

Information on microproject funding in the case of funding via a forwarding contract

April 2021

1. Overview of eligible and non-eligible expenditure

Eligible costs are :

- Fees (up to 60€/ hour)
- Expense allowances and awarding of contracts
- Consumables and working materials
- Travel expenses for domestic journeys (by car: 0.20€/km)
- Room rentals for external event rooms, technology and other items on loan
- Public relations for the project (e.g. flyer printing, poster production etc.)
- Accommodation costs for invitees

Non-eligible costs are :

- Staff costs (employment of staff - including marginal employment)
- Expenses for catering (exceptions possible by arrangement with the House of Resources)
- Items that are not consumables (e.g. tables, chairs, cameras, speakers, etc.)
- Petrol receipts
- Travel expenses for trips abroad
- Rental of association rooms
- Proportionate costs such as for electricity, water, telephone, etc.
- Alcoholic beverages and tobacco products
- Pfand
- Flat-rate administrative costs

The funds must always be used economically and sparingly! Expenses that are not directly necessary for the project or are disproportionately high cannot be recognised.

Acquisitions:

All items purchased or produced to fulfil the purpose of the grant must be used for the purpose of the grant and handled with care. During the entire duration of the project, these items may only be used to fulfil the purpose of the grant.

Expense allowances/ honorary allowances and **fees** can only be recognised if a corresponding contract has been concluded with the House of Resources Greifswald. The House of Resources Greifswald will provide you with the corresponding contracts if required.

Expense allowances are not fees and must be at an appropriately low level for voluntary work.

They must be below the legal minimum wage of 9.50 euros per hour. Expense allowances for a longer event must also be below the minimum wage limit when

converted to hours, otherwise they are not appropriate.

Expenses above 500€ :

If an expense you want to incur is more than 500 Euros, at least three offers must be obtained in total. We would be happy to advise you on this!

If there is a reason why three quotations cannot be obtained (for example, only one supplier for a product or service), a justification must be submitted as to why no comparative quotations are being submitted.

If an organisation, company or person receives a total of 500 euros or more from several related items (for example, for room hire and catering or for the design and printing of flyers), comparative offers must also be obtained here.

Disbursements :

You will receive 50% of the funds applied for at the beginning of the project and 50% of the funds applied for after submission and examination of the proof of use. This means that you have to pay 50% of the funds in advance.

Receipts :

All expenses must be documented. In the case of cash payments for volunteer expenses volunteers must be receipted.

Receipts containing a name and, if applicable, a billing address (invoices, receipts) must be made out to the project promoter or its official project partner. If the name on an invoice or receipt cannot be clearly attributed to the project (e.g. not named in the project application, no volunteer agreement submitted, etc.), a note must be submitted stating the person's relationship to the project.

For all **receipts**, it must be proven that they were actually paid for. Cash receipts and receipts already confirm payment. For invoices, expense allowances, etc., additional proof of payment must be attached (unless the invoice states "amount gratefully received" or similar). The proof of payment is usually a bank statement (NOT the transfer voucher).

Deadlines :

The submission deadlines for the proof of use specified in the forwarding agreement is binding. An extension of the deadline must be requested in writing from the House of Resources in good time, i.e. one week before the deadline expires, stating the reasons. The HoR is not obliged to grant an extension of the deadline.

Fees :

Honorary allowances are assignments given to an individual, i.e. not a company or an association. Fees can be up to 60 Euros per individual hour.

A fee contract and a fee invoice must be submitted for all fee activities. be submitted. Templates for this are provided by the HoR. They can be adapted as required. The activities of the persons must be supported by a proof of use - e.g. by a short summary of the lecture given or the documentation of the workshop.

Reimbursements :

If a person involved in the project spends money that is to be reimbursed from the project funds,

the original receipt must be submitted. Only a claim for reimbursement or an invoice from the person who spent the money is not sufficient.

Public Relations Materials / Use of Logo :

The House of Resources Greifswald logo (digital or printed) should appear on the material (flyers, posters, handouts, etc.) that you create to promote your event. Alternatively, you can use a textual mention on your website or your social media channels, such as: "Supported by the House of Resources Greifswald". We will make our logo available to you digitally once the funding has been approved. Whenever you refer to the House of Resources Greifswald, please make sure that we appear as the sponsor and not as the event or cooperation partner.

Project Period :

The project period is specified in the forwarding contract. Only costs incurred within the project period can be reimbursed. The receipt date applies.

Invoices :

Invoices must contain a range of information:

- Full name and address of the invoicing party and the invoice recipient.
- Tax number or VAT identification number of the invoicing party.
- Date of issue of the invoice
- Consecutive invoice number
- Quantity and customary designation of the goods supplied or the nature and scope of the other service
- Date of delivery or service
- The remuneration broken down according to tax rates and exemptions.
- Any reductions of the consideration agreed in advance
- Remuneration and amount of tax payable thereon and reference to tax exemption.
- If applicable, reference to the tax liability of the recipient of the service.

Please check incoming invoices to ensure that this information is included.

Travel expenses :

For the settlement of travel expenses, the journeys made must be stated in tabular form, indicating the destination and the reason for the journey. For journeys by private car, an allowance of 0.20€/km applies (Bundesreisekostengesetz). Petrol costs are not reimbursed separately. For journeys by public transport or train, the tickets must be submitted. **Travel costs will only be reimbursed for domestic travel!**

Deviations from the project application :

In principle, only expenses that are listed in the cost plan and have been approved can be reimbursed. There may be a maximum deviation of 20% in the individual items. For example, if 100 Euros were requested for textbooks and 200 Euros for a lecturer, then 85 Euros may be spent on textbooks and 215 Euros for the lecturer.

In the case of larger deviations, it is possible to apply for reallocation. For example, if you have paid 50 euros less in rent for an event than calculated in the cost plan, you can apply to use this money instead as an expense allowance for a volunteer band. Rededication requests can be made by email and must include the following

information: What changes are being planned? (e.g. moving 50 euros from the flyer printing item to the room rental item), justification of the necessity of the change with a new cost plan with requested changes as an Excel file in the attachment.

2. Proof of use

Within 4 weeks after the end of the project period, proof of the correct use of the funds (proof of use) - as agreed in the forwarding contract - must be submitted to the House of Resources by post and by email to info@hor-greifswald.de.

The proof of use consists of an accounting proof and a factual report.

If you have photos of your project or event, we would also be pleased to receive about 1-5 photos and a confirmation that we may publish them (an email is sufficient for this).

2.1. Accounting proof

For the accounting proof of use, the expenses incurred are listed in tabular form (with the help of our template receipt list). The expenses should be sorted by type (according to the order in the financing plan). The original receipts are attached to the receipt list and numbered according to the number of the receipt list.

1. **All expenses for the project must be documented.** Receipts, invoices, cash register receipts, fee contracts, volunteer contracts, travel tickets, etc. are considered original documents. Each receipt must show the date of payment, the recipient and the reason and amount of the payment. Copies or unsubstantiated expenses cannot be accepted, i.e. they cannot be reimbursed.
2. For receipts smaller than an A4 sheet of paper, please stick the receipts, e.g. cash receipts, on an A4 sheet of paper. Please make a copy of receipts printed on thermal paper. The text on these thermal paper receipts disappears over time, so a copy must be made.
3. The original receipts will remain at the House of Resources Greifswald for 6 weeks and will then be returned to you. They remain in the bookkeeping of the project executing organisation and must be kept there for at least 5 years. Copies of the receipts remain at the House of Resources Greifswald.
4. Only expenses that can be proven to be **within the project period** and are listed in the financing plan can be recognised.
5. If it is not clear why the expenditure was necessary to achieve the project objective, you must be able to justify this in writing.

2.1. Factual report

The factual report is informal (about 1-2 pages). In it, you describe how the project went. Use the following questions as a guideline:

1. How did the project work? What happened when?
2. Did you reach your target group? Who participated in the project?

3. To what extent did you achieve the goals you set for the project?
4. Where do you go from here?

Please have the same people who signed the forwarding contract sign the factual report.

House of Resources ist ein Projekt des **Kultur -und Initiativenhaus Greifswald e.V.**

mit Unterstützung durch :



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