



FROM APPROVAL TO PAYMENT

HOW TO RECEIVE YOUR PAYMENT



Please read this information carefully.
Further information is also available on
our websites. If you still have questions,
feel free to contact us.

You will receive funds from the Fonds Soziokultur only after the funding agreement is signed.

You must return a legally signed copy of the agreement by post.

Funds are not paid automatically – you must request the disbursement yourself (usually in partial payments):



1. Go to the online portal and log in with your credentials:
<https://antragsportal.fonds-soziokultur.de/login/>
2. Click on “Approved Applications”, scroll to your project.
3. Click on the button “Request Funds (Mittelauszahlung)”
4. You can request funds for the 1st or 15th of each month.
The portal only allows requests for dates at least 21 days in the future.
5. Enter the amount you wish to receive.
Please note: The system does not check if you are entitled to this amount.
This will be reviewed by the Fonds Soziokultur office afterwards.
6. Enter your bank details (Account holder, IBAN, possibly BIC)..
IMPORTANT: We can only transfer funds to the applicant. A different account is only possible with a written authorization from the applicant.
7. Click the button: Submit request (Mittelabruf einreichen)
8. Confirm the payment terms in the pop-up window.
9. Done!

NOTE:

If we are unable to process your request, we will contact you.



Important deadline

Check your funding agreement, §4 – Disbursement of Funds:

If it says that you must spend the funds **within 6 weeks** after disbursement, then you should only request amounts you can actually use within that time.

Otherwise, we are required to charge interest.

If §4 does NOT apply to you: You can request the full amount in one go, no additional steps required.

How to Avoid Interest Charges:

- a) Pre-pay invoices using other money (e.g., your own funds) and request reimbursement afterward.
This means the 6-week rule has already been met.
- b) Only request funds you know you'll spend within 6 weeks.
- c) Return any unused funds before the 6-week period ends and request them again later if needed.
In this case, transfer the remaining amount back to:
Bank: Sparkasse KölnBonn
IBAN: DE40 3705 0198 0007 5051 67
Reference: Your project number