



Vorstand der Initiative Teilen im Cusanuswerk e.V.

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Funding Conditions of the "Initiative Teilen" for the year 2025/2026

1. Acceptance of the funding conditions and confirmation of account information:

Before we can arrange the payment, we need you and also your project partners (if not the same person) to make a brief statement that you accept our support under these funding conditions.

Since the funding period 2022/23, the contact person in Germany ("Projektpat*in") signs the declaration in the application form (number 20). The project partners must submit a separate statement of acceptance. Therefore, please forward this information to your project partners! The statement of acceptance can be emailed to info@initativeteilen.de (a sentence, like for example "I accept the support of the Initiative Teilen for the project X under the named conditions" is sufficient).

Please make sure the acceptance of the funding conditions by the Project partner is submitted in PDF-Format.

2. Transfer of the funds:

We only transfer approved funds in EUR within the euro zone. Therefore, we do not pay transaction fees. If the project does not dispose of such a bank account meeting these requirements, we ask you to contact us before submitting the application.

3. Acknowledgment of receipt after receiving the money:

Once we approve the project funding within our annual member meeting, we will arrange the payment within a short time (usually in July-September). After receiving the payment, we kindly ask you to immediately sign an acknowledgment of receipt, issued by the bank account holder. This confirmation has to name the amount of the received funds and the name of the project. It should have the letterhead of the receiving organization / the project partner and must be addressed to "Initiative Teilen im Cusanuswerk e.V.". Please e-mail this (scanned i.e. in PDF format!) to info@initativeteilen.de.

4. Assigned funds:

Please note that the granted funds by the Initiative Teilen can be used for requested purpose only (according to the application form). In the exceptional case (!) that the circumstances of the project and thus the use of funds should change, you have to notify us prior to such a change and obtain our consent! Otherwise we are obliged to reclaim the funds which have been used otherwise.



5. Project report with reference of the use of funds:

Project partners and "Projektpat*in" (corresponding contact person in Germany) together commit to send a short project report to the Initiative Teilen at the end of the funding period. Deadline for this is always the 1st of March of the following year. A subsequent application is not considered a project report! Even without submitting a subsequent application, the project report is obligatory.

The project report should include at least the following information:

- 1) which of the planned activities and possibly additional measures could be carried out,
- 2) what effects have already occurred,
- 3) how the funds have been used (a description of the use of funds, also as a table).

In addition, long-term funded projects should relate the current project phase with the previously funded activities.

6. Attendance at events of the Initiative Teilen:

The "Projektpat*in" (corresponding contact person in Germany) is committed to participate in at least one official event of the Initiative Teilen, either in person or represented by someone who is familiar with the project (for example the project partners). Preferentially, he*she should attend the spring meeting (Vernetzungstreffen) (usually at the end of April), because there the decisions on the project funding / allocation of funds is be prepared in detail. If a participation in the spring meeting is not possible, a prior consultation with the managing committee of the Initiative Teilen is requested. In this case, the "Projektpat*in" (contact person) must be available for substantive questions at least by phone / via Skype during the spring meeting. Furthermore, if the participation in the spring meeting is not possible, his*her attendance is then requested at the autumn meeting (usually at the end of October each year). Applicants who apply for project funding for the first time must participate at the spring meeting in any case.

If participation in none of the two meetings in a year was possible, the project cannot be supported in the following year. In exceptional cases, the general meeting can refrain from executing this consequence.

Please don't hesitate to contact the managing committee in case of any further questions.