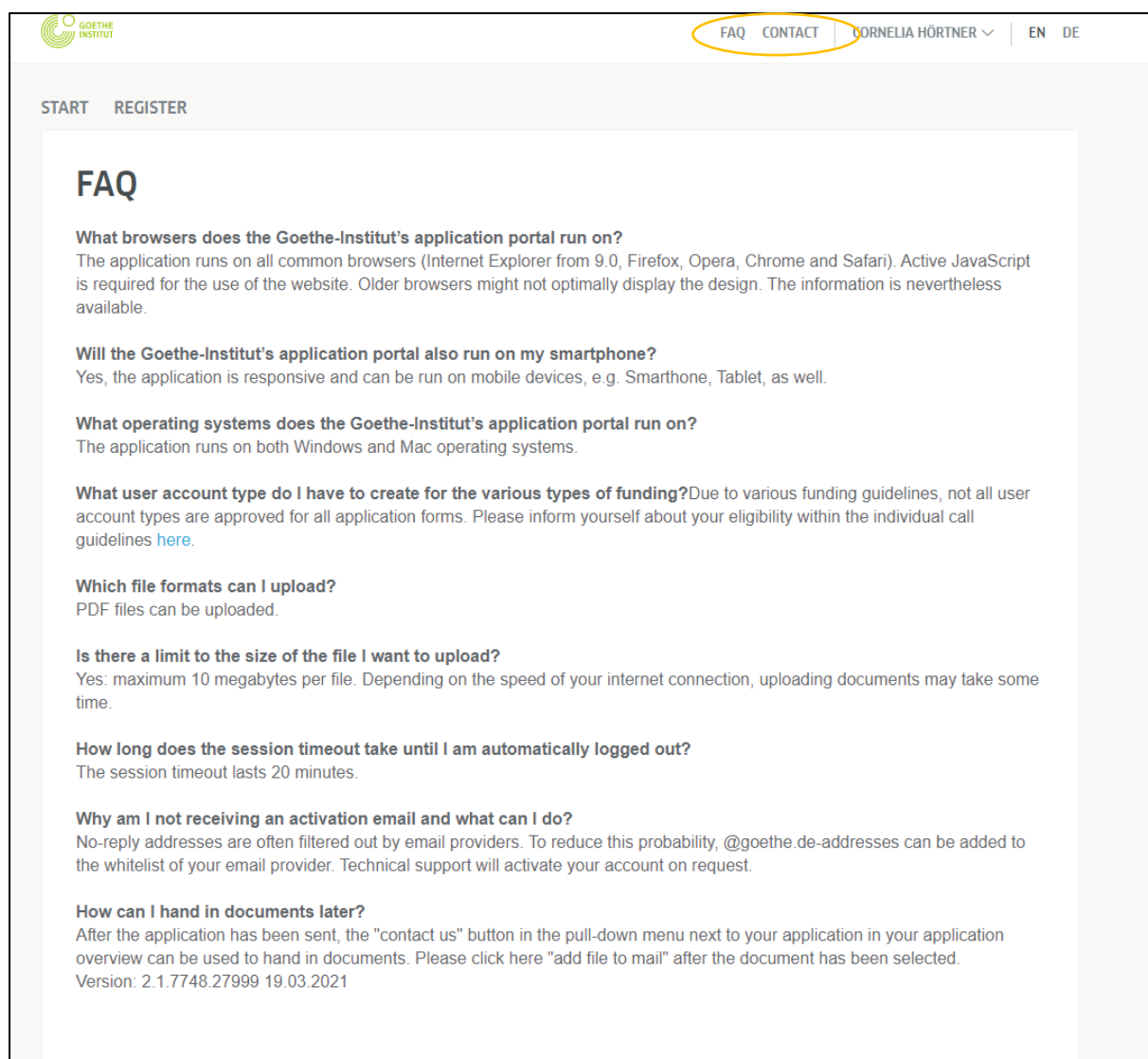
The screenshot shows the 'SAVE AND SEND' section of the application process. The page title is 'Application > Culture and Creative Industries - Lebanon: Design Entrepreneurship Incubator Program'. The main heading is 'SAVE AND SEND'. On the left, there is a sidebar menu with the following items: Program Overview, Information about the applicant (General Contact Data, Description of the Candidate, Supporting documents, Self Declaration), and Save and Send. The main content area contains a text input field for 'Final Remarks'. Below the input field, there is an orange warning box with a triangle icon and the following text: 'You have not yet completed all the information. Therefore, it is not yet possible to send the application. Please complete the following pages:'. Below the warning box, there is a list of items to be completed:

- Program Overview
- General Contact Data
- Description of the Candidate
- Supporting documents
- Self Declaration

At the bottom of the form, there are three buttons: 'BACK', 'PRINT VERSION (PDF)', and 'SAVE'.

4. How can I get support?

In case of further questions, please have a look at the general FAQ:



The screenshot shows the Goethe-Institut application portal's FAQ page. At the top left is the Goethe-Institut logo. At the top right, there is a navigation menu with 'FAQ' and 'CONTACT' highlighted in a yellow oval, followed by 'CORNELIA HÖRTNER' with a dropdown arrow, and 'EN DE'. Below the navigation, there are links for 'START' and 'REGISTER'. The main content area is titled 'FAQ' and contains several questions and answers:

- What browsers does the Goethe-Institut's application portal run on?**
The application runs on all common browsers (Internet Explorer from 9.0, Firefox, Opera, Chrome and Safari). Active JavaScript is required for the use of the website. Older browsers might not optimally display the design. The information is nevertheless available.
- Will the Goethe-Institut's application portal also run on my smartphone?**
Yes, the application is responsive and can be run on mobile devices, e.g. Smartphone, Tablet, as well.
- What operating systems does the Goethe-Institut's application portal run on?**
The application runs on both Windows and Mac operating systems.
- What user account type do I have to create for the various types of funding?**
Due to various funding guidelines, not all user account types are approved for all application forms. Please inform yourself about your eligibility within the individual call guidelines [here](#).
- Which file formats can I upload?**
PDF files can be uploaded.
- Is there a limit to the size of the file I want to upload?**
Yes: maximum 10 megabytes per file. Depending on the speed of your internet connection, uploading documents may take some time.
- How long does the session timeout take until I am automatically logged out?**
The session timeout lasts 20 minutes.
- Why am I not receiving an activation email and what can I do?**
No-reply addresses are often filtered out by email providers. To reduce this probability, @goethe.de-addresses can be added to the whitelist of your email provider. Technical support will activate your account on request.
- How can I hand in documents later?**
After the application has been sent, the "contact us" button in the pull-down menu next to your application in your application overview can be used to hand in documents. Please click here "add file to mail" after the document has been selected.
Version: 2.1.7748.27999 19.03.2021

For inquiries (non-technical), please contact: fantasmeem-beirut@goethe.de until **July 22, 2021**.

We will collect all questions and provide answers in the **FAQ** before the application deadline on July 25, 2021. This information will be made available to everyone within the application platform in the **Program Overview** section.