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|  | Funk Foundation  Valentinskamp 18  20354 Hamburg Germany    **Your Contact:**  Ms Diana Lumnitz  Tel. +49 (0)40 3591 4956  Fax +49 (0)40 3591 473 956  d.lumnitz@funk-stiftung.org  Date |

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Project name |  | | | | |
| Project no. |  | | | | |
| Grant period | from |  | until |  |
| Total funding amount | **€** | | | |

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| The Funk Foundation only disburses payments following a drawdown request as per page 2. To ease planning, we kindly ask you to draw up a concrete payment plan for the entire project term before the grant period has started. Planning­ changes can be made during the course of the project. **However, the Funk Foundation must be notified immediately of any such changes.** |
| **The Funk Foundation only transfers funds following an explicit request and written proof of attainment of the milestone concerned** (sample form available). All funding requirements stated in the payment plan must be requested from the Funk Foundation four weeks in advance. To do so, please complete the ‘Drawdown’ and ‘Bank details’ sections of this form. If it becomes necessary to deviate from the payment plan, please immediately adjust and resubmit the plan. |
| All sample forms are available on the Foundation’s website at www.funk-stiftung.org/Application for Funding/Information for Applicants. |

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| --- | --- | --- | --- |
| **Tranche no.** | | **Disbursement date** | **Funding** |
| 1 |  | | € |
| 2 |  | | € |
| 3 |  | | € |
| 4 |  | | € |
| 5 |  | | € |
| 6 |  | | € |
| 7 |  | | € |
| 8 |  | | € |
| **Total funding amount** | | | **€** |

|  |  |
| --- | --- |
|  |  |
| Place, date |  |

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|  |  |  |
| Applicant’s signature |  | Project manager’s signature |

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| **Data protection** |
| Information on the protection of personal data during processing by the Funk Foundation in accordance with Articles 13 and 14 of the General Data Protection Regulation can be found at <https://www.funk-stiftung.org/datenschutzerklaerung/>. We can also send this information in paper form upon request. |