

INSTRUCTIONS FOR COMPLETING THE SOURCE AND DISPOSITION STATEMENT: NPN-STEPPING OUT

The source and disposition statement is to be submitted by post six weeks after project completion to: JOINT ADVENTURES – Walter Heun - NPN-STEPPING OUT - Zielstattstraße 10A - 81379 München | steppingout@jointadventures.net. Failure to submit the proof of use in due time may result in the reclaiming of the entire grant.

The source and disposition statement is made up of the following parts:

1. Source and disposition statement form

(available online at <https://www.jointadventures.net/en/nationales-performance-netz/stepping-out/>)

2. Numerical proof

Available online at <https://www.jointadventures.net/en/nationales-performance-netz/stepping-out/>

Signed income and expenditure statement including an entry/account distribution list showing the line item list. The entry/account assignment list shows at what time expenditure was made and income paid. The line items are to be broken down by item type and listed in chronological order. In addition to the date of payment, the overview must also show the purpose and, if applicable, the recipient*in/payer*. This is a template, it is requested to expand the fields and adjust the Excel command so that the calculation is correct, should there be a need.

Insofar as the recipient(s) of the grant have the possibility of deducting input tax in accordance with § 15 UStG, only the fees (prices without VAT) may be taken into account.

The income and expenditure shall be presented in summary form according to the main items of the submitted financing plan. A target-performance comparison of the individual main items is to be made on the basis of the last submitted financing plan. The cost items specified in the cost and financing plan may not be exceeded by more than 20 percent and must be balanced out among each other. Deviations of more than 20 percent must be justified.

The entire project, as described in the application, is to be invoiced from the beginning to the end of the project. It is not possible to settle only the NPN grant.

Surplus

A surplus is to be paid back in principle to the sponsor, whereby this is not to be transferred back independently, but the reclaim notice is to be waited for. This is because a cash reference number is assigned for the transfer, which must be specified as the purpose of the transfer. Otherwise, it is difficult to allocate the remittance within the grantor! If, after the grant has been awarded, the total expenditure for the purpose of the grant estimated in the financing plan is reduced, the cover funds increase or new cover funds (e.g. investment grants) are added, the grant is only reduced if the total expenditure or the cover funds change by more than 500 euros in total.

3. Receipts and receipt overview

For the time being, no receipts need to be submitted for proof of use. However, these will be requested on a random basis after a cursory check. Together with the receipts (copies) for the items granted under the grant agreement - i.e. receipts for the amount of the grant (invoice/receipt plus corresponding bank statement and/or contract) - a summary of receipts (overall receipts list as prepared by the applicant) must be submitted in which the expenses are listed in chronological order.

Comparative offers and tender documents must also be enclosed if purchases or services have taken place (see supplement "Handlungsleitlinien_Vergabeer öffentlicher Aufträge_COVID19"). Cash payments must be documented in the form of a cash register and the withdrawal of cash from the account must also be documented by means of a bank statement.

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, is 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 five years 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.

Billing Guidelines

Fees (in copy):

- a) Invoice of the artist + bank receipt of the transfer ... or
- b) contract between artists + bank transfer receipt ... or
- c) artist's withdrawal slip + bank transfer slip ... or

d) contract between artists + cash receipt artist* "fee received" + account receipt of cash withdrawal

When transferring money, please make sure that the subject is correctly indicated, e.g. "Honorarium First Name Last Name, Stage Design Project Name".

Travel:

For all travel, please consider choosing the most sustainable, economical and economical connection. With respect to domestic flights, there must be special needs.

Rail and Bus Travel:

- Original rail tickets with pincer stamps. Please use only 2nd class train tickets.
- In case of cell phone ticket a printed snapshot showing date of travel, traveler: and price.

Travel by private car:

- In the case of a single trip, a printed route plan of the route taken, showing the number of kilometers, is sufficient.

- In the case of multiple trips, please prepare a logbook.

z. B.: June 14, 2017 Cologne à Düsseldorf / Düsseldorf à Cologne, total 88 km

June 15, 2017 Cologne à Düsseldorf / Düsseldorf à Cologne, total 88 km

Total 176 km à 35.2 €. According to the Federal Travel Expenses Act, 20 cents per kilometer will be reimbursed, up to a maximum of €130 for one trip.

Use of cab:

- Receipt (in copy)
- Reason why you had to use a cab instead of public transport (only in exceptional cases).

Airplane:

- Boarding pass (in copy)
- Invoice for the flight ticket (in copy)

Additional insurance, such as trip cancellation insurance, cannot be reimbursed.

Purchase receipts must be submitted as originals and must include:

- Date
- Price
- Description of goods

The purpose of use must be indicated.

e.g. 12.6.2021 / 35,99€ / plastic tree / stage set

Expenditures for hospitality of guests or for internal talks are only permissible in justified exceptional cases (see notes on application):

- Invoice/receipt (in copy)
- Hospitality note (in copy)

This must contain the reason for the hospitality, as well as the function and the number of beneficiaries for a hospitality.

Own receipts

If there is no other way to submit an invoice or contract for a payment, self-receipts will also be accepted. This is especially common for individual artists (or project management), as they cannot sign a contract with themselves or submit an invoice to themselves. This self-receipt then serves as proof that e.g. a director's fee of an individual artist. It is important that such self-receipts contain similar information as an invoice, for example, i.e. name/address of the grantee, description of the performance and indication of the duration.

Basically: Please glue the receipts with a glue stick on white A4-papers. Please do not use staple pins for fastening!

4. Report

In a one-page (max.) report, the project's realization must be described: If the goals were reached, how the project over time, the quality of the cooperation with possible co-producers, how the project will develop in the future, etc. The report is based on the project description submitted for the application and should ideally mirror it.

5. Proof of publication

One copy each of programs, posters, flyers, online announcements, press releases and reports, etc. must be submitted (via email and post) in order to prove that reference was made to the support by the NPN and BKM in a complete and formally correct way (see supplementary sheet „NPN credit statement“).

6. Evaluation form

Available online at: <https://www.jointadventures.net/en/nationales-performance-netz/stepping-out/>

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. Please send the completed evaluation form by post and email to the following address:

JOINT ADVENTURES – Walter Heun
NPN-STEPPING OUT
Zielstattstraße 10A
81379 München
E-Mail: steppingout@jointadventures.net