

Non-profit Funk Foundation funding guidelines

Funding activity

1. The Funk Foundation works in the fields of academia and research, education of the general public and vocational education, art and culture, and charitableness within the framework of the foundation aims set out in its statutes. Funding for occasional charitable projects shall not be released upon request of third parties; it must only be prompted and decided by the management board of the Funk Foundation.
2. The Funk Foundation operates both to further its own causes and to support other causes. The management board, with the consent of the foundation council, decides on the typical weighting of the foundation aims.
3. The Funk Foundation only funds projects that are beneficial for the general public.
4. Non-profit institutions and project execution organisations both in Germany and abroad may be funded based on how closely they align with the foundation aims set out in the statutes.
5. In order to fulfil its specific funding aims, the Funk Foundation can, for example, turn to external project management teams, offer foundation awards, give out stipends and release its own publications in order to provide knowledge to the public.

Prerequisites for the allocation of funds

1. Projects of high academic and/or practical informational/artistic value are funded.
2. Projects which promote cultural enrichment and expand cultural horizons are also funded.
3. The funding period shall not exceed five years.
4. All funds must be earmarked for specific purposes and allocated in the form of non-repayable grants and subsidies.
5. In the area of art and culture, a project may be deemed worthy of funding if individuals/persons of talent are promoted due to their fundamental contributions to fulfilling a project.
6. 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.

7. Each applicant must indicate whether they have submitted funding applications in a similar form for the same project to other institutions at the same time. These institutions must be named in this case.

8. Applications can be made in German and/or English.

Typical disqualifying factors for funds

The following matters are typically disqualified from funding if they do not related specifically to a funding measure of the foundation:

1. 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.
2. Translation work
3. Closure of gaps in budgeting/accounts
4. Applications for assuming the costs for individuals taking part in conferences and conventions or undertaking further training or requesting assistance in printing publications

Application submission

The application process is divided into two stages and must be implemented in written form (preferably by email) in a specific structure:

Stage 1: Application outline (without general deadlines)

- Applicant: (name, role, institution, address, telephone, email)
- Title of project
- Brief description of project (1,000 to no more than 3,000 characters)
- Reason why the project is worthy of funding by the Funk Foundation
- Amount requested for the submitted budget and a rough timetable
- Nominated contact person

The contact person will receive confirmation of receipt of the application shortly.

Stage 2: Full application

If the application outline is successful, the applicant will be invited to submit a full application.

A project manager from the Funk Foundation will be nominated as a contact person.

The full application must include the following compulsory information:

- Detailed description of the project: specific project aims, project content and project duration, as well as chronological milestones
- Information on the extent to which the project model can be copied, and on the innovation, transferability and sustainability of the project
- Project costs and proportionate types of costs (personnel, travel and material expenses)
- Financing plan (follow-up financing if any)
- A brief assessment from an independent expert, if possible

The full application must be sent to the Funk Foundation project manager, who checks the documents, may request further information if necessary and works with the responsible committee of the foundation to decide on the project, possibly with the involvement of an external expert. The result is conveyed to the applicant promptly.

If the applicant is a foundation or corporation, tax shield evidence must be provided. Other applicants must ensure that the funds will only be used for the purposes stated in the application.

Application checks

1. The Funk Foundation checks the formally completed applications to ensure that they align with the foundation's aims, its organisational and financial capacities and the focal points of its currently applicable funding programme.
2. Project and funding applications may be assessed by external experts entrusted with the matter on behalf of the Funk Foundation.
3. There is no entitlement to funds. The Funk Foundation is free to make its own decisions. There is no non-discrimination precept. All decisions are final and not subject to legal recourse.
4. The Funk Foundation strives to decide on project applications and inform the applicants promptly.
5. The Funk Foundation may direct further questions to the applicant if necessary.

Funding

The following funding can be requested:

1. Funding for personnel

If the Funk Foundation grants funding for personnel, the fund recipient must conclude the required contracts in its own name with the employees and is responsible for observing the applicable provisions set out in tax, employment and national insurance legislation. Under no circumstances does the Funk Foundation become the employer of those employed using its funding. The fund recipient shall indemnify the Funk Foundation from any claims at first request. Granted funding for personnel must be used to finance employee compensation, including additional personnel-related costs such as the employer's national insurance contribution.

Personnel funding for third parties (external subcontractors working on the project) must be disclosed separately.

2. Funding for travel

Project-related travel must be financed from the funding granted for this purpose. The daily and overnight rates set out in the applicable tax regulations must be applied without exception for travel undertaken both in Germany and abroad.

3. Funding for materials

Fees are considered material expenses. Consumables, equipment or portable materials are exceptions that can be specially requested if required for completing a worthy project, more likely in the area of culture and/or art.

Granting of funds

1. Funds are granted in the form of a written decision. For larger-scale projects or projects which go on for more than a year, funds are granted in the form of a project contract that may be underpinned by certain stipulations. All advance notices from the decision-making committees remain non-binding.
2. Cooperation with partners in operative projects is governed by the contractual agreements.

Release of funds/claim plan

1. A prerequisite for releasing funds is the creation of a plan for claiming the granted funds based on project progress, so that continued project work over the grant fulfilment period is ensured. Funds can only be claimed if the applicant presents the grant decision and provides traceable evidence of the milestone for the claimed funds.

2. When the Funk Foundation has these documents, it transfers the agreed amount of money to the nominated account of the fund recipient.
3. Granted funds that are not claimed within three months of the project end shall lapse.

Principles for use of funds

1. The funds granted by the foundation must be used economically and cost-effectively.
2. The granted funds must be used for the types of costs for which they are allocated. The fund recipient is not permitted to reallocate funds freely. Advance permission must be obtained from the Funk Foundation, which also applies to greater deviations. The funds must be used for the purposes for which they were intended as set out in the grant decision. Claims from grants are neither transferable nor forfeitable.
3. The granted funds are not bound to financial years. Nevertheless, exceeding the grant period requires the consent of the Funk Foundation. If further funds are required to continue a project, a continuation application must be submitted to the foundation.
4. The granted funds must be used promptly, no later than six months after being claimed. Claimed funds which are not used promptly must be reported immediately to the Funk Foundation. Unused funds must be returned to the Funk Foundation immediately, upon presentation of proof of use of funds at the latest, as well as any funds which were incorrectly claimed.

Reporting obligation, proof of use, project completion

1. The fund recipient agrees at all times to provide information on the status of the funded project. In addition to a status report (progress report) upon achievement of agreed milestones, a summary report on the project and the achievement of the project aims must be delivered by the fund recipient within three months of the end of the grant period.

The formal prerequisites for this must be agreed upon in advance with the foundation. The foundation reserves the right to carry out a separate project assessment. Significant deviations from the project timetable must be reported to the foundation immediately.

2. Proof of the use of the funds – including interim proof of use if applicable – must be drawn up using the form provided by the foundation and clearly and fully supported with traceable documentation. The retention period, which is currently set at ten years, must be observed. The foundation itself or a party commissioned on its behalf reserves the right to inspect the books, records and other documents at any time.

Public relations

It is in the Funk Foundation's interest to publicise the projects it supports through active press and public relations activity. 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. To this end, informative text and image material must be provided to the Foundation upon request. This type of activity must be agreed upon with the Funk Foundation even in the early phases of the project, whereby a joint announcement may be made at the foundation's discretion.

Acknowledgement of these guidelines

Upon signing the project funding plan, the fund recipient acknowledges and accepts the guidelines and all other grant conditions expressed when the grant decision is sent.

Right of revocation

If the grant conditions are not reasonably observed or the funds are not used in accordance with their intended purpose, or proof of use is not provided, the Funk Foundation reserves the right to revoke funding and demand that claimed funds be returned. The same applies in the event that the funded project does not start within a year of receiving the grant decision.



Liability

The fund recipient is responsible for observing all legal, regulatory and safety-relevant provisions and specifications. The Funk Foundation does not accept liability for damage of any kind resulting from failure to observe these provisions. The fund recipient shall indemnify the Funk Foundation from any claims at first request.

Place, date

Signature of fund recipient