

Grant conditions in the context of the Robert Bosch Cultural Managers Network (July 2017)

The terms of award can be described via the following conditions:

1. Basic principles for approval

Funds awarded by the Robert Bosch Cultural Managers Network are to be used for a specific purpose. The intended use is specified in the award letter. The project manager is required to inform MitOst in advance as to any planned changes to the intended use, to the project dates, the cost plan, and the conditions for implementation.

The award recipient is personally responsible for compliance with legal requirements and official regulations. Neither the Robert Bosch Stiftung nor MitOst e.V. is liable for damages incurred by the recipient of funding or third parties that may arise from the implementation of the funded project.

The Robert Bosch Stiftung reserves the right to revoke awards given and to reclaim funds paid if the terms of award are not observed or if there are other important reasons that give cause for revocation.

2. Final report and documentation

MitOst should receive a project /meeting report no more than six weeks after the end of the project/ meeting. This report should include all essential information as to the project's implementation and results as well as a detailed documentation.

MitOst, the Robert Bosch Stiftung, and the Robert Bosch Cultural Manger Network reserve the right to share project results and reports with third parties without approval of the award recipient. They may also publish results and reports, indicating the author(s). The project manager has no claim to compensation in this case. However, important changes to the report will be agreed upon with the project manager.

3. Use of the funds and “where-used list“

Six weeks after the project or meeting is over, MitOst should receive a clear project fund accounting statement (financial report). The basis for the project accounting and the where-used list should be the cost and financing plan that were the basis for the award letter. The actual use of funds (applicant's own funding, RBSG, and other awarded funds) should be recorded in the form for the where-used list, which includes its own instructions. Any remaining funds are to be paid back to MitOst.

**An Initiative of the Alumni
of the Robert Bosch Stiftung**

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Up to 50% of the total project (or meeting) costs can be funding from the Robert Bosch Stiftung. The amounts of the Robert Bosch Stiftung funds included in the where-used list must be reported by submitting original documents and/or receipts. An itemized list of these documents should be submitted. Contributions from third parties should be supported by a copy of the contribution notice. Copies of the document and/or receipts evidencing use of third-party funds must be kept so that they can be submitted if requested.

Notes on reimbursement of travel costs are included in the terms of award and should be referred to for accounting purposes.

With network projects, project teams can claim personnel costs. However, a maximum of 50% of accrued project personnel costs can be paid for by the Robert Bosch Stiftung. In addition, the allowance for personnel costs from funds of the foundation shall not exceed 30% of the total funding. The calculation of personnel costs must be transparent and economical and the amount of personnel costs must have a reasonable relationship to the nature and amount of material expenses. This decision will be made by the jury, which reviews the applicant's expenses in the context of project-related communication, applications to other supporters, partners, and third-party acquisitions.

The daily rate for network projects' managerial personnel costs is a maximum of 200 €, including taxes.

Purchases, books, etc., which are acquired by funds from the Robert Bosch Stiftung, may be used only in the context of the project. Arrangements as to the retention of objects acquired from project funds will be determined individually with MitOst. Procured literature and other acquisitions are to receive one of the labels available from MitOst (provided from Robert Bosch Stiftung funding).

4. Economical spending

The funds granted by the Robert Bosch Stiftung are to be used economically and efforts to save money should be taken whenever possible. The foundation expects that additional funds will be raised for the project and that opportunities arising in the context of the project will be taken.

5. Disbursement of funds

Funds are usually paid into a separate project account or the account of a legal entity. If disbursed funds cannot be used for longer than three months, MitOst should be informed immediately and, if necessary, a repayment should be arranged.

6. Public relations work & transfer of knowledge

The Robert Bosch Stiftung wants the projects it supports and the results of these projects to be made public and accessible to interested experts. Therefore, they expect that the project will take every opportunity to share information on the funded projects with the press, radio, television, or new media and thereby indicate the foundation's support in an appropriate way. All publications should include mention of funding provided by the Robert Bosch Stiftung in the context of the Robert Bosch Cultural Managers Network.

In doing so, project teams should be careful not to refer to support from the foundation as a "sponsorship."

Two weeks after approval each project team send in a short description to be published on <http://kulturmanager.bosch-stiftung.de/> and reports regularly on progress and results of their project on <http://www.facebook.com/Kulturmanager>.

In particular, articles and recordings of radio or television reports will be published immediately after they appear (possibly with a translation) on the above site or through a link.

MitOst will automatically be informed when partial results are of interest to the public.