

# INSTRUCTIONS FOR COMPLETING THE FUNDING & THE PROOF OF USE NPN COPRODUCTION FUND FOR DANCE

## I. SUBSEQUENT CHANGES IN THE CO-PRODUCTION OR THE FINANCING PLAN

The grant recipient is obliged to inform the administration immediately if:

- he/she receives further grants for the same purpose from other public sources or further funding from third parties after having submitted the financing plan.
- it turns out that the purpose of the grant cannot be achieved, or cannot be achieved with the approved amount of funding.
- new items are added to the financing plan or existing items are removed.
- shifts of more than 20% occur between the main items in the financing plan.
- changes in the content of the project occur (e.g. the artistic concept cannot be realized as originally planned or has to be changed for other reasons).
- the project title changes.
- the original schedule cannot be met.
- the date and/or location of the premiere changes.
- the person authorised to represent the project changes.
- the requested funds cannot be used for upcoming payments as soon as they have been disbursed by JOINT ADVENTURES.

## II. SOURCE AND DISPOSITION STATEMENT

Please submit your proof of use exclusively via the digital application portal of the NPN. You have up to 6 weeks after the premiere to do so. If you have any questions, please contact the administration. Please note that failure to submit the proof of use by the deadline may result in the reclaiming of the entire grant.

A summary of **income and expenditures** must be listed in accordance with the main items from the submitted financing plan. Budget figures must be compared with actual figures of the individual main items on the basis of the last submitted financing plan. If income is over 20% lower or costs over 20% higher, then this must be explained.

In addition, a **line-item listing** or an entry/ account distribution list must be submitted from which one can determine when certain expenditures were made or income paid. The individual items must be listed according to their type and in chronological order. In addition to the date of payment, the purpose and the recipient/ depositor must also be recognizable in this overview. If the subsidy recipient can take an input tax deduction according to § 15 UStG, only the net sums (without the VAT) can be listed.

The entire project must be accounted for, from the beginning of rehearsals until – and including – the premiere. It is not possible to just account for the NPN subsidy.

### **Receipts and receipt overview**

For the line items that are subsidized per contract by the NPN (i.e., personnel, travel or tech costs), copies of receipts at the level of the NPN subsidy must be submitted. In addition, an overview of receipts that cover the expenditures at the level of the NPN subsidy must be submitted; here the expenditures must be listed in chronological order.

The receipts must include the information and appendices that are standard practice in the business world (payment recipient, reason and date of payment, proof of payment if applicable and in the case of material, its designated use). In addition, all receipts must include a clear reference to the project (e.g., project number, project title).

The **original receipts** for all income and expenditures must be stored for 5 years from the submission of the source and disposition statement and presented upon request. Images and digital storage also suffice for storage. The method of recording and rendition must be in accordance with the good practice of orderly accounting or with the accepted regulations in public administrations.

### **Report**

In the factual report, the project's realization must be described: if the goals were reached, how the project developed over time, the quality of the cooperation with the co-producers, how the project will develop in the future, etc.

### **Proof of publication**

One copy each of programs, evening programs, posters, etc. must be submitted in order to prove that reference was made to the support by the NPN in a complete and formally correct way.

### **Evaluation form**

The evaluation is primarily a method of gathering data that serves the Federal Government Commissioner for Culture and the Media (BKM) for determining the efficacy of the NPN support program.

## **III. CONTACT**

If you have any questions, please do not hesitate to contact the administration:  
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