

Information Sheet on Funded Projects

1. Receipt of Grants

Please note that we require a confirmation acknowledging the receipt of your grant from the foundation Stiftung :do. To this end, we will send you the according form with the notice of grant approval. Please complete the form as soon as the money has been credited to the respective account and return it to the foundation Stiftung :do immediately.

2. Declaration of Consent Pursuant to the Data Protection Law

According to the German regulations on data protection, the foundation requires your consent to store and process personal data that are not necessarily required for project funding purposes. By signing the declaration, you confirm that you have been informed accordingly and, if applicable, give your consent. In any case, please sign the declaration and return it to the foundation Stiftung :do.

3. Use of the Logo

Please draw attention to the funding received from the foundation Stiftung :do!

Any project-related publications, either printed or online, should please bear the logo of the foundation Stiftung :do. You can download the logo of the foundation from the website in the section Funding / Implementation ("Förderung / Durchführung"). For web use or RGB printing, please use the JPG file (transparent); for four-color printing, please download the PDF file.

4. Announcement of Dates or Special Events

We would greatly appreciate it if you would inform us about any special activities related to the project, such as for example, events, special happenings or publications.

5. Deviations from Application or Budget

Grant approval applies to the project and to the budget plan as presented in the application form. Minor changes to project procedure – temporal or organisational – do not normally cause any problems. Significant deviations, however, require prior consultation with us to avoid any subsequent problems, related to, for example record-keeping, that may be incurred by both parties. Deviations from the budget plan of more than 20 % must be discussed with us and approved by Stiftung :do.

Please make sure to inform us about any delays related to project completion.

6. Case Report and Proof of Use

After project completion, please submit a case report and a proof of use to us without being requested to do so.

6.1 Case Report

We are genuinely interested in finding out to what extent your project was successful in terms of objective and implementation. Please do not embellish your report – mistakes and failures can be useful for the development of new strategies.

Please use these guiding questions:

- Was it possible to implement the project as planned?
- *lessons learnt*: What went well, what milestones or obstacles did you experience during implementation?
- What were the findings and are you satisfied with the results?
- How did your environment react?
- How will your work progress from here?
- Were you satisfied with the involvement of the foundation Stiftung :do? Are there any areas of improvement related to funding practice?

Please attach any publications or media generated within the scope of your project to the case report.

We would also enjoy seeing pictures.

6.2 Proof of Use

Please list all funds available for your project as well as information about actual utilisation of the overall funds. Ideally, you will expand the budget plan submitted in your application by one column and include all actual revenues and expenditures.

Receipts are not necessary or only following consultation in special cases.