



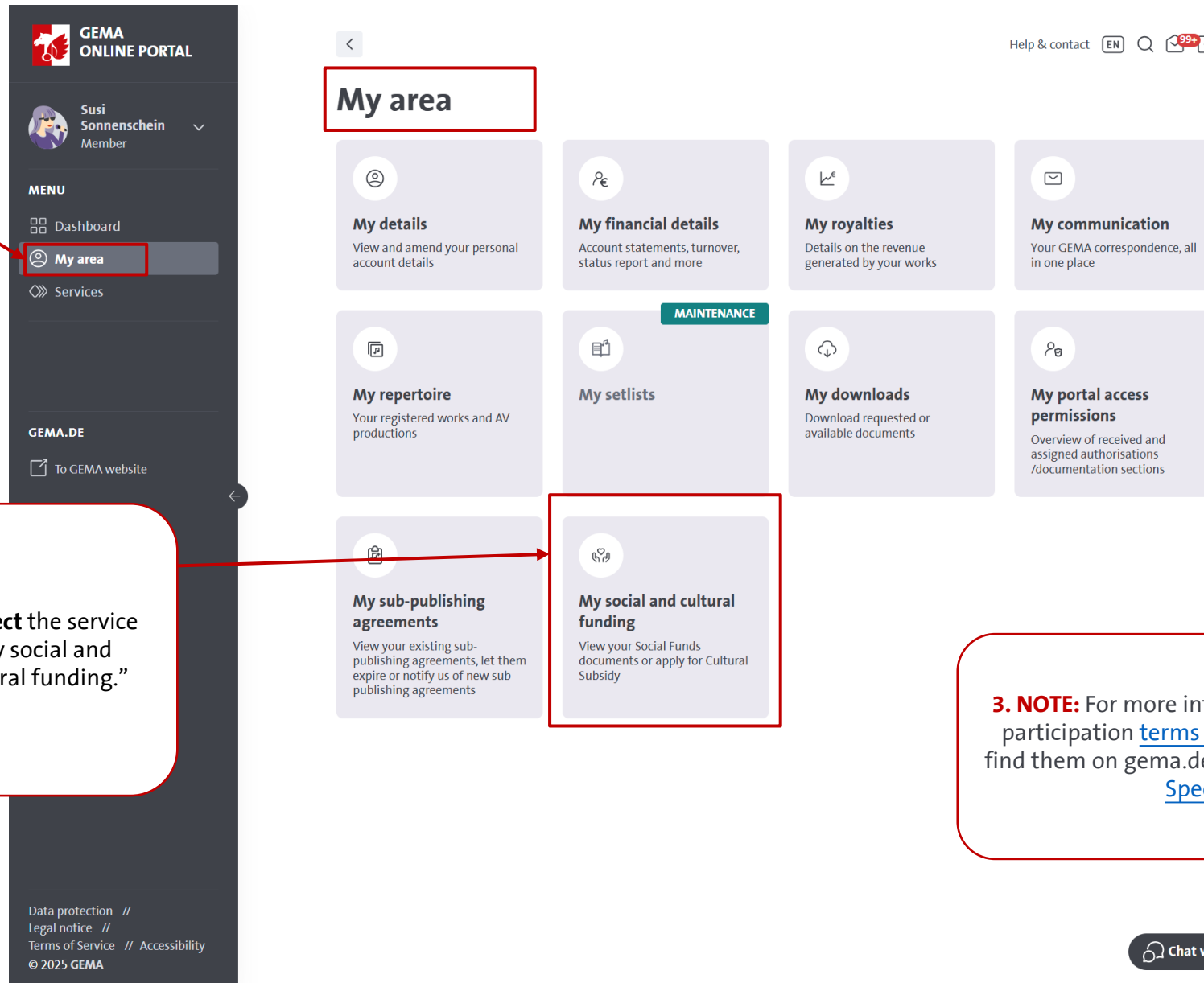
User Guide for the Online Portal
**Submitting an application
for the Cultural Fund Online
– Special Funding –**

User Guide Submitting an application for special funding

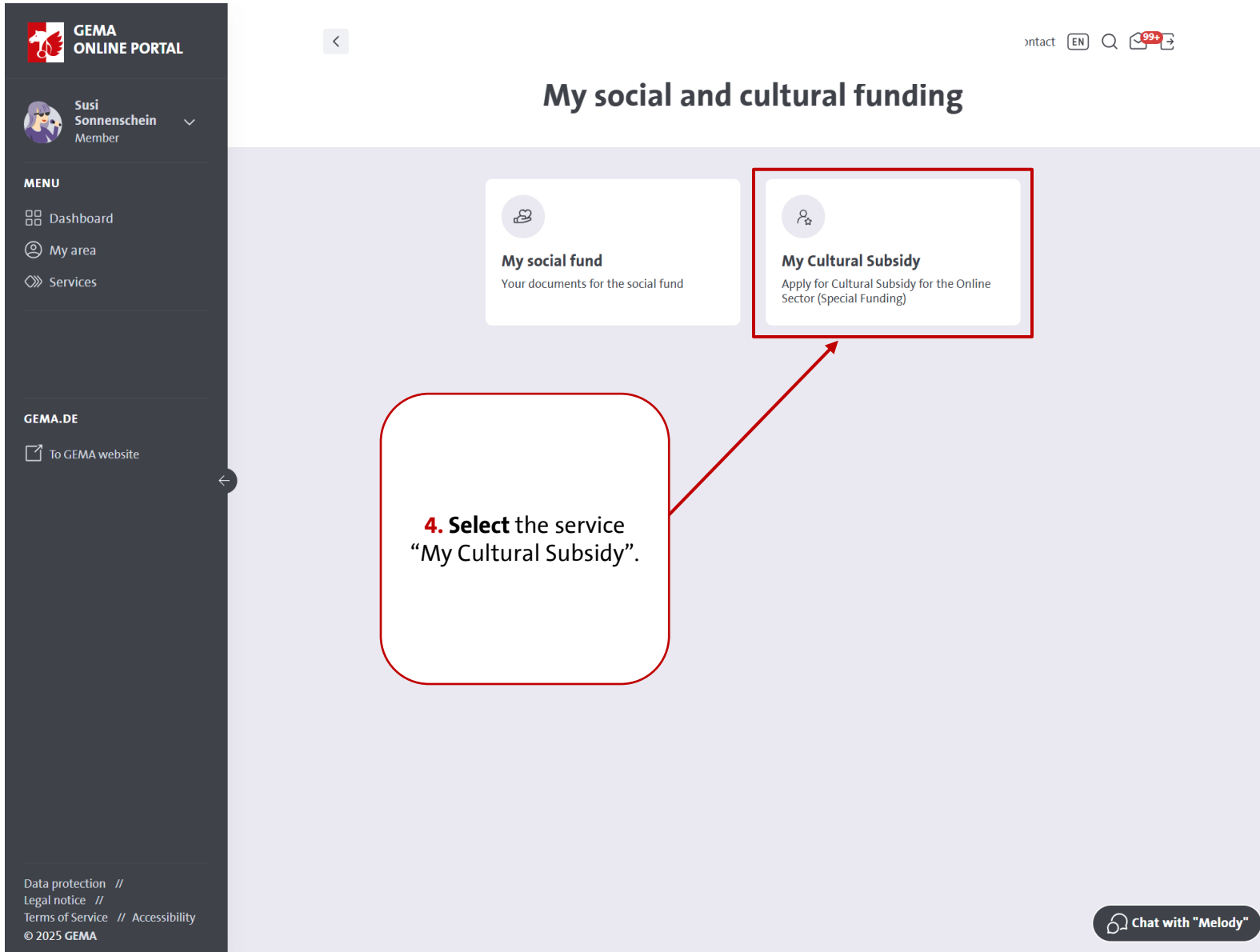
1. Click on the “My Area” tab in your online portal.

2. Select the service “My social and cultural funding.”

3. **NOTE:** For more information, please refer to our participation [terms and conditions](#). You can also find them on [gema.de](https://www.gema.de) under [Cultural Fund Online / Special Funding](#).



The screenshot displays the GEMA ONLINE PORTAL interface. On the left, a dark sidebar contains the GEMA logo, the user's name 'Susi Sonnenschein' with a dropdown arrow, and a 'MENU' section with 'Dashboard' and 'My area' (highlighted with a red box). Below the menu is a 'GEMA.DE' link and a 'To GEMA website' button. At the bottom of the sidebar are links for 'Data protection', 'Legal notice', 'Terms of Service', and 'Accessibility', along with the copyright notice '© 2025 GEMA'. The main content area is titled 'My area' (highlighted with a red box) and features a grid of service tiles. The tiles include: 'My details' (personal account details), 'My financial details' (account statements, turnover, status report), 'My royalties' (revenue details), 'My communication' (GEMA correspondence), 'My repertoire' (registered works and AV productions), 'My setlists' (marked with a 'MAINTENANCE' tag), 'My downloads' (requested or available documents), 'My portal access permissions' (received and assigned authorisations), 'My sub-publishing agreements' (existing agreements, expiration, new sub-publishing), and 'My social and cultural funding' (Social Funds documents, Cultural Subsidy application). The 'My social and cultural funding' tile is highlighted with a red box. In the top right corner, there are links for 'Help & contact', a language selector set to 'EN', a search icon, and a notification icon showing '99+'. At the bottom right, there is a 'Chat with "Melody"' button.



GEMA ONLINE PORTAL

Susi Sonnenschein
Member

MENU

- Dashboard
- My area
- Services

GEMA.DE

To GEMA website

Data protection //
Legal notice //
Terms of Service // Accessibility
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contact EN 🔍 99+


My social and cultural funding


My social fund
Your documents for the social fund

My Cultural Subsidy
Apply for Cultural Subsidy for the Online Sector (Special Funding)




4. Select the service
“My Cultural Subsidy”.

Chat with “Melody”


**GEMA**
ONLINE PORTAL

**Susi Sonnenschein**
Member

MENU

-  Dashboard
-  My area
-  Services

GEMA.DE

-  To GEMA website

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[Help & contact](#) [EN](#) [99+](#)

Video presentation

Please introduce yourself and your previous work, as well as the project you are pursuing with the subsidy in a video lasting no longer than two minutes. Share the link to the video in this field. The video should give the jury an idea of who you are and what your project involves.

If you have password-protected the link to your video presentation, you can provide us with the password here.

Short biography

Please upload your biography as a PDF document of no more than two pages.

 Upload short biography

Project objective

Briefly describe the objective you are pursuing with the subsidy, including the creation and/or recording/production of one or more new works and the measures and resources involved. Also, please highlight what makes your project stand out.

Link to social media or songwriting credits

If you wish, you can share a link to your social media presence or songwriting credits here.

 Chat with "Melody"


5. NOTE: You will now see the application form. This form contains specific fields that serve as the basis for the jury's evaluation. You can enter text or upload files.


6. Please provide a link to your introduction video in this field and include any password if applicable.

7. Upload a short biography of yourself here.

8. Describe the objectives of your project in a few sentences. The text length is limited to a maximum of 1000 characters.

User Guide Submitting an Application for special funding

 **GEMA**
ONLINE PORTAL

 **Susi Sonnenschein**
Member

MENU

- Dashboard
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ACCOUNT

GEMA.DE

- To GEMA website

Data protection //
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[Help & contact](#) [EN](#) [Q](#) [99+](#)

Link to social media or songwriting credits

If you wish, you can share a link to your social media presence or songwriting credits here.

Proof of previous work

Your work must be verified by providing three pieces that have already been published online, via links to Spotify, YouTube or a similar platform.

1 Work 1

+ Select work

2 Work 2

3 Work 3

Add work version

[+ Participant](#)

Selected work version

No works selected. Please use the search bar to search your work.

[Cancel](#) [Apply](#)

Financing plan

Please outline how you intend to use the subsidy for your project. Only use the provided template for this purpose.

[Upload financing plan](#)

Upload financing plan

Please outline how you intend to use the subsidy for your project. Only use the provided template for this purpose.

[Download template](#)

[Add](#)

test.xlsx

successfully uploaded... 100%


9. Insert a valid link or songwriting credit here. You will be notified if the link is invalid.

10. Demonstrate your artistic work by providing three previously published works in this field.

11. By clicking “Select Work,” a pop-up window will open where you can search for your works.


12. Please attach a financing plan for your project. Click “Upload Financing plan” to open a pop-up window.


13. The pop-up window allows you to download a template. Insert your completed financing plan and click “Add”.

 Chat with "Melody"




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 **GEMA**
ONLINE PORTAL

 **Susi Sonnenschein**
Member

MENU



-  Dashboard
-  My area
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GEMA.DE

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Help & contact EN   99+

Link to social media or songwriting credits


If you wish, you can share a link to your social media presence or songwriting credits here.

Link to social media or songwriting credits (optional)

Proof of previous work

Your work must be verified by providing three pieces that have already been published online, via links to Spotify, YouTube or a similar platform.

1 Work 1



 Select work

2 Work 2

3 Work 3

Financing plan


Please outline how you intend to use the subsidy for your project. Only use the provided template for this purpose.

 test.xlsx 

☒ By submitting the application, you confirm that the information provided is accurate and complete. In addition, you confirm that your application complies with the **terms and conditions of participation**.

Discard

Submit

 Chat with "Melody"

14. Finally, please read the participation terms carefully and confirm them by checking the box.

15. By clicking "Submit," you will send your application to GEMA. You will receive a confirmation of receipt in your portal inbox.

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