



GUIDELINES

for
Artists



UNTERSTÜTZUNGSFONDS

Please note: This translation is provided as a service by KSVF. In case of any discrepancies, ambiguities or interpretation issues, the German version shall prevail.

Important Information for You

Has your violin been stolen? Are you facing a prolonged loss of income due to illness? Is eviction imminent? Is your livelihood at risk as a result of extraordinary circumstances?

The KSVF can provide support of up to € 5,000 in certain emergency situations for artists whose primary residence is in Austria. This support may be granted as a one-time payment or, in exceptional cases, as a recurring financial benefit.

We offer advice and guidance. Financial support is only granted once the necessary conditions are met. Consultations are scheduled by appointment only.

E-Mail: help@ksvf.at

Phone: +43 (1) 586 71 85

Please do not hesitate to contact us if you have any questions—by email or by phone:

Monday: 9:00 a.m.–12:00 p.m.

Thursday: 1:00–5:00 p.m.

FOR YOUR BENEFIT:

To ensure your application is processed as quickly as possible, please complete the application form in full and submit all required documentation.

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A. UNTERSTÜTZUNGSFONDS

An Emergency – What to Do?

Since 2015, the Artists’ Social Insurance Fund (KSVF) has been able to provide support in **serious emergencies**, with up to € 500,000 available annually.

The rules for awarding grants are set out in the guidelines, revised in collaboration with the Cultural Council (Kulturrat) and approved by the Federal Minister for EU, Arts, Culture, and Media in October 2019. The updated guidelines better reflect the realities artists face in emergency situations while giving the KSVF greater flexibility. More information is available here: <https://www.ksvf.at/ein-notfall-was-nun-tun.html>.

An advisory board evaluates whether applicants meet the criteria for support. Receiving a grant is not guaranteed.

The **application** form for the „Unterstützungsfonds“ will be provided **after an initial phone consultation**.

To schedule a consultation, send an email to help@ksvf.at with the subject line: “Unterstützungsfonds Beratungstermin” and briefly describe your emergency. You do not need to send any documents in advance.

You can also find additional sources of assistance in the service section of this guide or on our website: <https://www.ksvf.at/formulare.html>

1. Support – Purpose and Definition of an Emergency

The Artists' Social Insurance Fund (KSVF) can provide support in **particularly serious emergencies**.

Definition of an emergency: **An emergency** is a difficult situation caused by external circumstances that threatens or affects a person's existence, health, life, professional activity, or dignified standard of living. A situation is considered **particularly serious** if the costs of resolving or improving it cannot be covered from the applicant's own resources, or if doing so would significantly worsen their financial situation.

Grants can generally be used to cover any emergency-related costs, except fines, taxes, alimony, legal costs, and social insurance contributions.

What kind of support can we provide? In particular:

- a. to cover essential living expenses in case of income loss due to serious or long-term illness or other unforeseen events;
- b. to reimburse costs for urgent purchases or repairs resulting from an extraordinary event;
- c. to cover increased expenses related to illnesses (e.g., diabetes care, dental treatment);
- d. for a medically necessary stay in a health resort, rehabilitation, or convalescent facility.

In addition to the reasons listed above, financial assistance may also be granted in cases of **other exceptional and/or unforeseen burdens** where failure to cover or remedy them would result in an emergency. This includes:

- Essential expenses indispensable for pursuing artistic activity, such as the replacement of critical operational equipment.
- Costs for vital and indispensable goods, as well as expenses required to secure basic needs during an acute crisis.

In assessing your application, we will take into account your financial and personal circumstances, particularly over the six months preceding the submission, as well as your family situation.

IMPORTANT NOTICE:

If you have a legal entitlement to financial assistance for the relevant matter from a public authority, social insurance provider, insurance company, or a comparable institution, this entitlement must generally be claimed first.

If a benefit for the same matter is later granted retrospectively by a public authority, social insurance provider, collecting society, insurance company, or similar institution, any financial assistance provided by the Fund must be repaid to the extent that total support received exceeds the necessary expenses. Any repayment obligation is limited to the amount of assistance originally granted by the Fund.

2. Who may receive financial assistance? – Eligible beneficiaries

Financial assistance may be granted by the Fund to:

- **artists who create works of art within the meaning of § 2 Abs. 1 K-SVFG** and
- have maintained their principal residence in Austria for at least six months at the time of application. For recurring benefits, the principal residence must remain in Austria for the entire benefit period. Proof of principal residence is required via a current **certificate of residence**.

If your status as an artist has already been assessed and approved, no further review of this eligibility requirement is necessary.

IMPORTANT INFORMATION:

Unlike the contribution grant (**Beitragszuschuss**), it does not matter whether you pursue your artistic work as a self-employed or employed artist.

3. What expenses are covered?

An emergency has occurred – which expenses can the Fund cover?

a) Costs for essential living expenses

Definition: Essential living expenses include a person's basic needs, particularly food, clothing, and housing—including heating—personal care, household goods, and other everyday necessities.

Regular essential expenses arising from artistic work can be included in the calculation of assistance for basic living expenses.

When assessing financial need, the combined net income and assets of the applicant and their spouse or registered partner (under the Registered Partnership Act) are considered. However, a home or apartment owned by the applicant or their spouse/partner that is used as their primary residence is excluded from this assessment.

EXAMPLE: Following an accident (an unforeseen event), you are unable to carry out your artistic work for five months. While you have no other income, you still face fixed monthly expenses of around €1,000.

Next steps? Fill out the application completely, include your income statement and a personal statement, print your bank account summary, and submit all supporting documents—especially a medical certificate. If everything is in order, the Fund may provide financial assistance of up to €5,000 (5 × €1,000).

b) Purchases/Repairs

If an extraordinary event makes it necessary to replace or repair an item, reimbursement is possible for costs that are strictly necessary and appropriate for the intended purpose.

EXAMPLE: Your laptop has been stolen. Without insurance, you still urgently need it to carry on your work as a graphic designer.

Next steps? Fill out the application completely, include your income statement and personal statement, print your bank account summary, and submit all supporting documents—especially a cost estimate or a credible quotation.

c) Illness

If you become ill and the costs of your treatment or recovery place a burden on your budget, reimbursement may be granted for the additional necessary expenses directly related to the illness.

EXAMPLE: You are a restorer and have been experiencing long-term issues with your shoulders and spine. Your social insurance provider only covers part of the urgently needed physiotherapy.

Next steps? Complete the application in full, attach your income statement and a personal statement, print out your bank account overview, and submit all supporting documents—particularly a medical certificate and a detailed overview of physiotherapy costs. Any potential reimbursement must first be claimed from the social insurance provider and documented.

d) Therapeutic or rehabilitation stays

If you have had an accident or need to recuperate following an illness, you can apply for a rehabilitation stay through the Pension Insurance Institution. If the institution does not cover the costs, the Support Fund can provide reimbursement for medically necessary stays.

Next steps? Complete the application in full, and include your income statement and statement of explanation. Print an account overview and submit all relevant documents (in particular, medical certificate and cost summary of the spa/rehabilitation stay).

e) Other extraordinary and/or unforeseen expenses

Financial assistance may also cover other exceptional or unforeseen expenses, the non-payment or non-resolution of which could lead to an emergency. These include:

- necessary expenses absolutely essential for carrying out artistic activities, e.g., the replacement of indispensable operating resources
- costs for essential and indispensable goods
- costs for covering basic needs during an acute crisis

EXAMPLE: The heating system in your apartment requires urgent repair. The cost of the repair will not be covered by any third party.

What to do next? Complete the application form in full, and attach an income statement and a written statement; print out your account overview, and submit all documents (in particular the cost estimate or a reasonable offer)

4. Payment amount – Amount of the assistance

Assistance may be provided as a **one-time payment** or, in exceptional cases, as **recurring financial support**. Recurring payments may be granted for a **maximum period of up to 12 months**. Regardless of the payment structure, the maximum amount of assistance per application is € 5,000. In particularly extraordinary emergency situations, this limit may exceptionally be exceeded.

Within a period of five years, assistance may be granted up to a maximum of €12,500. In especially exceptional cases, this maximum may also be exceeded. Please note that delays in payment do not give rise to any claims for damages.

IMPORTANT INFORMATION:

Further assistance for the same circumstances generally cannot be granted. Significant changes, in particular a worsening of the effects of the specific emergency, constitute a new case. An application for assistance to cover increased expenses due to serious or long-term illnesses may be submitted again, even if the circumstances have not changed.

5. Required steps – Procedure for receiving assistance

From submission to decision

The **designated form** of the Fund must be used to apply for assistance. The application must be completed in full and signed. In addition, all documents required for the granting of assistance must be submitted. By signing the form, the applicant acknowledges the guidelines, which form the basis for the decision and are published on the Fund's website, in their current version at the time of application.

You are obliged to inform yourself about any entitlements to benefits from other public sources or third parties (e.g., private insurance) and to adjust your expenditures accordingly. If there is a legal entitlement to assistance for the relevant situation from a public authority, a social security institution, an insurance company, or a comparable organization, this entitlement must generally be claimed in advance.

The following documents must be attached to the form:

Documentation of financial situation:

- Proof (e.g., bank statements) of the account balance for the past six months (either at the end of each month or on another regular monthly reference date).
- Statement of your monthly net income and your monthly fixed expenses (see forms/Assistance Fund, **Appendix 1**)
- Specific and verifiable documentation of the calculation of the requested assistance, including justification (see forms/Assistance Fund, **Appendix 2**)

Documentation of the emergency:

- Detailed description of the emergency situation (e.g., measures taken to improve the situation, etc.)
- Additional documents may be required depending on the emergency, such as a medical certificate, proof of specific expenses, reminders, payment notices, etc. (for details, see the checklist in the application form)

Documentation of primary residence:

- current registration certificate confirming that you have been registered in Austria for at least six months prior to the application

Proof of 'artist status' (required if no previous assessment has been issued):

- comprehensive CV emphasizing your artistic work to date, including details of public performances, exhibitions, acquisitions, and similar achievements.
- examples of your work or copies thereof (e.g., catalogs, audio recordings, videos), preferably submitted in digital format.

if available:

- Documentation of any awards or scholarships you have received
- copies of diplomas or certificates documenting your artistic education

PLEASE NOTE:

The clearer and more comprehensive your documentation of the specific case, the faster the processing of your application.

After approval

You are required to use the assistance solely for its intended purpose. We reserve the right to verify at any time that the granted aid is being used correctly and to request information regarding its use. Any additional documents needed for this verification must be submitted immediately upon request. Expenses supported by the assistance must be substantiated with invoices.

The aid does not need to be repaid as long as the relevant agreements and guidelines are complied with.

PLEASE NOT:

The disbursement of repeatedly granted subsidies will be suspended, and any one-time or recurring subsidies already paid must be repaid immediately if they were granted based on knowingly false or incomplete information, or if, in the case of recurring payments, the circumstances relevant to the granting of the subsidy have materially improved.

If, after the fact, a benefit is provided for the same matter by a public-law entity, a social insurance provider, a collecting society, an insurance company, or a comparable institution, the subsidy from the Fund must be repaid to the extent that the total support received exceeds the necessary expenses. Repayment is limited to the amount of the subsidy originally granted.

6. Who Decides? – Advisory Board

An advisory board was established to deliberate on the granting of subsidies. The board consists of four members, appointed by:

- the Federal Ministry of Housing, Arts, Culture, Media and Sport (Bundesministerium für Wohnen, Kunst, Kultur, Medien und Sport, BMWKMS)
- the Austrian Arts Council (Kulturrat Österreich)
- the Artists' Social Insurance Fund (Künstler-Sozialversicherungsfonds)

The fourth member is nominated in turn by the representative artists' associations, the order of appointment being published on the official website.

Following a careful review of the individual case the Advisory Board must determine the requirements for granting a subsidy are met. If the decision is affirmative, a recommendation regarding the amount of the subsidy is to be submitted. There is no legal entitlement to the subsidy.

7. Contractual Terms – Legal Provisions & Terms and Conditions

Conclusion of the Contract

If the applicant's request is approved, the contract for the granting of the subsidy comes into effect upon delivery of the written confirmation to the applicant. If the approval does not correspond to the application, the Fund's letter shall be deemed a modified contractual offer to the applicant, who must confirm acceptance by countersigning it. In such case, the contract comes into effect upon receipt of the countersigned letter by the Fund.

Oral agreements shall not be valid. Any amendments or supplements to the agreement must be made in writing in order to be legally valid. The guidelines and contractual terms and conditions must be accepted without reservation or limitation by signature.

By applying for aid, the applicant expressly confirms—within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data, on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation – GDPR), as well as the Data Protection Act as amended by the Data Protection Amendment Act, as amended from time to time—that, insofar as personal data of third parties engaged by the applicant are required in connection with the initiation, administration, and monitoring of the subsidy, those third parties have given their consent to the processing of their personal data.

All benefits provided by the support fund are granted on the basis of a private-law transaction. There is no legal entitlement or claim that can be enforced before a court of law or an administrative authority.

Notification Obligations

The applicant must promptly and on their own initiative notify the Fund in writing, of any changes in circumstances relevant to the decision. In addition, the applicant must confirm that no insolvency proceedings relating to their assets are pending at the time of the application.

Use of Funds

Subsidies may only be used for the intended purpose. They may not be assigned, transferred, pledged, or otherwise disposed of in any way.

Retention and Disclosure Obligations

The recipient of the subsidy must maintain all records necessary to verify the proper use of the subsidy and retain them for at least seven years, starting from the end of the calendar year in which the contract was concluded.

Jurisdiction and Applicable Law

For any disputes arising from the support contract, the courts with jurisdiction over 1010 Vienna shall be agreed upon as competent.

Austrian law shall apply exclusively.

FINAL TIP:

For more detailed information – particularly regarding your insurance status and the statutory provisions of unemployment insurance – please contact the *Sozialversicherungsanstalt der Selbständigen* or the AMS service point responsible for you.

Further information can be found in the brochure "*Selbstständig Unselbstständig Erwerbslos*" (Self-Employed Employed Unemployed) published by the Cultural Council at www.kulturrat.at/infoams and on the website of the IG BILDENDE KUNST at www.igbildendekunst.at

B. SERVICE INFORMATION

Other Helpful Contacts:

Overview of Available Support

Institutions (excerpted)	Support for (For more information, please visit our website)	Homepage
Arbeitsmarktservice (AMS)	For example: unemployment benefits, training and education support, business start-up program	www.ams.at
Sozialamt (Federal States)	e.g. „Mindestsicherung“	https://www.oesterreich.gv.at/themen/soziales
Landesregierung, Magistrat, Bezirksämter	Housing Benefit	z.B. www.wien.gv.at , www.ktn.gv.at , www.tirol.gv.at
Sozialversicherungsanstalt der Selbständigen (SVS)	Support Fund: for extraordinary events involving high costs (e.g., purchases and repairs) or increased expenses due to chronic illnesses and subsidies for long-term illness	www.svs.at
Österreichische Gesundheitskasse (ehem. Gebietskrankenkassen)	Support Fund: patient's share for dental prostheses (including repair costs), orthodontic treatment, etc.	www.gesundheitskasse.at
Caritas	Guidance, temporary financial assistance, e.g.	www.caritas.at
Volkshilfe	Wohnungslosenhilfe, Pflege und Betreuung, e.g.	www.volkshilfe.at
Erzdiözese Wien	For example: social counseling for financial concerns	www.erzdioezese-wien.at
Stadt Wien	Assistance in special life situations (e.g., rent arrears, home and utility repairs)	https://www.wien.gv.at/amtshelfer/gesundheit/gesundheitsrecht/sozialhilfe/sonderbedarf.html
ASB Schuldnerberatungen GmbH	General debt counseling	www.schuldenberatung.at

Support options specifically for artists

Institutions (excerpted)	Support for (For more information, please visit our website)	Homepage	Telephone Number
AKM austro mechana (AQUAS - Altersquoten und andere soziale Leistungen GmbH)	Royalty recipients from AKM austromechana in cases of serious emergencies or financial hardship, as a contribution to livelihood security, retirement provision, support for widows/widowers, and social insurance costs	www.ske-fonds.at/aquas	+43 1 71 36 936
Bildrecht GmbH	Financial grants in cases of social hardship	www.bildrecht.at	+43 1 815 26 91
Literar-Mechana	Benefits for addressing emergencies, other support (e.g., tax and legal advisory costs), and recurring benefits (e.g., retirement, disability, or survivor's pensions)	www.literar.at	+43 1 587 21 61
LSG Wahrnehmung von Leistungsschutzrechten Ges.m.b.H.	One-time or recurring individual support measures aimed at improving the financial, non-material, or legal situation of these persons (e.g., through coverage of tax and legal advisory costs, training expenses, grants, or similar measures)	www.lsg.at	Interpreten: +43 1 587 17 92 Produzenten: +43 1 535 60 35
VAM Verwertungsgesellschaft für audiovisuelle Medien GmbH	Grants for VAM beneficiaries in cases of extraordinary hardship (social emergencies), retirement allowance, and contributions toward health insurance premiums	www.vam.cc	+43 1 526 4301
Verwertungsgesellschaft der Filmschaffenden (VdFS)	Social support (living expense allowance / training and education / legal and tax advisory)	www.vdfs.at	+43 1 504 76 20

The KSVF does not guarantee the completeness or accuracy of this overview (08/04/2022).



Künstler-Sozialversicherungsfonds

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