

## The most frequent questions (FAQs) concerning the application and the report on expenditures regarding micro projects supported by Resonanzboden // House of Resources Magdeburg

### APPLICATION

#### What needs to be taken into account when applying?

- The application needs to be handed in **at least 4 weeks prior to the project's start**.
- An application is always possible.
- The absolute deadline for an application is the **1<sup>st</sup> of november 2018**.

The applications need to be send in **digitally** (via email to: [antrag@resonanzboden.global](mailto:antrag@resonanzboden.global)) **and via mail** (also signed by the applicant) to

**.lkj) Sachsen-Anhalt e.V.**  
**Resonanzboden**  
**Brandenburger Straße 9 | 39104 Magdeburg**

- Public Relations: All publications (flyers, posters, etc.) must contain the logos of Resonanzboden – House of Resources Magdeburg, of the ministry of the interior, of the .lkj) Sachsen–Anhalt e.V. and of LAMSA e.V.. The corresponding templates can be obtained upon request from the Resonanzboden // House of Resources team. All publications need prior clearance (mailing of print designs and templates, i.e.).

#### How high is the maximum grant?

- The maximum grant offered by Resonanzboden **amounts to 1.500€, in case of cooperations up to a maximum of 3.000€**. The mobilization of further funds is desired but not mandatory.

#### How does the disbursement work?

- After the application has been successful a cooperation agreement will be signed which contains the conditions regarding the transfer of the funds.
- The transfer of the funds will be accomplished in **two rates**: the first (60% of the total sum) will be available immediately. The second rate (40%) will be made available as soon as copies of the report on expenditures for the first rate were handed in.
- An informal letter of inquiry declaring the desired sum is sufficient to access the funds.

## What will be funded?

The microproject **has to** include the following requirements:

1. Relevant participation/initiative of people with flight and/or migration experience in planning, implementation and transposition
2. Activities dedicated to the development, stabilization, networking and professionalisation of migrant self-organizations and refugees/asylum/ integration actors
3. It will be implemented in Magdeburg - preferably at the Kultur- und Kreativwirtschaftszentrum at Brandenburger Straße 9 - or in the surrounding area.

Contents of the project can be:

- Commitment to integration and participation of immigrants in the political, cultural and social life of the society
- Commitment to (trans-) cultural exchange
- Commitment against group related xenophobia
- Commitment to the common wellbeing of the society, also with focus on special groups
- Support of the disadvantaged and of the improvement of equity
- Commitment to the change resp. Improvement of insufficient or deficient structures of the society
- Projects concerning informing, educating and sensitizing the public to sociopolitically relevant topics fostering social congruity

## What will **not** be funded?

- Meals (exceptions are seminars held over a number of days and events for kids)
- Alcoholic drinks
- Mere "fun" events, parties, celebrations
- Objects which will not remain in the possession of the organisation, but are given away
- Staff wages

## What is in the focus when considering the application?

- Involvement of an extensive volunteer commitment
- Planned activities based on the cooperation and partnership with clubs, initiatives and institutions
- Concepts for informing and sensitizing the public about the planned activities
- Concrete goals which are also measurable (e.g. Number of events, reached audience) should be detectable
- Sustainability of the activities is positive and desirable

## PRESENTATION EXPENDITURES / EARNINGS

### Cost plan

The costs are divided into three columns (staff, project and material expenses) which themselves are listed by type of expenditure.

- *Reimbursement:* musical entertainment (bands etc.) can **only** be refinanced through reimbursements.
- *Wages* shall not exceed 79,20 €/90 Min. and should correspond to the qualification of the speaker/presenter.
- *Personal work load:* an hourly wage of 8,84€/h up to 12,50€/h, depending on the task's difficulty, can be stated in the financial plan as non cash personal investments by the applicant.
- *Material expenses:* commute by car between work place and home can be stated in the financial plan according to the federal commute reimbursement act with 0,20 Cent/km (up to 130,00 € maximum) and apart from that also DB train tickets (2<sup>nd</sup> class). Reimbursement is possible only after the presentation of the corresponding proof of payment.

### Financing plan

- *Personal investment*

Personal investments are all cash equivalent efforts, especially money or other things, which should be used directly to finance the project in question and which are available to the applicant right from the start of the project. Personal investments are also fees paid by an event's audience, donations as well as contributions by sponsors. Furthermore the personal work load which will be provided in the process of the project is a personal investment.

The personal investment (cash or non-cash) should constitute **20% of the total costs**.

### Proof of expenditure

At the end of the project the project responsible shows proof of the realisation of the venture in form of a short **fact report** (e.g. photos and press releases) and confirms the usage of the funds by filling in and signing the corresponding documents as proof of expenditure. Hereby all the costs and the total financing must be presented in relation to the realisation of the project. **(form I/II: proof of expenditure and listing of the bills)**. The fact report should make the questions of whether and how the goals were achieved visible (measurable data, e.g. reached audience). The proof of expenditure also covers filled in **participant lists** which need to be included as well. Costs which are covered by Resonanzboden need to be proven by the attachment of copies of the corresponding bills. Every single expenditure must be archived in a written form (wages, personal investments, reimbursements). The bill must not be dated before the date of the application.