

## INFORMATION SHEET

# Information concerning evidence of how funds have been used

### If you receive funding approval from us, please take careful note of the following:

1. Following receipt of funding approval, a schedule is to be submitted to the Foundation at its request relating to the take-up of funds in the case of projects of longer duration (> 12 months). The Foundation is to be informed immediately of any changes to this schedule. In the event of delays in the start or progress of the project, the funding will be delayed accordingly.

Funding can be made available in advance if required. The funding amounts transferred to the project partner are to be used within a period of two years.

Confirmation of this is to be submitted to the Foundation. The Foundation is entitled, at its own discretion, to reclaim any funds which have not been used within this period.

The Foundation may request a special bank account to be opened for the processing of the funded project.

Recognised non-profit organisations (foundation, association, gGmbH) receiving funding from the Foundation are to submit a donation receipt immediately after receipt of payment according to the requirements of the tax authorities. In addition, upon request of the Foundation, evidence of how the funds have been used is to be kept.

The funding is to be used in an economical and appropriate way. Money which has been received but is not required for purposes of the approved project is to be re-funded immediately after the end of the funding period, unless otherwise agreed.

2. Approved funding is to be requested at least 14 days before it is required, by email to [lenz@egerland-stiftung.de](mailto:lenz@egerland-stiftung.de).
3. All funding is to be used for the specific purpose intended. The beneficiary is obliged to use the allocated funds exclusively for the purpose described in the application, and thus for tax-deductible purposes as specified in the section "tax-deductible purposes" of the Fiscal Code (Abgabenordnung) of Germany.

Any changes which occur after the application has been submitted, including during the course of the project, are to be reported to the Foundation and agreed upon.

### Projektbüro

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Any use of the funding or part thereof for other purposes, in particular for commercial purposes, is prohibited. The funding recipient assures that he will comply with the conditions of use and provide the Foundation with appropriate evidence and/or confirmation upon request.

If the beneficiary fails to comply with this requirement, the Foundation is entitled, at its own discretion, to reclaim the funding. The beneficiary is obliged to reimburse the sum reclaimed immediately.

4. The beneficiary is obliged to report on the project status at appropriate intervals, at the latest at the end of a project. The manner and time intervals for this are agreed on a project-related basis.
5. After completion of a project, evidence of how the funds have been used, consisting of financial evidence and a factual report, is to be submitted to the Foundation on request. Verifiable documents with original receipts are to be presented on request, or there must be some possibility for the documents to be inspected. The Felicitas and Werner Egerland Foundation is not a contractual partner of any persons who may be employed in connection with the funding.
6. The Foundation is entitled to withdraw funding if it has not been at least partially made use of within one year from the date of the letter of approval. If a decisive reason for funding ceases to apply or if essential conditions change, the Foundation reserves the right to discontinue its funding before the end of the planned funding period or to demand the return of funds paid out if they are not used in accordance with the funding purpose.
7. Non-profit recipients must inform the Foundation immediately if there is any change in their non-profit status. In the event of the discontinuation of the non-profit status, the Foundation may revoke funding commitments and demand the return of funds that were paid out after discontinuation of the non-profit status.

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