

MAECENATA STIFTUNG TRANSNATIONAL GIVING

Funds Utilization Report – Guidelines

The Maecenata Foundation is legally obliged to notify the German fiscal authorities in detail how the funds have been spent by the final beneficiary. If no report is submitted, the Maecenata Foundation must ultimately reclaim the grant.

The Funds Utilization Report (FUR) must comply with the criteria listed below. Feel free to use our template which you can download in the E-Mail we have sent you.

Formal criteria:

- If possible, please insert your letterhead in the header.
- Please address the FUR to:
Maecenata Foundation
Oberfoehringerstrasse 18
81679 Muenchen
Germany
Please submit the report to: tg@maecenata.eu
 - The reporting period is 1 January to 31 December of each year, e.g. *1st January to 31st December 2022.*
- Please insert your TG-number (you will find it on every *Details of Transfer* document).
- Please indicate the amount of funding you have received.
- Please add your contact details, position, your signature and the date of your signature.

Content-related criteria:

- Please indicate what the grant was used for:
 - o A) projects accomplished within your organisation (state the respective project titles and amounts).
 - o B) projects accomplished by partners to whom you have forwarded the funds (state the respective project titles and amounts).
- Please indicate the purpose and activities for which the grants have been used. In case they have been used by a cooperation partner, send us their comprehensive FUR.
- Please indicate whether,
 - o A) the grants have been depleted in full or
 - o B) when the remaining amount is to be spent and what for (once these have been spent, we will need another FUR).
- To comply with the grant agreement, the following must be included:
 - o The signatory must confirm to be authorized to sign the FUR.

- The signatory must certify that all funds were used for charitable purposes and that no part of the funds were diverted to non-charitable uses, the donor, the donor's family, or donor advisor.
- The signatory must confirm that the grantee has complied with the terms and conditions as stated in the Grant Eligibility Application (GEAF) or as specified by the Maecenata Foundation on the basis of the GEAF.