

## **Guidelines for drawing up a Cost and Financing Plan (CFP) when applying for TURN funding from the German Federal Cultural Foundation (last updated: October 2012)**

1. When **drawing up a Cost and Financing Plan (CFP)**, we ask you to include a header listing the project name, net CFP (for pre-tax deduction estimates) or gross CFP and the CFP date. To ensure transparency, the basis of the assessment and calculations (e.g. number of participants, days, admission tickets, etc.) should be provided in their corresponding positions whenever possible.

2. If the **project administrator is eligible for pre-tax deduction**, the net amounts of funding from the Federal Cultural Foundation, other expected sources and personal resources have to be treated as gross amounts. Other proceeds, such as revenues earned from admission fees and the sale of publications, must be listed as net amounts.

3. **Only capital resources count as personal resources and third-party financing.** Payments in kind and services which are normally covered by the running budget of an institution (e.g. use of rooms for functions, technical equipment, accommodations, permanent staff, etc.) or volunteer/non-paid work, i.e. services for which no payment is made, may neither be used to calculate one's personal and/or third-party financial contribution, nor listed in the expenses or proceeds columns in the Cost and Financing Plan.

As a rule, the Federal Cultural Foundation grants funding based on the principle of "**shortfall financing**", which means that you are only allowed to spend the awarded funding after you have exhausted your personal contribution and other sources. If the financial shortfall is shared by more than one funding organization, then you may only apply for part of the total required funding from the Federal Cultural Foundation.

4. **When calculating planned travel and accommodation expenses**, you are required to comply with the regulations provided by the Federal Travel Expense Law (BRKG). Flat-rate reimbursements of travel expenses – and in particular, wages or fees – are not permitted.

The following rates apply to overnight accommodations (in Germany) in accordance with the BRKG:

- An allowance of 20 euros per night can be funded without proof of receipt.
- An allowance of up to 60 euros per night can be funded if receipts are provided (for example, hotel bills).
- If the cost of overnight accommodation exceeds 60 euros, funding can only be granted if you provide an explanation of why such costs were unavoidable.

The following rates are granted for daily allowances (in Germany):

- absent from one's apartment for 24 hours = 24 euros
- absent less than 24 hours but longer than 14 hours = 12 euros
- absent less than 14 hours but longer than 8 hours = 6 euros

If an overnight hotel accommodation includes breakfast, twenty percent is deducted from the daily allowance. If breakfast is provided for hotel accommodation abroad, twenty percent is deducted from the respective foreign daily allowances (for rates, see the Foreign Travel Expense Ordinance).

Due to changes in the tax code which went into effect on 1 January 2010, the items "breakfast" and "overnight accommodation" must be listed separately on the hotel invoice. The breakfast expenses are fully fundable as long as "**employer authorization**" is provided. This entails that only the project administrator – who acts as the employer – must book all necessary accommodation in hotels or elsewhere for the traveler. Secondly, the name and address of the project administrator must be printed on all booking statements and invoices. Thirdly, bookings must be processed in written or electronic form in order to serve as documentation for later verification. If these costs are not "employer authorized", funding may only cover **€4.80** per breakfast.

If a catering company is hired to provide meals, the cost per person cannot exceed the corresponding daily allowance rates. Like wages and fees, providing meals for co-workers or other participants is not permitted.

#### Daily allowance for visits **abroad**

For the flat-rate daily allowances for trips abroad according to the Foreign Travel Expense Ordinance, visit <http://www.bundesregierung.de> > Gesetze > Gesetze von A-Z. The calculations are based on full days, i.e. from 12 am to 12 am. For example, if you go away on business at 4 pm and come back before 8 am the following day without staying overnight, the entire time of absence can only apply to the day you were away for the longest duration. If the traveler receives an allowance for overnight accommodation which includes breakfast, the daily allowance is reduced by 20 % per full calendar day.

#### Allowance for overnight accommodation **abroad**

Funding only covers allowances for overnight accommodation if the duration of the trip is at least 8 hours long and lasts for more than one calendar day or begins before 3 am. An allowance may not be claimed if the trip begins after 3 am or finishes before 2 am. Similarly, an allowance may not be claimed for time spent travelling in some mode of transportation. Likewise, an allowance cannot be paid to travelers who find free accommodation during their business trip.

- If no receipts are provided, the allowance for overnight accommodation abroad is 50 % of the amount listed in column 3 of the Foreign Travel Expense Ordinance, and can total no more than 30 euros.
- If receipts are provided, the reimbursement limits for trips abroad can be found in column 3 of the Foreign Travel Expense Ordinance, which you can access via the website of the German federal government.
- If the cost of overnight accommodation exceeds these limits, you must provide an explanation as to why the costs were unavoidable.

Only the least expensive means of transportation can be reimbursed as a travel expense. If it is necessary to travel by airplane because of business or economic reasons, the ticket price for the lowest class can be reimbursed (business reasons: e.g. time constraints; economic reasons: e.g. flight is cheaper than train fare).

According to Paragraph 4 of the BRKG, taxi and rental car costs can only be reimbursed if there is good reason for using them (e.g. urgent business reasons / compelling personal reasons, e.g. illness / no other means of public transportation were available or could be used to reach the destination in time / heavy business luggage, etc.). If there is no obviously good reason (e.g. unfamiliarity with the surroundings / inclement weather), only the standard flat rate of € 0.20 per kilometre per business trip is refundable.

According to Paragraph 5 of the BRKG, when using a private car, € 0.20 (short-distance compensation) or € 0.30 (long-distance compensation) per kilometre can be reimbursed. The cost for petrol is non-refundable. This also applies to agreements concerning third-party travel expense reimbursement. Short-distance compensation applies to most cases and cannot exceed a total of 150 euros. Long-distance compensation (no limit to the maximum amount) is permissible only in cases of "important" official business (e.g., no public transportation was available, heavy luggage, time constraints).

**5. Additional regulations concerning the calculation of travel costs** and other expenses are listed on our website [www.kulturstiftung-bund.de](http://www.kulturstiftung-bund.de) (Funding – Frequently Asked Questions). The complete Federal Travel Expense Ordinance and other relevant laws can be viewed at [www.bundesregierung.de](http://www.bundesregierung.de) (Gesetze – Bundesreisekostenrecht)

#### **6. Fundability of project expenses**

Not every project expense is fundable! For instance, project administrators are required to manage their expenditures economically and cost-efficiently and comply with laws forbidding betterment of public servants as stipulated by the Federal Budget Code. That is why the reimbursement of travel expenses, for example, must comply with the conditions and limits mandated by the Federal Travel Expense Law.

**Examples of project expenses which are generally eligible for funding:**

- International credit card transaction fees charged when paying refundable travel expenses on the basis of the credit card exchange rates
- Costs for transporting luggage (over 15 kg of hand luggage), as well as storing and insuring luggage
- Costs for necessary examinations (e.g. fitness for travel in the tropics), medical certificates, border-crossing and customs documents, entry visa, necessary vaccinations including a serogroup vaccination for foreign business trips, provided such is required by the Federal Foreign Office (for more information, visit: [http://www.auswaertiges-amt.de/DE/Laenderinformationen/Uebersicht\\_Navi.html](http://www.auswaertiges-amt.de/DE/Laenderinformationen/Uebersicht_Navi.html)). Measures, which are only "recommended", are not eligible for funding!

**Voluntary insurance**

The cost of travel cancellation and travel liability insurance is not eligible for funding. Likewise, funding **does not cover** the cost of health insurance for travel abroad or a travel first-aid kit.

**Foreign currency**

If you happen to have expenditures in a foreign currency, we require receipts from the exchanging bank listing the relevant exchange rates. Otherwise, to convert your expenses into euros, you should use the official exchange rates set by the European Central Bank. You can download these from German Bundesbank website: [http://www.bundesbank.de/statistik/statistik\\_zeitreihen.php](http://www.bundesbank.de/statistik/statistik_zeitreihen.php).