



# PROJECT SETTLEMENT | PROOF OF USE

MEET DEADLINES | SUBMIT EVIDENCE AND DOCUMENTATION



**Please read this information carefully.**

You will find more details on our websites.

If you still have questions, feel free to contact us



## Deadline:

The settlement of your project (proof of use) must be submitted within **two months** after the end of the funding period (see grant agreement, including any approved extensions).

All projects that receive funding beyond December 31 must submit an interim report by the end of March of the following year. Please refer to the separate information sheet for this.

## Scope of the Settlement:

The settlement consists of a final report (via the online portal of the Fonds Soziokultur), a financial report (list of all expenses and income), receipts, press coverage, and other documentation (photos, video links, etc.)

### 1. Narrative Report:

- Go to the online portal of the Fonds Soziokultur: <https://antragsportal.fonds-soziokultur.de/login/> and log in using your credentials
- Go to the menu item “Approved Applications”. Select your project and click the button: “Final Report”.
- Fill in the questionnaire and click Submit.

### 2. Financial Report:

- The financial report is a list of **all** project expenses and income (financing).
- We require this list as an Excel spreadsheet (not as a PDF or scan).
- We have emailed you an Excel template. It is also available on our website: <https://www.fonds-soziokultur.de/en/projectfunding/accounting#was-beinhaltet-derzahlenmaige-nachweis>
- You may also use your own lists (e.g., exports from your accounting system or lists prepared for other funders). However, your lists must include the following details: date of payment, recipient, purpose of payment, individual amount.
- You must compare the planned expenses (approved budget) with the actual expenses (planned vs. actual comparison). The basis is the most recently approved cost and financing plan.
- Your lists must include all project expenses, not just those covered by Fonds Soziokultur.
- The financial report must also include a list of **project income**. If the project was funded by multiple sources, you must indicate when the other funds were received.

### 3. Legally Binding Confirmation of Accuracy of the Settlement

- The Excel spreadsheet “Proof of Use” contains a title page. This title page must be filled out and **legally signed** in original and sent by post. **Please ensure** that only persons authorized to sign contracts on behalf of the project sponsor are allowed to sign this form.





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## 4. Receipts:

- Attach supporting documents for your expenses to the financial report. These may include: payslips, contracts for services, invoices, receipts, petty cash slips, etc.

### Examples:

**Permanent staff:** Send a monthly overview with the following information: name, gross monthly salary, special payments, employer's social security contributions, proportion of hours funded (either as a percentage or weekly hours). Also send the last payslip with personal details blacked out except for name, period of employment, and gross salary. (<https://www.fonds-soziokultur.de/en/projectfunding/accounting#was-beinhaltet-derzahlenmäßige-nachweis>)

**Freelancers:** Send us freelance contracts (if available), invoices, or petty cash receipts.

**Comparable Offers:** Remember to comply with federal procurement regulations. If your project included services that required a competitive bidding process, you must include the comparative offers with your documents.

**Travel expenses:** Provide receipts for public transport. If a private car was used, you must prepare a separate travel expense report for each trip (<https://www.fonds-soziokultur.de/en/projektfoerderung/nachbewilligung#reisekosten>).

**Catering expenses (restaurants, cafés, food purchases, etc.):** Deposits and alcoholic beverages cannot be funded and must be deducted from the accounting. Alcohol may exceptionally be covered for openings/premieres. For each catering event, prepare a list with the following details: location, date, purpose of catering (e.g., workshop), duration of the event/meeting, participants, and explanation for the catering (e.g., full-day workshop, premiere of the play, etc.)

## 5. Proof of Payment

- We require proof that the expenses were actually paid = **disbursement proof**. These can include: Copies of bank statements showing the transfers. Receipts (please copy them, as thermal prints fade quickly. Illegible receipts cannot be accepted). For cash payments, we require the recipient's signature confirming receipt of the funds.

## 6. Submission Method:

- We only require copies of the receipts. You may send them digitally or by post. For digital submissions, please use WeTransfer, Dropbox, or other free services. Receipts sent by post will be returned after review.

## 7. Number of Receipts:

Which and how many receipts you need to submit depends on the type of funding, as outlined in your grant agreement:

- **Lump-sum funding (Festbetragsfinanzierung):** Receipts covering the **entire** public funding amount
- **Proportional/deficit funding (Anteilsfinanzierung/Fehlbedarfsfinanzierung):** **All** expense receipts
- **Funding based on budget categories (Förderung bezogen auf Kostenpositionen):** Receipts for the specific expense categories **defined in the grant agreement**.

**You don't need to submit receipts if another public funding agency checks the full project and all its costs. After their check is completed, we need a copy of the review note (which shows the amount of eligible costs).**