

## NPN-STEPPING OUT

### Source and disposition statement

### How to fill in the proof of use?

The proof of use is an income-expenditure statement documenting the entire project from start to end (not just the NPN grant). All payment flows must be recorded individually. The proof of use must include all income related to the funded project (grants, third-party services, own funds) and all expenses. Please note that the following explanations refer to the proof of use for an example project.

#### EXPENDITURES

A **receipt number** must be assigned to each payment or deposit. Please note that the receipt numbers are not the numbering of your financing plan. The numbering of your financing plan is to be entered in the column "Purpose".

Please assign the receipts to the respective main items from your financing plan and sort them by the **day of payment** (not: booking or invoice date). In addition to the day of payment, the **purpose** and the **recipient or payer** must also be indicated.

Please enter an **expense reimbursement** as *one* voucher, even if it includes several expense items.

For **non-cash payments**, please enter "**COM**" as the receipt no. (EN: cashless own means) and **the start of the grant period** as the date of payment. The start of the grant period can be found in your grant agreement. Under „Purpose“, please name the individual item in the financing plan to which the non-cash payment is to be assigned and add the keyword „cashless own means“.

Please note that - like the financing plan - the cashless own means must be calculated on both the expenditure and the income side.

Please enter the identifier "**PRO**" (EN: provision) as receipt no. for provisions of **KSK and foreigners' tax**. Please enter **the end of the approval period** as the date of payment. This can be found in your grant agreement. Under "Purpose", please name the corresponding individual item according to the financing plan and add the keyword "Provision".

## EXPENDITURES

Receipt-No.	Day of payment	Definition of purpose <small>Divided into main items according to the finance plan, list of individual expenditures by date</small>	Actual Value	Reference value	Deviation		Notes <small>Justification for under or over expenditure of more than 20 % and for changes in content</small>
			Real use	According to the finance plan	Main position revenue/actual value is:		
			EUR, Cent	EUR, Cent	more	less	
					%	%	
			<b>28.840,00</b>	28.840,00			
COM	01.07.2022	1.1 Cashless own means C	1.000,00				⬇️ ✖️
COM	01.07.2022	1.2 Cashless own means P	1.000,00				⬇️ ✖️
COM	01.07.2022	1.6 Cashless own means P	500,00				⬇️ ✖️
5	05.08.2022	1.6 Prod. Management ScI	2.500,00				⬇️ ✖️
13	18.10.2022	1.6 Prod. Management: Sc	2.000,00				⬇️ ✖️
14	18.10.2022	1.1 Choreography: Nurk	4.000,00				⬇️ ✖️
15	18.10.2022	1.2 Dramaturgy: Pérez	4.500,00				⬇️ ✖️
16	18.10.2022	1.3 Dancer: Abrams	3.500,00				⬇️ ✖️
17	18.10.2022	1.4 Dancer: Koegl	3.500,00				⬇️ ✖️
18	21.10.2022	1.4 Dancer: Wassermann	3.500,00				⬇️ ✖️
19	21.10.2022	PR: Rowe	2.000,00				⬇️ ✖️
PRO	31.10.2022	1.8 Provision KSK	840,00				⬇️ ✖️
			<a href="#">+ Add line</a>				

Numbering of your financing plan

Receipt-No. Cashless own means

Receipt-No.

Receipt-No. Provisions

Cashless own means: day of payment = beginning of the grant period

Provisions: day of payment = end of the grant period

A **budget/actual comparison** must be made on the basis of the last approved financing plan. The budget value refers to the main items of the last approved financing plan. **Any deviations from the main items of more than 20%** as well as changes in content that have occurred towards the end of the project and have not yet been approved by the administration must be justified in writing in the “Notes” column. Please ensure that the justification is complete and comprehensible in terms of content.

<b>2. Materials</b>			<b>5.378,36</b>	4.464,00	<b>20,48</b>	more techn. equipment needed	
COM	01.07.2022	2.2 Cashless own means: r	500,00				⬇️ ✖️
6	08.08.2022	2.2 Rent rehearsal space	1.000,00				⬇️ ✖️
8	05.09.2022	2.3 Costume: clothes	20,43				⬇️ ✖️
9	05.09.2022	2.3 Costume: makeup	5,43				⬇️ ✖️
10	05.09.2022	2.3 Costume: shoes	254,50				⬇️ ✖️
11	06.10.2022	2.1 Technical equipment	3.598,00				⬇️ ✖️

Justification for deviations from the main items

## INCOME

Under „**2. Cashless own means**“ neither the receipt no. nor the date of payment have to be entered. The columns cannot be filled in.

2. Cashless own means			3.000,00	3.000,00			
	1.1	Choreography Nurk	1.000,00				
	1.2	Dramaturgy: Pérez	1.000,00				
	1.6	Prod. manager: Scheuc	500,00				
	2.2	Rental cost: rehearsal S	500,00				

Cashless own means are to be entered without receipt no. or date of payment.

The own contribution must remain in the full, already calculated amount.

If you have not spent your requested funds within 5 weeks and have therefore transferred them back to the administration of the NPN, please enter the corresponding amount as „**minus amount**“.

6. Grant sum from JOINT ADVENTURES/NPN-STEPPING OUT			30.000,00	30.000,00			
<i>(Please list the individual payouts separately.)</i>							
	2	04.08.2022	Request for payment 1 NP	3.000,00			
	3	08.08.2022	Revision	-648,39			
	4	29.09.2022	Request for payment 2 NP	27.648,39			

Receipt-No.

Minus amount = Repayments of funds not disbursed on time

Please delete all lines that are not needed with this button at the end of the line:



New lines can be added by clicking on the button „Add line“ and moved to the right position by dragging and dropping with this symbol:



If a main item (e.g. „5. Other income“) was not part of your financing plan, please enter EUR 0.00 in the „Debit“ field (= mandatory field).

4. Secured co-financing from private foundations and from sponsors	0,00	0,00		
<a href="#">+ Add line</a>				
5. Additional income	0,00	0,00		
<a href="#">+ Add line</a>				

**PLEASE NOTE**

The grants are awarded as fixed-amount financing. If, after conclusion of the contract, the total expenditure estimated in the financing plan has been reduced, the cover funds have increased or new cover funds have been added, the amount of the awarded grant will generally remain unaffected. In all cases, the full amount of the own contribution must be retained. If the total eligible expenditure falls below the approved grant, the exceeding amount can be reclaimed by the administration of NPN (No. 2 and 8 of ANBest-P). In this case, please contact your responsible administrator.