

# INFORMATION SHEET

## on the funding of provenance research projects (Collections from Colonial Contexts)

### I. References to the funding guideline

The German Lost Art Foundation funds provenance research on collections from colonial contexts based on the applicable [Funding Guideline](#) in the version valid at the time of application.

### II. Information on completing and sending the form

To apply for funding, please complete this [application form](#). Please use the WORD.doc file. The project ID is assigned by the Foundation. Please send a **paper version of the application (not stapled or bound), signed by both applicants, by mail to:**

German Lost Art Foundation  
Humboldtstrasse 12  
39112 Magdeburg, Germany

Please also send a **digital version** of the application form (**without signature**) as a **searchable PDF** by e-mail to:

[kontakt@kulturgutverluste.de](mailto:kontakt@kulturgutverluste.de)

### III. Information on completing the financing plan

The financing plan must show the complete calculation of project expenses in as much detail as possible. Please observe the following information:

- Own contributions are cash funds which the applicants contribute to the project. They are exclusively expenses that are allocated solely for carrying out the project and will only be used for this purpose, and which the applicants finance themselves or with other third-party funds. For some advice regarding own contributions, please contact the department “Cultural Goods and Collections from Colonial Contexts” directly.
- Under personnel expenses, list only those expenses for persons involved in the project working under an employment agreement as academic staff or student assistant for the applicant(s). Fees

for contract work must be listed as material expenses. Personnel costs and fees must correspond to the collective agreement for civil service employees (TVÖD) or a comparable collective agreement. Calculation analogous to the fixed rates of the DFG or the DAAD is not possible. Higher salaries than those specified in the TVÖD or any other benefits over and above collective rates must not be provided.

- Material expenses may include: workplace expenses, office supplies, travel expenses (in the context of involving societies of origin in the provenance research, this may also include travel expenses of third parties), costs of photographic documentation of provenance markings, art handling, restoration measures (only as own contributions), digitalization measures in individual cases, database extensions to document provenance, procurement of devices or objects required for the project (must be depreciated), exhibition costs (only as own contributions), publication costs (only as own contributions).
- For travel expenses, a transparent calculation on an additional sheet is required. It must provide information on how many persons are to travel where, for how long and how often. Individual prices for travel, lodging and fixed meal rates must be listed. Travel expenses must be given according to the German Travel Expenses Act (Bundesreisekostengesetz). This also applies if they are financed through own contributions.
- Fixed rates (e.g. for workplace costs) can be included as own funds. However, evidence of actual expenditure must be shown in the proof of use after the end of the project. Overheads can be included in the amount of up to 10% of the sum of personnel costs, special individual expenses, material expenses and third-party services costs. Such an overhead would then cover all extra costs. The actual overhead expenses must also be shown in the proof of use after the end of the project.
- If third parties (e.g. service providers or contractors) perform taxable services for the applicant in foreign countries, the revenue tax burden may be partially or entirely transferred, depending on the particulars of the case (EU or third country). Any revenue tax incurred must be taken into account and shown in the financing plan.
- **In the final financing plan, the amounts listed in column 1 must correspond to the sum of the amounts in columns 2, 3 and 4.** If the amount of own contributions and third-party funds (columns 2 and 3) is not yet determined, the status of financing requests as listed in 1.2 of the application form must be used.

#### IV. Information on the signing and implementation of the funding agreement

If your project is awarded funding, the German Lost Art Foundation will establish a funding agreement with you, which will regulate mutual duties regarding the organization, implementation, and completion of the project. The funding agreement is based in particular on your application including the financing plan.

##### 1. Phase – establishment of the funding contract

As a rule, you receive the agreed funding as part of financial shortfall financing, with the funding amount being the maximum amount. However, the agreed amount of expenditures (TARGET expenditures)

encompasses not only the funding provided by the German Lost Art Foundation, but also includes expenditures of the funding recipient's own funds and any separately obtained third-party funds. Alternatively, full financing by the German Lost Art Foundation is possible if the applicant demonstrably has no own funds to contribute.

The funding period is defined with you as the funding recipient. Short-term projects have a **maximum** funding term of six months. For long-term projects, the **maximum** funding term is 24 months, although in special and justified exceptions, an extension to a **maximum** of 36 months respectively up to 60 month is possible.

## 2. Phase – funding period

The German Lost Art Foundation administers the provenance research budget for the Federal Government Commissioner for Culture and the Media. Hence, the German Lost Art Foundation must adhere to the federal budget regulations (such as the Federal Budget Code BHO and its administrative directives—VV-BHO) in all business transactions.

In particular, the funding contracts are subject to the General Auxiliary Conditions for Grants for the Promotion of Projects (ANBest-P), which are also part of the funding contract established with you. The following therefore applies:

- In cases of financial shortfall financing, the funding recipient must first use their own funds and any obtained third-party funds to finance the project expenditure, so that funding provided by the German Lost Art Foundation must be used as the last resort for financing expenses.
- Funding provided must be spent within six weeks of disbursement.
- Remaining funds must be reported and must be returned to the Foundation without delay by wire transfer using the bank details provided in the funding contract.
- All expenditure must be paid within the agreed funding period.

## 3. Phase—project settlement

At the end of the funding period, the funding recipient must list all expenses, including those financed with own and third-party funds, in the proof of use (ACTUAL expenses). This must be complemented by a list of funds provided for the project, in concrete terms the recipient's own contributions, funding by the German Lost Art Foundation and any project-specific third-party funds.

The German Lost Art Foundation is obligated to determine eligible expenses as part of the audit of the proof of use. All payment-related documentation must be submitted for the purpose of this audit.

Expenses outside of the agreed funding period are generally not recognized. Exceptions can only be arranged with the German Lost Art Foundation prior to the end of the funding period if they can be clearly located within the project period. Aftereffects from the final salary and/or fee payments may be considered exceptional cases.

Possible increased expenses, price increases, rate increases and such generally do not result in an increase of funding. In such cases, the funding recipient must finance the additional costs themselves. A current listing (e.g. in the form of a project account) will facilitate the accounting effort for you and for the German Lost Art Foundation.

In the context of auditing the proof of use, the German Lost Art Foundation is obligated to audit compliance with budget regulations based on the documentation provided. In the event of discrepancies, interest may be charged.

In addition, it is possible that the return of provided funds is requested, in particular if a reduction of expenses results in a reduction of the financial shortfall in overall financing. This will result in a reduction of funds provided by the German Lost Art Foundation.

After completing the audit of the proof of use, the German Lost Art Foundation will provide you with a final statement showing the calculation of project funding. Any reimbursements due must be remitted within 14 days.