

TANDEM

EUROPE

What is the plan?

- Overview contract & annexes
- Reporting
- Tandem Styleguide & Homepage

TANDEM

EUROPE

Contracts and annexes

- ✓ Grant Contract
- ✓ Organisational Status
- Payment Request (Annex 3)
- ✓ Reimbursement Sheet (Annex 4)
- (Placement) subsistence & accommodation receipt (Annex 5)
- Placement org. costs receipt (Annex 6)
- Budget and financial report (Annex 7)
- (Narrative Reporting requirements)
- Participant Styleguide

Grant Contract

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GRANT CONTRACT 2eu01
TANDEM Europe II



Tandem Europe engages participants in an intense international collaboration process, which includes the realisation of a shared interdisciplinary project linked to their cultural expertise.

The Tandem grant contract sets out the financial agreement between MitOst e.V., Alt-Moabit 90, 10559 Berlin (Germany) – implementing body of the Tandem programme – and the Tandem grant holders indicated below. All activities implemented in the framework of the Tandem grant are non-profit. All related communications are to take place in English, with euro as currency.

Annexes:

1. Tandem Application, incl. activity plan and budget
2. Partnership Agreement
3. Payment request for placement and collaboration project grant template
4. Travel costs reimbursement request template
5. (Placement) subsistence & accommodation costs template
6. Placement organisational costs receipt template
7. Budget and financial report template
8. Narrative report template
9. Tandem Europe Style Guide, incl. logos

TANDEM GRANT HOLDER:

Organisation 1	
Name of the organisation	<u>Echis - Inscopi di suoni</u>
Address	<u>Via Rosidonio 56</u>
PC/City/Country	00176 Rome
Telephone (organisation)	+39 351 0425274
Website	https://echis.org/
Responsible cultural manager	Nerina Schiavo
Email	n.schiavo@echis.org

Some updates on the contract...

- Full placement **prepayments**
- Updated **reporting form (in process)**

Payment and Financial Report	<p>The participants can ask for 2000 € per placement in advance sending in a payment request (annex 3). Prepayment <u>can be transferred</u> earliest one month before the start of the first placement.</p> <p>The placement report should contain all the originals of all receipts related to expenditures eligible within the Tandem placement grant or digital copies if no hard-paper original was issued. If the originals must be kept <u>for</u> own accounting purposes, all provided copies must contain a clear accounting assignment to the Tandem project. All expenditures (reasons for payments) in languages other than German or English have to <u>be translated</u>. Local organisational costs <u>are paid</u> as a lump sum per diem. Only costs actually incurred <u>can be covered</u>.</p> <p>The placement report and original receipts have to <u>be submitted</u> in digital and hard copy together with the project report adding the per diem receipts (annex 5 & 6).</p>
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Organisational Status

- Apart from travel reimbursements all transfers **only to bank account of (charitable) organisation!**

MitOst

Note: **TANDEM Europe – Cultural Managers Exchange**

Check of Charitable Character of Organisation (**insert name of organisation**)

Date: **XXXX**

The following documents (or equivalents) have been provided, relevant parts have been highlighted and translated into English or German and are attached to this statement:

- ☐ The organisation is of a non-commercial legal form ('registered non-profit organization').
(Official registration document)
- ☐ The organisation's activities are non-for-profit.
(Statutes, if necessary also annual financial report)
- ☐ If the organisation dissolves, the assets are being transferred to another non-profit organisation.
(Statutes)

Collaboration Project Grant

- Transfer to organisation
- 2 instalments:
 1. max. 4,000.00 € after signing the contract
 2. max. 1,000.00 € after approval of final financial and narrative report.

Check alternatives with team if needed!

Placement (max. 12 nights p.p.)

- Bank transfer to your organisation
- Payment Request: max. 2000 € per organisation (can be requested together with project grant)
- **3 cost categories**
 1. Travel costs (max. 320€)
 - 2.a) Accommodation and
 - 2.b) Subsistence costs (together max. 100 € per day)
 - **Use per diems for subsistence 40-50€**
 3. Organisational costs: 40 € per day
- How to calculate the per diems? **Count the nights!**

Payment Request (Annex 3)

Tandem Grant Contract – Annex 3 Payment Request and Notification of Funds

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Organisation:

Grant within Tandem Europe

Number of Contract (and Name of Collaboration Project)

MitOst e.V.
Tandem Europe
Alt-Moabit 90
D-10559 Berlin

Telefon +49 (0)30 31 51 74 88
Telefax+49 (0)30 31 51 74 71
tandem@mitost.org
www.mitost.org

Please select and fill in:

- ☐ Placement Grant prepayment (2000€)
- ☐ Joint project Grant prepayment (____€ - max. 4000€ in total) *
- ☐ Joint project Grant Final payment (____€ - max. 1000€ in total)

Reimbursement form (Annex 4):

- All receipts are **originals** (translations in English or German)
- All are **numbered and taped onto A4 paper** (one-sided)
- **Amounts and dates** on the receipts are marked
- **All amounts** are converted into **EUR**
- **Print the exchange rate**
- The **form is signed** and sent by post to MitOst
- **Taxi costs?** Get in touch with the team.
- **Travel by car?** Get in touch with the team.

(Placement) subsistence and accommodation costs (Annex5) filled by guest

I, from ,
hereby confirm that I have received and spent according to the contractual rules for my
placement in in the
framework of the programme Tandem Europe the following per diems:

- the placement subsistence costs (including breakfast): days à 50,00 € per day = €
- the placement subsistence costs (excluding breakfast): days à 40,00 € per day = €
- the placement accommodation costs (without invoice/contract): days à 20,00 € per day = €

Organisational Costs

Receipt of placement organisational costs for hosting organisation (Annex 6 to Tandem grant contract)

I, from ,
hereby confirm that I have received and spent according to the contractual rules for my
placement in in the
framework of the programme Tandem Europe the following per diems:

placement organisational costs: days à 40,00 € per day = €

Date, Place

Signature (host)

Organisational Costs (Annex 6) signed by host



local transport
receipts

40€ per day / max.
480€)

No need for receipts
with org. costs!



No self-invoice



no taxi

no museum,
concerts tickets



Organisational Costs

1 day - 40 euro

12 days - 480 euro

- ✓ Renting a working space
- ✓ Renting equipment
- ✓ Local transportation
- ✓ Museum tickets
- ✓ Difference in the exchange rate
- ✓ Post services
- ✓ Costs where you have no receipts

Reporting

- Grant Contract
- Organisational Status
- Payment Request (Annex 3)
- Reimbursement Sheet (Annex 4)
- (Placement) subsistence & accommodation receipt (Annex 5)
- Placement org. costs receipt (Annex 6)
- **Budget and financial report (Annex 7)**
- (Narrative Reporting requirements)
- Participant Styleguide
- Planned Budget & Financial Report (Annex 7)

Budget and Report (Annex 7)

Tandem Grant Contract - Annex 5

Budget and Financial Report on Collaboration Project Grant							
BASIC INFORMATION							
Collaboration Project Title		please fill this in					
Grant Number		please fill this in					
SOURCES OF FUNDING		Amount	notes				
I. TANDEM Project Grant		5,000.00					
II.			please fill this in if applicable				
III.			please fill this in if applicable				
VI.			please fill this in if applicable				
V.			please fill this in if applicable				
Total Funding in EURO		5,000.00					
please do not fill in this row as it is calculated automatically from the cost type cost sheet							
BUDGET OVERVIEW		Planned budget			Total Expenditures		
Cost Category	Collaboration project costs covered by TANDEM (incl. tax)	Own contribution and co-funding	Overall collaboration project costs (incl. tax)	Collaboration project costs covered by TANDEM (incl. tax)	Own contribution and co-funding	Overall collaboration project costs (incl. tax)	Deviation within TANDEM grant
IA. Accommodation/ Subsistence	0,00	0,00	0,00	0,00	0,00	0,00	#DIV/0!
IB. Travel Costs	0,00	0,00	0,00	0,00	0,00	0,00	#DIV/0!
IC. Personnel Costs*	0,00	0,00	0,00	0,00	0,00	0,00	#DIV/0!
ID. Equipment Rent Costs	0,00	0,00	0,00	0,00	0,00	0,00	#DIV/0!
IE. Production Costs	0,00	0,00	0,00	0,00	0,00	0,00	#DIV/0!
IF. Others	0,00	0,00	0,00	0,00	0,00	0,00	#DIV/0!
Total Sum in EURO	0,00	0,00	0,00	0,00	0,00	0,00	
*Max. 1,500.00 EUR personnel costs can be covered through the Tandem Sham share							
Already Received Payment (from TANDEM Grant)		0,00	please fill this in				
Final Payment Request		0,00	calculates automatically				
We hereby ensure the correctness of the data provided.							
Signature :			Signature :				
Place and date:			Place and date:				

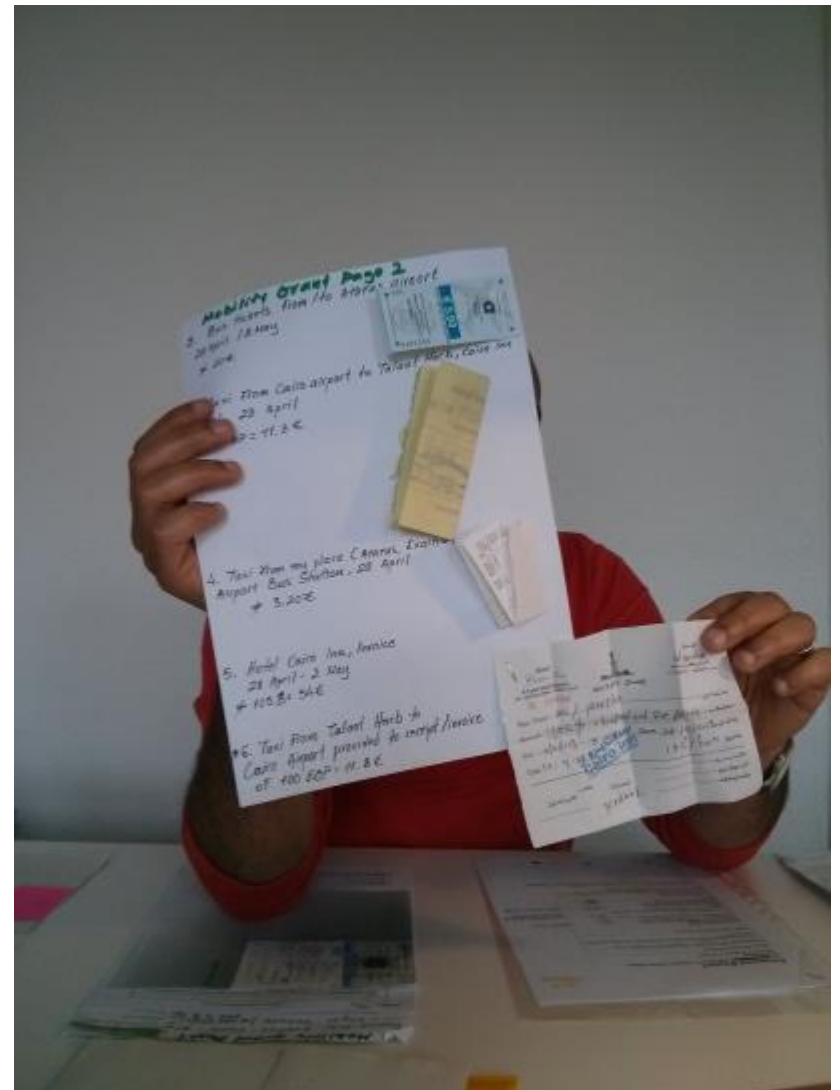
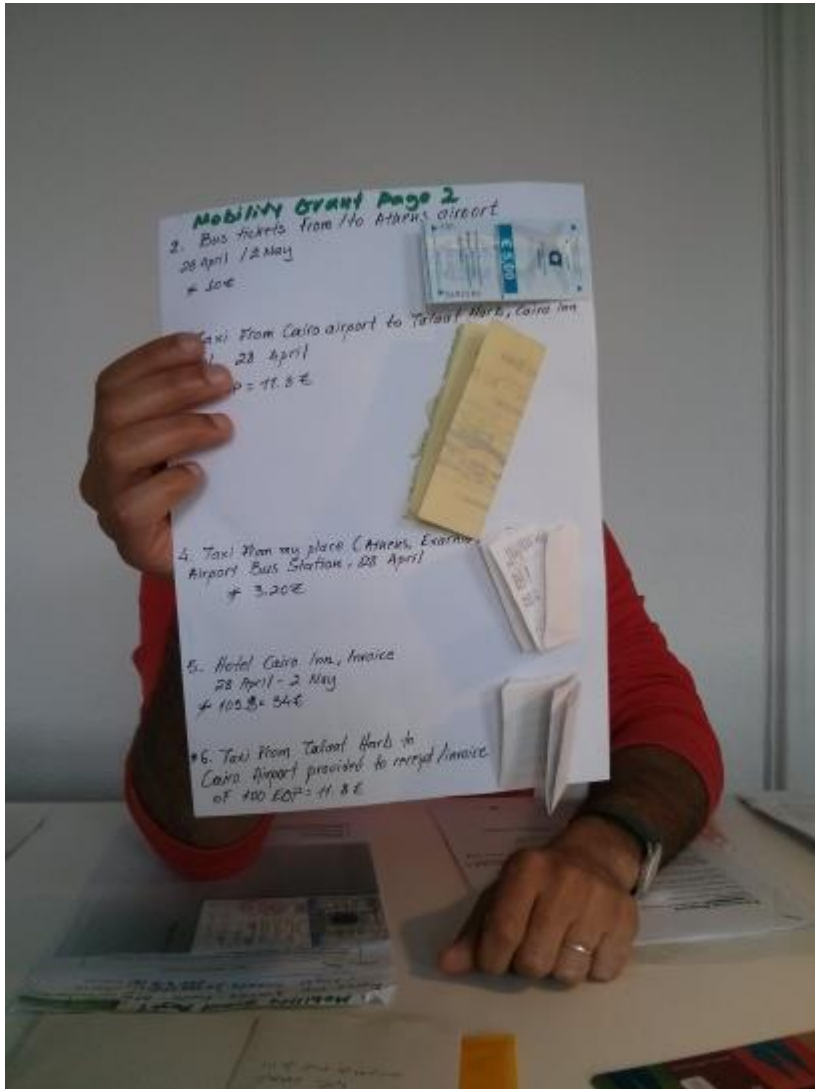
Reporting

- Must meet **grant requirements** of German law, MitOst rules, all funding requirements
- **Financial report** will be shared after K-O meeting
- Preliminary version to be checked during **Interim Meeting**
- Final version to be checked during **Final Meeting**
- **Final deadline end of November!**

Reporting

- Numbered complete / readable invoices
- Translation of relevant parts to English
- Currency exchange rates
- Services below 350€: Invoice
- Services above 350€: Contract + invoice + proof of payment

Don't!



Do!

Посадочний документ

[illegible]

Travel costs, train Melitopol -Kyiv for Mykola Skyba; 353,53 UAH
oando.com (09.05.2015) 22,8185 = **15,49 Euro**

[illegible]

Kyiv - Medtopol Krasnodar group
UAH 356.57 candiv.com (M.C.I.T.) IF=22.5958 (6-15.72)

22.11		АКХ - ЭКСТРЕС- АКХ - ЭКСТРЕС-		ПРОЗРАЧНЫЙ ДОКУМЕНТ PROZRACHNYIY DOKUMENT		AT N° 574926	
ИЗДАЧА ISSUE	КОЛИЧЕСТВО КОПИЙ	ВЕРСИЯ VERSION	КОЛИЧЕСТВО КОПИЙ	ВЕРСИЯ VERSION	КОЛИЧЕСТВО КОПИЙ	КОЛИЧЕСТВО КОПИЙ	КОЛИЧЕСТВО КОПИЙ
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Multipliziert - mit Durchsch. Höhe
 LIAK 426,55 Breite, con (14.03.15) 14 = 22.5955 € 18.92

main info – underlined

Structure of your budget (Annex 7)

Project cost

1. Accommodation & meals (names or at least no. of people)
2. Travel
3. Personnel Costs (**max. 1,500** EUR from Tandem grant)
4. Equipment rent costs
5. Production costs
6. Others

So again...what comes when?

- Placement dates and contract // FEBRUARY
- Once the contract is signed, you can submit the first payment request
- Email partner agreement and planned budget //MARCH
- Prepare Financial Report with expenses from Placement and Project as incurred so far // JUNE
- Submit final report (latest) by 15 October

If you have any questions?

- see the dropbox link for the digital versions of the documents
- let's clarify now 😊
- or get in touch with the Tandem team.

Tandem Europe Styleguide (Annex 9)

A quick guide for the Tandem Logo



This is the logo, please use it when you communicate about Tandem Europe.

We have jpg. formats for digital and eps. formats for printing available.

Please stick to the colour. (CMYK 0 18 100 0 / RGB 244 197 34.)

Centre the logo on the page when possible.

Align with other logos by centring horizontally.

You can use these logo strips and/or this sentence to describe the Partners.

Tandem Europe is an initiative developed by European Cultural Foundation and MitOst e.V., together with Fondazione Cariplo with additional financial support from Robert Bosch Stiftung and Stavros Niarchos Foundation. It is implemented together with 4iS (Aveiro), COMM'ON (Athens) and Ideas Factory (Sofia).

- Tandem logo
- Partner description & Logo lines

Tandem Europe Styleguide (Annex 9)

- You can access your Tandem area via this link:
<http://www.tandemforculture.org/?pr=f8de513577b300539d05bf5b899036ed4a2d24df>
- **USE WITH CARE!**
- This is your page, keep it up to date!
- Use it! No need to create an additional blog!
- Take time to explore the Tandem page 😊

Social Media

- Link your posts to the Tandem Facebook page
- Use our hashtags #TandemforCulture, #TandemEurope and #Doittogether
- Want to take over our Instagram? Get in touch with us 😊

Tell us about your placement & project!

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