

## **Important! Reporting requirements associated with receiving a grant from the Checkpoint Charlie Stiftung**

Congratulations on receiving project funding from the Checkpoint Charlie Foundation! We are pleased that we are able to support your project and wish you much success in your planning.

Your acceptance of financial support from the foundation brings with it an important responsibility to carefully document how this money is spent. Because many grant recipients are not aware of these requirements or may be inexperienced in preparing such grant reports, we have prepared this document to help you understand what must be documented and how. Please read this information before paying project expenses so that, when the time comes to file the report, you will have retained all the necessary documentation.

As a non-profit foundation established by the State of Berlin with public money, the Checkpoint Charlie Foundation is subject to strict oversight by the State Auditor of Berlin. The foundation must provide regular reports to the State Auditor's Office documenting that the Foundation has sparingly and appropriately used its financial resources in a way commensurate with the goals stated in its Charter: to foster German-American relations, with special consideration for the role that the USA played in Berlin from 1945-1994. We therefore require documentation from those organizations whose projects we fund that they in turn have spent this money appropriately.

Following the completion of a project funded by the Checkpoint Charlie Stiftung, each grant recipient must file a project report that provides information and documentation of the completion of the project. §5 of the Guidelines for the Funding of Projects by the Foundation states:

### **§ 5 Activity Report**

1. Upon completion of the subsidized activity a project report must be submitted to the Foundation.
2. This record must include:
  - a detailed listing of all revenues and expenditures
  - a summary of the activity including the number of participants
  - a statement saying that the funds were spent sparingly.
3. Funds not spent must be repaid to the account of the Checkpoint Charlie Foundation immediately.

**The project report must be filed no later than two months (eight weeks) after the completion of the project.** Failure to file such a report in a timely manner will preclude funding for subsequent projects. Failure to provide any report will necessitate the return of the full funding amount to the foundation and/or legal action. In addition to providing financial information about the project (see below), the report must include a written description of the project, including how the project ran, a list of participants (if applicable) and the results of the project. A project schedule, program, playbill, CD-ROM, pictures, etc. may be included as supporting documentation. It is the responsibility of the funding recipient, not the Checkpoint Charlie Foundation, to prepare the financial report.

The most important part of the financial report is a detailed listing of all revenues and expenditures. Please carefully read each of the following instructions for the preparation of this portion of the report.

1. Blank financial report forms in excel and pdf format are available on the foundation's website under "Project Subsidy".
2. Loose receipts sent to the foundation without an accompanying financial report will be returned.
3. The financial report must include an overview of the entire project budget, not just the portion funded by the foundation. Each line item in the financial report must be documented by a receipt or similar proof of spending.
4. Originals of receipts must be provided for all services or products whose purchase was funded by the foundation. This is a requirement of the State Auditor's Office. A simple listing of expenses without matching documentation is not acceptable. This means that during your project, you must retain every original receipt provided to you. Each receipt must be individually numbered. Smaller receipts should be pasted to standard sized sheets of paper. Several receipts per standard page are acceptable. Be sure to make copies for your records.
5. Individual items in the financial report should be grouped by categories, such as lodging, meals, transportation, and so forth. Within each category items should be listed chronologically.
6. Documentation for expenses that were paid for by other funding sources may be provided as copies. For example, if your total project budget is 1000€, with 750€ in funding from the foundation and 250€ in funding from other sources, at least 750€ worth of original receipts must be included in the spending report. 250€ may be copies of receipts. The total value of all receipts must be 1000€ or more.
8. If project participants are provided with a meal allowance, it is not necessary to provide documentation of how this meal allowance was actually spent by the participant. However, a receipt from the participant stating that the funds were accepted as a meal allowance is required. For example, for a group of ten participants who each get a meal allowance of 20€, it is not necessary that each person provide his receipts for lunch, dinner etc. But each participant must provide a receipt to the project leader acknowledging the receipt of the 20€ for meals. For larger groups, it is acceptable that several people sign on a single page. The name of each person must be legible. Meal allowances may not be extravagant and must reflect the appropriate use of funds.

By: November 2018