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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 |

**I. Grant recipient**

|  |  |
| --- | --- |
| Body/institution |  |
| Point of contact |  |
| Address |  |
|  |  |
| Tel./fax no. |  |

**II. Project**

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| --- | --- |
| Title of project |  |
| Grant reference |  |
| Scheduled term |  |

**III. Funding**

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| --- | --- |
| Total funding approved for the project: | **€** |

|  |  |
| --- | --- |
| Funds disbursed so far: | |
| 1. on | € |
| 2. on | € |
| **Total funds disbursed so far** | **€** |

**IV. Breakdown of costs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cost type** | **Column 1** | **Column 2** | **Column 3** | **Column 4** | **Column 5** | **Column 6** |
|  | Projected costs as per budget | Costs actually required | Difference between columns 1 and 2 | Approved and paid out by the Funk Foundation | Funds whose use has been proven | Difference between columns 4 and 5 |
|  | € | € | € | € |  | € |
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| **Total project costs** |  |  |  |  |  |  |

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| We hereby confirm that we have used the funds for the aforementioned charitable purpose in accordance with the funding guidelines of the Funk Foundation. The costs accounted for here have been used solely for the project supported by the Funk Foundation. Itemised proof of use is enclosed. The information provided can be verified at any time by means of auditable documents. We have acted cost-effectively. |

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| --- | --- | --- |
|  |  |  |
| Place, date |  | Legally binding signature of the recipient |

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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. |