

INFO SHEET

NEU
START
KULTUR

FONDS
DARSTELLENDEN
KÜNSTEN
RECHERCHFÖRDERUNG

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Differences from previous #TakeHeart Recherche- förderung

Some of you have already received previous grant-like project funding #TakeHeart. For all those, here is a brief overview of the differences with the current round.

- **IMPORTANT.** The process for this round of funding has been adjusted to ensure that you receive the grant money in a timely manner. Please read the fact sheet carefully.
- a. Upon acceptance, you will receive an email from DocuSign within 2 working days to sign your contract online. You do not need to do anything in advance to receive it. Please note that no paper version of the contract will be sent.
 - b. To receive the funds, it is essential that you follow 4 steps: 1. sign the contract online, 2. enter the project account details, 3. submit the 3 installments bindingly, 4. check the project description in the self-management area. Otherwise, unfortunately, we cannot transfer the funds.
 - c. The disbursement schedule is set. We have already entered the 3 dates and amounts. Changes are not possible. Please refrain from inquiries.
 - d. Since the deadlines for the process are very tight, you have until **26.03.23** to complete the above 4 steps.
 - e. Please note: **The grant period is from 01.04.2023 to 30.06.2023. The end date of Neustart Kultur is fixed on 30.06.2023, so that the Fund has no discretion to agree extensions of grant periods in individual cases. Therefore, an extension of the granting period is excluded in all cases.**
- The procedures for the use of funds and the submission of the final report remain unchanged.

Hello

FONDS
DARSTELLENDEN
KUNSTE

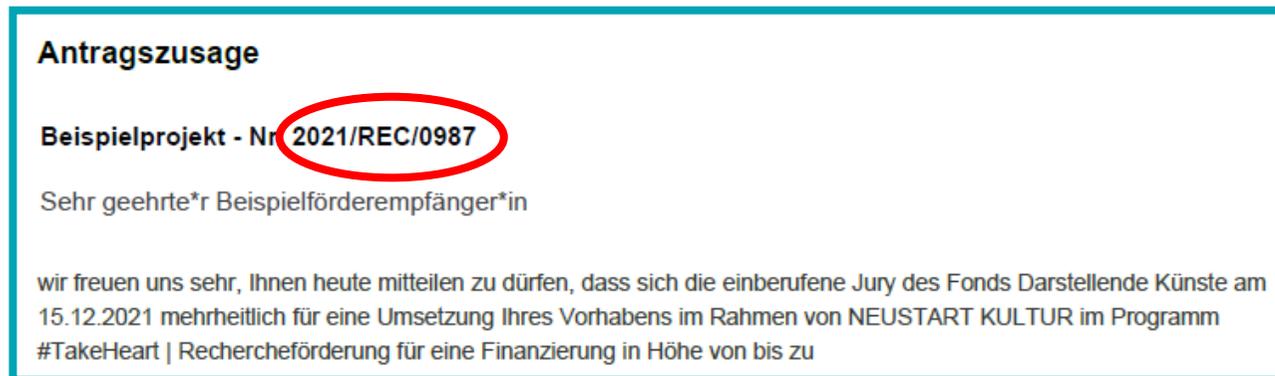
**Congratulations,
Your funding has been approved!**

You will find your contact person's information in your funding approval letter ("Förderzusage").

Nelly Urbina Fernandez, nelly.urbina@fonds-daku.de

Please contact her for further questions regarding your granted funding, **including your project number in the e-mail reference**. It helps us to process it faster.

You can find your **project number** in your **funding approval letter ("Förderzusage") PDF**:



The **project numbers** which are part of the #TakeHeart funding are structured as follows:



To receive the Funds

Please complete the following 4 steps by **26.03.23** as the timelines for payouts are very tight.

TO RECEIVE THE FUNDS, YOU HAVE UNTIL THE 26.03.23:

1) To sign the contract online:

- a. Once approved, you will receive an email from DocuSign®, at the address specified in the application, within 2 working days to sign your contract online. Please follow the instructions in the email. Keep in mind that a paper copy of the contract will not be sent.
- b. If you have not received the email from DocuSign® within 2 working days after acceptance, write an E-Mail to your contact person at the Fund. **Please check first if the message is in your spam folder.**

2) To enter the project account information in ONLINE portal:

- a. For funding disbursements, you must enter **a project account in the ONLINE Portal**, which should be **in your name. Transfers to private accounts will not be made by the Fund.**
- b. The project account does not need to be a formal business account – it can be a regular checking account. This account **must not be used for any private transactions** (e.g., grocery shopping). However, it must be an account that is kept separate from private movements (e.g., grocery shopping) and in your name.
- c. You can also use an existing project account that you use for other grants or projects. In this case, however, make sure that the purpose of use and accounting treat the respective payments separately and that the affiliations are clearly recognizable.
- d. **A project account is a prerequisite for proper management as required by the Federal Government Commissioner for Culture and the Media (BKM) in its funding principles. Please refrain from inquiries about exceptions to this rule.**

To receive the Funds

Please complete the following 4 steps by **26.03.23** as the timelines for payouts are very tight.

3) To submit the 3 installments bindingly:

- a. You must submit all 3 installments entered by us bindingly. This is possible from the next working day after you have signed the contract and **as soon as you have entered the information of your project account**.
- b. You will receive the funds in 3 installments of 2,500 € each on the following dates: **15.04., 15.05., 15.06.23. These dates and amounts are fixed and cannot be changed.** Please refrain from inquiring about them.

4) To review your project description in the self-management section:

- a. Review your project description and update it if necessary. This text will be used by the Fund's public relations department, e.g., for publications on the Fund's website.
- b. If you have moved since submitting your application and/or your contract address has changed, please contact your contact person at the Fund per mail.

CHECKLIST "STEPS TO RECEIVE THE FUNDS ":

- SIGN YOUR **CONTRACT ONLINE**
- ENTER YOUR **PROJECT ACCOUNT**
- SUBMIT THE **3 INSTALLMENTS BINDINGLY**
- CHECK THE **PROJECT DESCRIPTION** IN THE SELF-ADMINISTRATION AREA

Signing the contract with DocuSign®

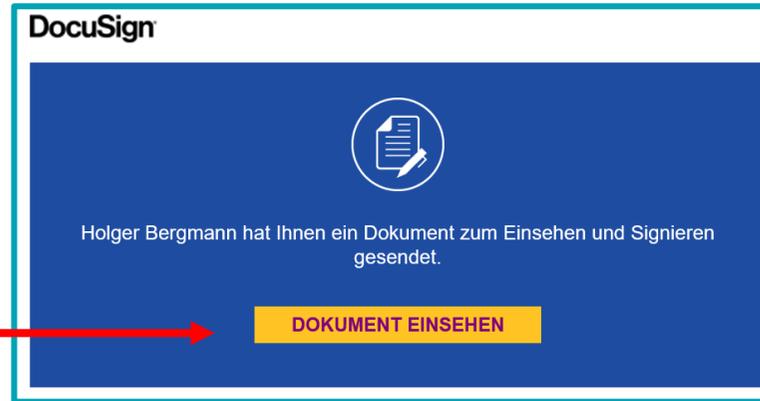
After the contract has been processed, it will be sent to the e-mail address you provided to the Fund.

The contract is now ready to be signed. In order to sign the contract, please follow these steps:

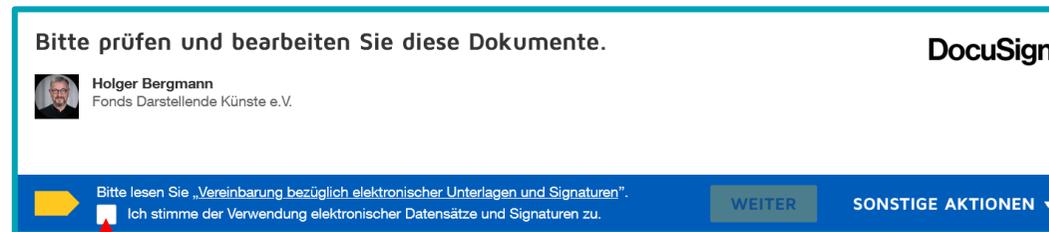
FONDS
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1. Sign the contract online

- ➔ You will receive an e-mail from DocuSign® to sign the contract.
- ➔ Click on “DOKUMENT EINSEHEN” (VIEW DOCUMENT) in the link provided in the e-mail. The contract will open in the browser on the DocuSign® platform.



- ➔ Click on the field “Ich stimme der Verwendung elektronischer Datensätze und Signaturen zu” (“I agree to the use of electronic records and signatures”).



- 1) Click on “WEITER” (NEXT).



Signing the contract with DocuSign®

FONDS
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- ➔ Read the contract thoroughly!
- ➔ Scroll down to the end of the contract and click on "Signieren" (Sign) under your name.

Datum: 31.01.2022 | 11:43 CET Datum: 31.01.2022 | 11:59 CET

Holger Bergmann Vorname Nachname

DocuSigned by:
[Signature] **Signieren**

3BC0D3BC7506451... ↓

Kulturförderer Kulturprojekträger*in

- ➔ Select an auto-generated signature, draw your own signature, or upload an image of your signature.

STIL AUSWÄHLEN **ZEICHNEN** **HOCHLADEN**

VORSCHAU Stil ändern

DocuSigned by: [Signature] DS

B6B38511B1DF422...

Wenn ich „Übernehmen und signieren“ auswähle, stimme ich zu, dass diese Signatur und Initialen als elektronische Darstellung meiner Signatur und Initialen in den Fällen gelten, in denen ich oder mein Beauftragter sie auf Dokumenten, einschließlich rechtsgültiger Verträge, verwenden, genau wie eine Signatur oder Initialen mit einem Stift auf Papier.

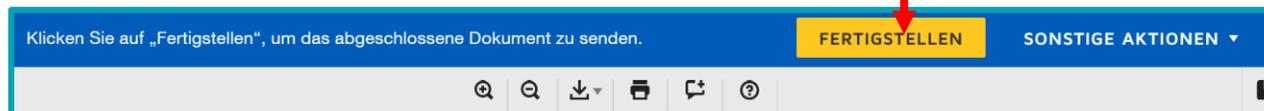
ÜBERNEHMEN UND SIGNIEREN ABBRECHEN

- ➔ Click on "ÜBERNEHMEN UND SIGNIEREN" (APPLY AND SIGN).

Signing the contract with DocuSign®

FONDS
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- 2) Click on "FERTIGSTELLEN" (FINISH).



- 3) In the following window you have the option to save the signed contract as a PDF or print it for your records.



- 4) Click on "ABSCHLIESSEN" (CONCLUDE).

Signing the contract with DocuSign®

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- 5) You will receive a confirmation message telling you that the process has been completed. As the Fund has already signed the contract, it is now concluded, and you will receive a copy of it via e-mail.



- 6) In the next step, the fund will activate the option for you to submit binding calls for funds that have already been preset and usually happens on the next working day, after the Fund has finally verified your signature. **You still must call for funds after you signed your contract.**

You will not receive the contract via post. Please make sure to save and store the e-mail you received after signing the contract. You can use this e-mail to download your contract again any time.

Enter the project account and submit the installments bindingly

From the next working day, after you have signed the contract, you can submit the installments bindingly.

2. Enter the project account and submit the installments bindingly

- ➔ Go to <https://www.fonds-daku.de>.
- ➔ At the top of the page, you will find the button "Login". Click on it.



- ➔ Now log in with the same data (e-mail address and password), which you used to submit your application.
- ➔ If you have forgotten your password, please send an e-mail to beratung@fonds-daku.de from your **login e-mail address and referring your project number**.

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Enter the project account and submit the installments bindingly

The funds calls are still in planning status and **will not be transferred automatically**. Only when you have entered your project account details and submitted the installments bindingly, the transfer can be made.

➔ After you have logged in, you will see (among others) the overview "Meine Anträge" (My applications). Scroll to the bottom of the page.

➔ You will see **3 installments of €2,500.00 each in 3 consecutive months**. These dates and amounts are fixed and **cannot be changed**. Please refrain from inquiring about them.

Meine Anträge

Rechercheförderung 2023

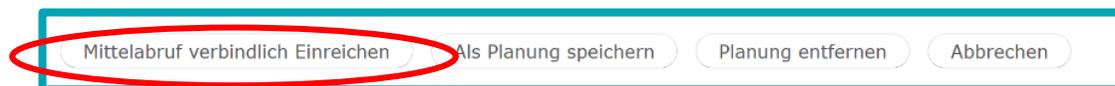
Antragsfrist: 15.01.2023
Eingangsdatum: 04.01.2023 12:45:13
Projektnummer: 2023/REC/XXXX

Antrag Herunterladen » Neuer Mittelabruf » Selbstverwaltung »

Mittelabrufe

TERMIN	RATE	STATUS	AKTION
15.04.2023	2 500,00 €	Planung	Bearbeiten »
15.05.2023	2 500,00 €	Planung	Bearbeiten »
15.06.2023	2 500,00 €	Planung	Bearbeiten »

- ➔ Click in the first line of "Mittelabruf" (call for funds) on "Bearbeiten" (edit).
- ➔ You will be asked to participate in a survey. This is asked only once.
- ➔ Enter the bank details of your project account: **IBAN**, "Kontoinhaber*in" (**bank account holder**).
- ➔ Then click on "**Mittelabruf verbindlich einreichen**" (Submit binding funds call-off). Only when you have done this, the funds call will be sent and be transferred on the corresponding dates.



➔ **ATTENTION: Proceed in the same way with the other two installments.**

Enter the
project
account and
submit the
installments
bindingly

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➔ You will receive each disbursement on the indicated dates. Please note that, depending on the bank, it may take up to two working days for the transfer to reach your account.

IMPORTANT:

If your funding contract has not been signed by you, the Option ["Mittelabruf verbindlich einreichen"](#) (complete transfer request) will not be displayed. This will only be activated the **next working day after the Fund has received your contract.**

If you have any problems with fund retrieval, please contact the Mittelabruf Team at mittelabruf@fonds-daku.de.

Proof the description of your project in the Self-administration area

Please check only the "Project description" field. **You should not change the other fields** as they are not relevant at this stage.

3. Proof the description of your project in the Self-administration area

- ➔ After you have bindingly submitted the installments, stay in the online portal. Otherwise, log in again.
- ➔ Click on "**Selbstverwaltung**" (Self-management area).

Meine Anträge

▼ [Rechercheförderung 2023](#)

Antragsfrist: 15.01.2023

Eingangsdatum: 04.01.2023 12:45:13

Projektnummer: 2023/REC/XXXX

[Antrag Herunterladen »](#)
[Neuer Mittelabruf »](#)
[Selbstverwaltung »](#)

Mittelabrufe

TERMIN	RATE	STATUS	AKTION
--------	------	--------	--------

- ➔ The database has pre-entered the information from your application.
- ➔ If you have moved since submitting your application and/or your contract address has changed, please contact your responsible person at the Fund by e-mail. You cannot change this data yourself in the self-administration area.

Proof the description if your project in the Self-administrati on area

Please check only the "Project description" field. **You should not change the other fields** as they are not relevant at this stage.

- ➔ Go direct to "PROJEKTBE SCHREIBUNG" (Description of your project).
- ➔ The project description (PROJEKTBE SCHREIBUNG) field contains the short description of your project intended for publication.
 - We ask you to update this field if necessary.
 - This text will be published by the public relations department of the Fund, e.g. on our homepage.



The screenshot shows a form field titled "PROJEKTBE SCHREIBUNG" with a dropdown arrow. Below the title is the instruction "Kurze, aktualisierte Projektbeschreibung (400 Zeichen) zur Veröffentlichung". The field itself is a large empty text area. At the bottom of the field, it says "Verbleibende Zeichen: 339 von 400 (Der Fonds behält sich redaktionelle Eingriffe vor.)".

- ➔ Finally, if you make changes here, click "Änderungen speichern" (Save Changes) at the bottom of the page.

Änderungen speichern

- ➔ **All other fields** are either relevant for other funding programs of the Fund or for a later date (final report). Therefore, please **leave them blank** for the time being.

Disbursement and expenditure of funds

The funds must be spent in accordance with the purpose for which they were intended within 6 weeks of receipt of the funds and necessarily within the grant period.

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- ➔ In addition to your project account, you must also have a private account in your name.
- ➔ You spend the funds by transferring your Disbursement from the project account to your private account.
 - a. In the case of research funding, the funds are exclusively designated for your own salary (own Honorarium costs), not for other persons or organization.
 - b. Your private expenses should not be charged to the Fund (project account), but privately from your private account.
 - c. Transfer each disbursement from the project account to your personal account within 6 weeks of receipt (make 3 transfers to your personal account).
 - d. You document this process filling the corresponding template “Eigenentnahme vom Projektkonto” (Own withdrawal from the project account): (www.fonds-daku.de/foerderung/formulare/ unter FÜR GEFÖRDERTE PROJEKTE) and a bank statement from your project bank account.
 - e. The last transfer must not exceed the end date of the grant period (Bewilligungszeitraum) - see contract. Attention: **The end date of Neustart Kultur is fixed on 30.06.2023, so that the Fund has no discretion to agree extensions of grant periods in individual cases. Therefore, an extension of the granting period is excluded in all cases.**
 - f. If you exceed the 6-week deadline, there may be interest fees, which the Fund may have to charge you.

→ All changes during the project must be requested writing an **e-mail to your contact person and must be specifically approved by the Fund!**

The **RESEARCH FUNDING** is a scholarship-like, **person-bound project funding** (“stipendienartige, personenbezogene Projektförderung”). The funding you receive will usually be subject to income taxes. Please clarify with the financial authority (Finanzamt) or tax office whether this applies to your individual circumstances, as this depends on various factors. We ask for your understanding that we will not answer questions about taxes and social security payments.

Please also see the section in our FAQs related to this topic (www.fonds-daku.de/beratung/faq).

Final report “Verwendungsnachweis”

The final report consists of 1. a factual report, in which you report on the progress of the research project and 2. a financial report, in which you document the progress of the payments within the grant period. The file “Verwendungsnachweis” contains both documents.

The final report (Verwendungsnachweis) must be submitted via the online portal after completion of the project. The deadline to submit it can be found in your contract.

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What you need for the final report

- ✓ File “Verwendungsnachweis” (final report): Sachbericht and Zahlenmäßiger Nachweis
- ✓ File “Muster für eine Eigenentnahme vom Projektkonto” (Sample of own withdrawal from the project account).
- ✓ Kontoauszug des Projektkontos (Project account statement)
- ✓ Access to the self-administration area of your project (Selbstverwaltungsbereich)

→ You can download both files here:

<https://www.fonds-daku.de/foerderung/formulare/> → Für Geförderte Projekte → Recherccheförderung

Steps for submitting the “Verwendungsnachweis”

- FILL IN THE **SACHBERICHT** (FACTUAL REPORT)
- FILL IN THE **ZAHLENMÄßIGER NACHWEIS** (FINANCIAL REPORT)
- SUBMIT THE **VERWENDUNGSNACHWEIS** (FINAL REPORT) ONLINE

Sachbericht ausfüllen (Fill in the factual report)

Please make entries
only in the fields
highlighted in blue.

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1. How to fill in the Sachbericht (factual report)

➔ On the first page of the "Verwendungsnachweis" file you will find the template for the Sachbericht (factual report).

➔ Please fill in lines 6-9 first:

Projekt-Nr.:	
Antragsteller*in:	
Projekttitel:	
Bewilligungszeitraum:	

- **Projekt-Nr. (project number):**

Please refer to your funding contract for the project number and fill it in here.

- **Antragsteller*in (applicant):** Fill in your name here.

- **Projekttitel (project title):** Fill in your project title here

- **Bewilligungszeitraum (funding period):** Please refer to your funding contract for your funding period and fill it in here.

➔ Answer the questions indicated in the factual report, taking into account the character specifications of the fields, but also not in bullet points or in just a few sentences (lines 13, 16, 19, 22, and 25).

➔ **The "Sachbericht" is a fundamental part of the "Verwendungsnachweis" and the associated documentation of the completion of your project.** Please provide as comprehensive an insight of the course of the project by answering the questions as thoroughly and precisely as possible.

➔ Formulate an answer even if a question does not apply to your project, e.g., you have not prepared any documentation that can be viewed (question 4). Then please write down a reason: "No documentation, website, photos or similar available because...".

Zahlenmäßiger Nachweis ausfüllen (Fill in the financial report)

In Excel, the tabs are located at the bottom of the screen.

Please make entries only in the fields highlighted in blue.

2. How to fill in the financial report ("Zahlenmäßiger Nachweis")

→ You will find the financial report on the second page (tab) of the file "Verwendungsnachweis".

→ Click on the green tab "Zahlenmäßiger Nachweis":



→ Fill in lines 6 to 9. You already know them from the Sachbericht.

	Projekt-Nr.:		
	Antragsteller*in:		
	Projekttitel:		
	Bewilligungszeitraum:		
Mittelabrufe	1. Rate erhalten am:		in Höhe von (in Euro):
	2. Rate erhalten am:		in Höhe von (in Euro):
	3. Rate erhalten am:		in Höhe von (in Euro):
			Gesamteinnahmen

→ Fill in lines 11-13: **Mittelabrufe**

Using your project account statement, check when the installments of the fund were received and enter the respective date and the amount in euros in the fields provided.

Mittelabrufe	1. Rate erhalten am:	01.03.2022	in Höhe von (in Euro):	2.500,00 €
	2. Rate erhalten am:	01.04.2022	in Höhe von (in Euro):	2.500,00 €
	3. Rate erhalten am:	01.05.2022	in Höhe von (in Euro):	2.500,00 €
			Gesamteinnahmen	7.500,00 €

Zahlenmäßiger Nachweis ausfüllen (Fill in the financial report)

Please make entries only in the fields highlighted in blue.

➔ Fill in lines 19-21: **Gesamtbelegliste (Ausgaben)** - (expenses record)

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In the expenses record, you list your salary withdrawals from the project account, that you made within 6-weeks after the Fund provided each installment, and that you prove in each case by filling out the file "Muster für eine Eigenentnahme vom Projektkonto" (Sample of own withdrawal from the project account).

Datum der Auszahlung vom Projektkonto	Belegnummer	Empfänger*in	Betrag (in Euro)	Anmerkungen / Besonderheiten
06.03.2022	2021/REC/9876-#001	Vorname Nachname	2.500,00 €	

- **Belegnummer (receipt number):** For each fee withdrawal from the project account, please fill in a withdrawal document (see "Muster für eine Eigenentnahme vom Projektkonto"). In this document, instead of an invoice, you confirm that you have withdrawn the fee from the project account at the specified time. According to the General Auxiliary Provisions for Grants for Project Funding (ANBest-P), all documents must contain a clear allocation feature to the project, therefore we recommend the following document numbering with the project number as allocation feature:

2023/REC/0000-#001

Projektnummer (als eindeutiges Projektmerkmal) - # Belegnummer

- **Datum der Auszahlung vom Projektkonto** (Date of withdrawal from the project account): Enter the date on which you transferred your fee from the project account to your private account.
- **Empfänger*in (recipient):** Enter the name of the account holder here (your name).
- **Betrag (in Euro)** (sum in euros): Enter the amount in euros that you have withdrawn from the project account to your private account (**€ 2.500 per month for 3 months**).

Zahlenmäßiger Nachweis ausfüllen (Fill in the financial report)

Please make entries only in the fields highlighted in blue.

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➔ Once you have completed the expenses record, the “**SOLL/IST Abgleich**” (TARGET/ACTUAL comparison) is automatically calculated at the bottom of the page and should look like this:

Richtig:

SOLL / IST Abgleich	(wird automatisch berechnet, keine Eintragungen nötig)	
	Gesamtausgaben (SOLL)	7.500,00 €
	Gesamteinnahmen (SOLL)	7.500,00 €
	Differenz	0,00 €
	Gesamtausgaben (IST)	7.500,00 €
	Gesamteinnahmen (IST)	7.500,00 €
	Differenz	0,00 €
	Restbestand im Projekt	0,00 €

- **If** the automatically calculated **difference is not 0.00 €**, you have not made the entries correctly in “Mittelabruf” and/or in the expenses record. Please check and correct your entries accordingly.

➔ Finally, save the file (**important:** in Excel format) in your computer.

Submit the “Verwendungsnachweis” online

As with the application and contract, the Verwendungsnachweis (final report) in the #TakeHeart funding programs must now be provided digitally.

3. Submit the “Verwendungsnachweis” online

- ➔ Log in to the online platform of the Fund's homepage with your access data.
- ➔ Click on “Selbstverwaltung” (self-administration) of your corresponding application.

▼ **Rechercheförderung 2023**

Antragsfrist: 15.01.2023
Eingangsdatum: 04.01.2023 12:45:13
Projektnummer: 2023/REC/XXXX

Antrag Herunterladen » Neuer Mittelabruf » **Selbstverwaltung »**

Mittelabrufe

- ➔ Go direct to “**STATEMENT**” und answer questions a) and b).

▼ **STATEMENT**

a) Über die Förderung durch den Fonds:
• Wie hat sich die Förderung durch den Fonds Darstellende Künste auf das künstlerische Vorhaben ausgewirkt?

b) Über Handlungspotentiale von Förder- und Kunstpraxis:
• Welche perspektivischen Optimierungsbedarfe bestehen weiterhin in den Freien Darstellenden Künsten und ihrer Arbeitssituation?

|

Submit the "Verwendungs- nachweis" online

- ✓ Fill in the Sachbericht
- ✓ Fill in the Zahlenmäßiger Nachweis
- ✓ Submit the Verwendungsnachweis online

- ➔ Scroll down to "UPLOAD VERWENDUNGSNACHWEIS".
- ➔ Click on "Durchsuchen" (search) and select the file "Verwendungsnachweis" on your computer.

▼ **UPLOAD VERWENDUNGSNACHWEIS**

Mit Hilfe des Upload-Bereichs übermitteln Sie die Dokumente, die am Ende Ihres Projekts im Rahmen des Verwendungsnachweises eingereicht werden müssen (s. Richtlinien des Förderprogramms).
Bitte prüfen Sie die Dokumente noch einmal sorgfältig und laden Sie diese in die dafür vorgesehenen Felder.

Anschließend unterschreiben Sie die Ergänzung zum Verwendungsnachweis, mit der Sie die Richtigkeit und Vollständigkeit Ihrer Angaben erklären (weiter unten auf dieser Seite).

Verwendungsnachweis im Excelformat

Keine Datei ausgewählt.

erlaubte Erweiterungen: xls xlsx, maximale Dateigröße: 5 MB

- ➔ Click on "Hochladen" (upload).

erklären (weiter unten auf dieser Seite).

Verwendungsnachweis im Excelformat

2021_REC_0000 Verwendungsnachweis.xls

erlaubte Erweiterungen: xls xlsx, maximale Dateigröße: 5 MB

WICHTIG: "Muster für eine Eigenentnahme vom Projektkonto" and "Project account statement" are **not to be uploaded**, but you must keep them ready among your own documents to be able to present them upon request.

Please leave the remaining boxes empty.

Vergabedokumentation

Keine Datei ausgewählt.

erlaubte Erweiterungen: pdf, maximale Dateigröße: 5 MB

Nur hochladen, wenn erforderlich. Siehe Richtlinien!

Sonstige Dokumente 1

Keine Datei ausgewählt.

erlaubte Erweiterungen: pdf doc docx xls xlsx, maximale Dateigröße: 5 MB

Sonstige Dokumente 2

Keine Datei ausgewählt.

erlaubte Erweiterungen: pdf doc docx xls xlsx, maximale Dateigröße: 5 MB

Belege im Rahmen des Verwendungsnachweises 1

Keine Datei ausgewählt.

erlaubte Erweiterungen: pdf, maximale Dateigröße: 10 MB

Nur hochladen, wenn vom Fonds angefordert!

Belege im Rahmen des Verwendungsnachweises 2

Keine Datei ausgewählt.

erlaubte Erweiterungen: pdf, maximale Dateigröße: 10 MB

Nur hochladen, wenn vom Fonds angefordert!

Submit the “Verwendungs- nachweis” online

→ Scroll down to “**ERGÄNZUNG ZUM VERWENDUNGSNACHWEIS**”
(statement in addition to the final report) at the end of the page

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▼ **ERGÄNZUNG ZUM VERWENDUNGSNACHWEIS**

Mit der Ergänzung zum Verwendungsnachweis bestätigen Sie die Vollständigkeit und Richtigkeit Ihrer Angaben.
Die Ergänzung wird via DocuSign® unterschrieben.

Projekttitlel

Projektnummer

Zeichnungsberechtigte*r

Verwendungsnachweis vom
 Format: 25.03.2022
Wenn leer, wird das Uploaddatum des Verwendungsnachweises benutzt.

Unterzeichnete Erklärung
Letzte Änderung: ---.--.---- --
Status: ---
Umschlag ID: ---

The gray boxes were filled in automatically, since you submitted your application. The date field will be updated automatically.

→ Click on “Erklärung jetzt bei DocuSign unterschreiben” (Sign statement via DocuSign)

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- You will be redirected to DocuSign®.
- Click on “WEITER” (NEXT).

Bitte lesen Sie „Vereinbarung bezüglich elektronischer Unterlagen und Signaturen“.

Ich stimme der Verwendung elektronischer Datensätze und Signaturen zu.

WEITER SONSTIGE AKTIONEN ▾

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The paragraphs indicate:

“I hereby confirm that during the realization of the above-mentioned project

1. the grant conditions of the Fonds Darstellende Künste as part of the contract have been complied;
2. the expenses were necessary, the economic and efficient procedures were followed, and the details in the final report correspond to the bookkeeping, receipts and accounts with third parties.”

Hiermit bestätige ich, dass bei der Durchführung des oben genannten Projekts

1. die Bewilligungsbedingungen des Fonds Darstellende Künste als Bestandteil des Fördervertrages beachtet wurden;
2. die Ausgaben notwendig waren, wirtschaftlich und sparsam verfahren wurde und die Angaben im Verwendungsnachweis mit den Büchern, Belegen und Abrechnungen bei Dritten übereinstimmen.

Vorname Nachname

Signieren

25.03.2022 | 13:39 CET

Datum

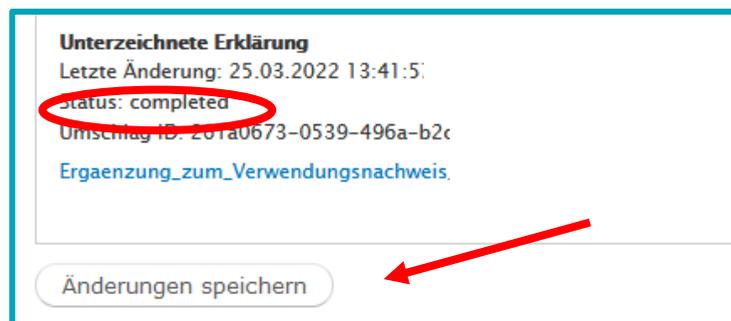
Elektronische Unterschrift

- Click on “Signieren” (sign) and select your type of signature in the new window.
- Click on “Fertigstellen” (finish) at the top of the Page.
- You will now be directed back to the self-administration area.

Submit the “Verwendungs- nachweis” online

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→ The status “Unterzeichnete Erklärung” (signed Statement) should have changed its Status to “**completed**”.



Unterzeichnete Erklärung
Letzte Änderung: 25.03.2022 13:41:51
status: completed
Umschlag ID: 201a0673-0539-496a-b2c
[Ergaenzung_zum_Verwendungsnachweis.](#)

Änderungen speichern

IMPORTANT:

- Click on “Änderungen speichern” (save changes).
- If you have uploaded the “Verwendungsnachweis” and the status of the “Unterzeichnete Erklärung” (signed statement) is "completed", you have successfully submitted your Verwendungsnachweis (final report). **You will not receive a confirmation of receipt.**

Publications and using the logo

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Publications

Artists whose projects are funded by the Fonds Darstellende Künste are obliged to refer to the funding by using the NEUSTART KULTUR #TakeHeart logo and/or the wording in any publication regarding the funded project. This applies to print as well as online media.

Using the logo

The NEUSTART KULTUR #TakeHeart logo may only be used in the colours given below in the current version (not any of the previous versions). Please note that the logo may not be distorted, scaled disproportionately, or changed in colour. You are free to decide which of the versions below you choose to use, as each version has a different effect against different backgrounds.

You can find the logos on our website by clicking LOGO-DOWNLOAD (www.fonds-daku.de/foerderung/downloads/).



CMYK 10/5/10/15

RGB 208/211/207



CMYK 22/14/23/38

RGB 149/151/144



RGB 162/162/162

CMYK 0/0/0/36

Using the word mark

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For its use in a text, the following wording must be used:

„gefördert vom Fonds Darstellende Künste aus Mitteln der Beauftragten der Bundesregierung für Kultur und Medien im Rahmen von NEUSTART KULTUR.“

For the English-language equivalent, please use:

“Supported by Fonds Darstellende Künste with funds from the Federal Government Commissioner for Culture and the Media within the program NEUSTART KULTUR.”

For publications on social media, please use the hashtags #TakeHeart und #TakeHeartNeustart or tag the Fonds Darstellende Künste.

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