

Kulturstiftung des Bundes  
Abteilung Finanzen  
Franckeplatz 2, 06110 Halle (Saale)  
Email address: [mittelabruf@kulturstiftung-bund.de](mailto:mittelabruf@kulturstiftung-bund.de)

Request for disbursement to:

Funding recipient:	
Your payment reference/ transaction number (if applicable):	
Project name:	
Project number:	

Disbursements may only be requested if

- funding is required within 6 weeks for payments due
- the information related to the required funds has been provided completely
- own and other resources have been exhausted (shortfall financing)
- other funding from several funders involved on a pro-rata basis is also being requested.

In consideration of the above-mentioned requirements and the contractually agreed amount withheld, we hereby request the disbursement of the following amount: € 0.00

Please transfer the amount to the account indicated in the agreement while stating the payment reference/  
transaction number indicated above.

- The payment shall be made on:
- the 1<sup>st</sup> day of the month
- the 15<sup>th</sup> day of the month
- as soon as possible

The processing time for disbursements is 14 days.

<p>Signature of the funding recipient</p>   <p><small>Requests submitted by email do not require a signature.</small></p>	<p>Place, date:</p>
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For repayments, please use the following bank details and indicate your project number:

Saalesparkasse  
IBAN DE95 8005 3762 1894 1551 61  
BIC NOLADE21HAL