

FAQS FOR APPLICANTS

1. IN WHAT AREAS DOES THE FUNK FOUNDATION AWARD PROJECT FUNDING?

All information on our funding criteria can be found in our funding guidelines and in our fact sheet.

2. WHO IS ELIGIBLE TO APPLY FOR A GRANT?

The Funk Foundation supports charitable research and cultural projects, such as those run by universities, charitable organisations and artists. Furthermore, the Funk Foundation may itself act as the lead organisation and initiate projects. For-profit companies are not eligible for grants. Individuals will only be funded in exceptional cases.

3. WHAT PROJECTS DOES THE FUNK FOUNDATION NOT SUPPORT?

Applications for small-scale projects are not considered, and the same applies to applications from private individuals who, for whatever reason, find themselves in financial need. For further typical disqualification criteria, please refer to the Funding Guidelines of the Funk Foundation.

4. CAN I SUBMIT A BRIEF INITIAL ENQUIRY TO FIND OUT WHETHER MY APPLICATION HAS ANY CHANCE OF BEING APPROVED?

If you wish to submit a grant application, please read the information in our fact sheet and funding guidelines beforehand to determine whether your project is eligible for funding. You can then submit an initial enquiry via our website. If we see potential in your idea, we will ask you to submit a full application.

5. WHAT INFORMATION AND DOCUMENTS MUST BE INCLUDED IN THE APPLICATION?

As you can see from the form on our website, the Foundation requires the following information:

1. Name of applicant (department, institute, organisation, company, etc.)
2. Point of contact
3. Email address
4. Telephone number
5. Address (street, postcode, town/city)
6. Brief outline of the project (no more than half a page of A4)

6. TO WHOM SHOULD I ADDRESS MY ENQUIRY AND WHAT FORM SHOULD IT TAKE?

Please submit your enquiry using the form on our website.

7. ARE THERE ANY SET DATES AND DEADLINES FOR SUBMITTING AN APPLICATION?

No. You may submit an application to the Funk Foundation at any time. For projects in the area of culture, you should allow a processing time of six months.

8. IS THERE AN UPPER/LOWER FINANCIAL LIMIT FOR PROJECT FUNDING?

Generally speaking, there is no upper or lower limit. We do, however, discourage applications for grants of less than €5,000. Projects approved by the Funk Foundation always exhibit a funding level that is appropriate to their aims and methods.

9. DOES THE FUNK FOUNDATION ALSO SUPPORT PROJECTS OUTSIDE GERMANY? WHAT NEEDS TO BE BORNE IN MIND IF THE APPLICANT IS BASED ABROAD?

Non-profit institutions and project execution organisations abroad may be funded based on how closely they align with the Foundation's aims as set out in the statutes. However, funded institutions or project execution organisations shall preferably be based, or at least have a representative, in the European Union or in states associated with the EU. Applications may only be submitted in German or English.

10. WHERE CAN I FIND THE APPLICATION FORMS?

You can submit an initial enquiry via our website. For the full application, please use the designated form, which you will find in the 'Information for Applicants' section of our website.

11. WHAT DOCUMENTS MUST BE INCLUDED WITHIN THE FULL APPLICATION?

In addition to the information provided in the initial enquiry, the full application should include the following:

- Full application form provided by the Funk Foundation
- Detailed project description
- Concrete milestones and project goals

- Details of the project's relevance and benefit to society
- Details of all parties involved in the project (particularly co-applicants, project managers, cooperation partners, co-funders)
- A detailed financial plan (see the 'Payment plan' template on our website)
- A schedule and a milestone plan
- Details of project evaluation
- Details of project sustainability
- Please send your full application form and all attached documents by email to info@funk-stiftung.org.

If the applicant is a charitable body, an up-to-date tax exemption certificate from the tax authorities should be included with the application.

12. WHAT FORM DOES THE FINANCIAL PLAN HAVE TO TAKE?

For the financial plan, please use our 'Payment plan' template, which can be found under 'Information for Applicants'.

13. HOW LONG DOES IT TAKE TO PROCESS A GRANT APPLICATION?

If a grant application is not approved by the Foundation's governing bodies, we will usually notify you of this within four weeks. In the event of approval, we will aim to process the application as quickly as possible. However, we are unable to rule out processing times of several months.

14. CAN MULTIPLE GRANT APPLICATIONS BE SUBMITTED IN PARALLEL?

Yes, provided the eligibility requirements have been met.

15. WHEN CAN I START MY PROJECT ONCE I HAVE RECEIVED A POSITIVE DECISION?

The approval of a grant application by the Foundation's governing bodies only becomes effective once the applicant has signed the original confirmation of receipt for the notification of grant award, and returned this confirmation of receipt to the Foundation. The project can begin as soon as this confirmation has been returned. On a case-by-case basis, the grant term may begin at another agreed time, contrary to standard procedures.

16. WHAT HAPPENS IF I AM UNABLE TO COMPLETE THE PROJECT WITHIN THE AGREED TERM? CAN I APPLY FOR A PROJECT EXTENSION?

Our supported projects have clearly defined start and end dates. If it becomes foreseeable that you are unable to complete the project by the agreed end date, we kindly ask you to notify the Funk Foundation as soon as possible. In consultation with the Foundation, you may apply for an extension. This application must state reasons.

17. WHAT HAS TO BE BORNE IN MIND UPON PROJECT COMPLETION?

At the end of the grant period, the funding recipient is required to provide the Funk Foundation with a report summarising the project and the attainment of project goals. This report must be submitted within a three-month period. Proof of use of funds – including interim proof of use if applicable – must be drawn up using the form provided by the Foundation ('Proof of use of funds') and clearly and fully supported with verifiable documentation. Moreover, the recipient must complete a project report (see the 'Project report' template) and submit this report unsolicited to the Funk Foundation. It is also in the Funk Foundation's interest to publicise the projects it supports through active press and public relations work. It is therefore expected that the fund recipient themselves shall effectively publicise the project funded by the Foundation, with reference to the Funk Foundation and generally using the logo of the Funk Foundation. Joint communication is also a possibility following consultation with the Foundation.

18. DO ANY FURTHER OBLIGATIONS APPLY BETWEEN THE FUNK FOUNDATION AND THE GRANT RECIPIENT FOLLOWING PROJECT COMPLETION?

Once the project has been completed, no further obligations exist between the grant recipient and the Funk Foundation, provided that all necessary documents have been submitted upon project completion. Otherwise, proof of use of funds, the project report and, where applicable, a summary of press clippings must be submitted by 31 March of the following year.

19. TO WHOM CAN I DIRECT ANY FURTHER GRANT-RELATED QUESTIONS?

First of all, please read the forms provided. If you do not find the answers to all your questions, please do not hesitate to contact us via the contact form, by phone or by email at info@funk-stiftung.org.