

Grant Eligibility Application

Transnational Giving Deutschland

tg@maecenata.eu
T +49 30 283 879 10 10

The Maecenata Foundation is considering the possibility of making a grant to your organisation, based on a specified donation. Please complete the following information (type or print clearly) and send us the form and all the applicable documents (see Point 10). We can only consider making grants to your organisation after receiving all the required documents.

1. CONTACT DETAILS

Official Name of the
Organisation

“Doing Business As”-Name
(if different from official name)

Address (Line 1)

Address (Line 2)

Address (Line 3)

Postal Code, City

Province, County, State or
Region

Country

E-Mail

Telephone with Country Code

FAX

Website (if applicable)

Name of official contact person
for this gift consideration

Job Title

Direct Telephone Line
(if applicable)

Direct Email

Berlin Office:
Wallstraße 15a
10179 Berlin
www.maecenata.eu

info@maecenata.eu
T +49 30 283 879 09
F +49 30 283 879 11

Oberföhringer Straße 18
81679 Munich

Board: Ansgar Gessner,
Dr. Rupert Graf Strachwitz
Chairperson of the Board:
Dr. Rolf Alter

Please answer all questions and include all materials requested. This information is legally required for our consideration of a grant to your organisation.

2. PURPOSE

What is the statutory purpose of your organisation?

Please describe!

3. PROGRAMMES AND ACTIVITIES

Which programme(s) or activity would benefit from the grant?

Please describe!

4. NON PROFIT STATUS AND DOCUMENTS

Is your organisation official classifies or recognised as a non-profit organisation / a registered charity / tax-exempt entity under the law of your country?

YES NO

- If **YES**, please quote your registration number (If applicable) and attach a copy of your certificate of registration or other evidence of your non-profit status.

Registration No.:

Does your organisation have (please [x] the box that applies)

☐ a charter

☐ a trust deed

☐ bylaws

☐ an agreement

other organising documents:

Please send us a copy of the document applicable that has been checked.

- If **NO**, please explain (e.g. charities and foundations do not have registration numbers)

5. DISSOLUTION

What will happen to the assets of your charity in the event of dissolution (e.g. if it ceases to function)?

6. INDEPENDENCE

a) Are any part of the income or assets distributed to, or applied to the benefit of, a private person or for-profit organisation, rather than the beneficiaries of your charitable purpose?

YES NO

b) Do any individuals or for-profit enterprises own any part of your organisation's income or assets?

YES NO

c) Under the laws and customs applicable to your organisation, or under its governing instruments (charter, trust deed, bylaws, agreement, other), is your organisation permitted to:

- engages in activities that are unrelated to your primary purpose, except as an insignificant part of your organisation's activities?
YES NO
- attempt to influence legislation , except as an insubstantial part of your organisation 's activities?
YES NO
- participate or intervene, directly or indirectly, in any political campaign for or against any candidate for public office?
YES NO

d) Is your organisation controlled by any other organisation?

YES NO

If you have answered **YES** to any of the questions above, please explain:

7. ANNUAL REPORT

Please attach a copy of your most recent annual report and financial statement and a list of trustees and/or board members. If not available, please explain:

8. BANK INFORMATION

In most cases we will pay grants by bank transfer in the local currency. To facilitate a bank transfer please confirm your bank's name and address, SWIFT or IBAN code, and the account name and number. If your organisation has special requirements, please let us know.

Bank account name

Bank account number

Bank name

Bank address

BIC / Swift code

IBAN code

9. LOCATION OF DONORS

Could your organisation receive donations from other European countries than Germany, let us know! We can probably find a solution for them as well.

My organisation has donors in the following countries (please name countries and if possible numbers of potential donors):

10. DOCUMENTS TO BE SENT IN ELECTRONIC FORMAT (REMINDER)

- Entire form (pages 1 to 5 including the beneficiary declaration with an authorized signature)
- Copy of your certificate of registration or other evidence of your non-profit status (statutes, bylaws, charter, trust deed agreement, other,)
- A German or English translation of the articles in the bylaws that concern the organisations legal form, objects and dissolution
- Most recent annual report
- Latest financial statements
- To comply with European anti-money laundering regulations please provide a list of all Trustees or Board Members or any person(s) controlling the operations of the registered charity, including the main contact for this application and the person signing the terms of the Maecenata grant with as much as possible details (first name, surname, function/role, date of birth, address) for all. The management and partners of the TGE network reserve the right to request additional information.

Beneficiary Declaration

On the behalf of _____ ("The Organisation")

I declare the following:

- Grants received by the Maecenata Foundation will be used only for the purposes and activities which "The Organisation" describes in Part 3 of its Grant Eligibility Application.
- The Organisation will without request transfer a report stating the use of the grants. The report will be sent by mail or email (tg@maecenata.eu) to Maecenata within 12 months after disbursement of the donation at the latest.
- "The Organisation" will not use the grant, directly or indirectly,
 - to influence legislation;
 - to influence the outcome of any specific election for candidates to public office or to carry on any voter registration drives;
 - to induce or encourage violations of law or public policy or to cause any improper private benefit to occur;
 - to make any grant to an individual, other than as a part of "The Organisation's" charitable activities described in Part 3; or
 - to undertake any activity not described in Part 3.
- The grant will not be used for tuition, medical expenses, or other economic benefits to a donor or any member of a donor's family.
- If "The Organisation" is dissolved, or if "The Organisation" is otherwise unable to use the grant for the purpose and activities described in Part 3, "The Organisation" will promptly return any unexpended grant funds to Maecenata.
- If any portion of the grant is used for any purpose other than those described in Part 3, "The Organisation" will promptly correct this error. If the misuse is not promptly corrected, Maecenata may demand the return of the entire grant, and "The Organisation" will return the grant.
- "The Organisation" is allowed to use the Maecenata logo after consultation and can state in their communication tools they are approved by the Maecenata Foundation to receive donations from Germany.

Agreed and Accepted:

Place and Date

Authorized Signature

Name in printed characters

Position of Signatory

Berlin Office:
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