

Guidelines for presenting your proof of use of funds

Completion of your project with the Niedersächsische Bingo-Umweltstiftung [Bingo - Environmental Foundation of Lower Saxony, Germany] (NBU)

1. General

We have compiled the following information for your benefit to assist you with the completion of your project with the *Niedersächsische Bingo-Umweltstiftung* [Bingo - Environmental Foundation of Lower Saxony, Germany] (NBU).

Please use these guidelines as orientation for drafting your proof of use of funds for projects with funding of € 10,000 or more. In doing so, please take any additional requirements, e.g. in the form of conditions imposed in the grant letter, into account.

2. Format

Please prepare your proof of use of funds in A4 format with consistent page numbering. Please do not take the trouble to submit a bound version of the proof of use of funds - it will greatly facilitate the processing of your documents by the Foundation.

3. Components

Please arrange the following parts of the proof of use of funds in the following order:

a) Case report

(Individual sections will be explained in greater detail below)

1. Cover page
2. Table of contents with a consecutively numbered structure
3. An index of images and tables (if appropriate)
4. An index of terms used and definitions (if appropriate)
5. Summary
6. Introduction
7. Outline of aims, measures and results
8. Explanation of the sustainability of the project
9. Summary and conclusions
10. A bibliography (if academic literature is cited)
11. If appropriate, annexes (e.g. lists of participants, certificates, training concepts and documents, maps for proof of spatial use, planting lists, copies of brochures and folders for archiving purposes, press releases, newspaper articles, etc.)

b) Quantitative proof of use of funds

1. **Statement of figures:** Add the actual costs incurred to the detailed cost and financing plan which you submitted with your request for funding.

In addition, prepare a comparison of the initial financing of the granted project to the actual expenses incurred (table comparing target/actual costs).

For a template (in German), please see:

http://bingo-umweltstiftung.de/Umwelt/Module/Media/Muster-Kosten--und-Finanzierungsplan-im-Verwendungsnachweis_278.pdf

As a public-benefit entity, please also submit the following documents:

2. **Verifiable records:** copies of invoices, payslips, etc. (Internal receipts are generally not accepted). The receipts must be numbered in accordance with the comparative table.

As proof for funded personnel costs, the following documents will be accepted: employment contracts, monthly payroll slips (one at the start and one at the end of the employment, or at an interim change), or the annual employee-specific wage account. If, in the last two cases, the employment is part-time, a timesheet signed by the managing director and the employee must be submitted as well.

Upon request, the original receipts submitted will be returned after the audit.

c) Photographs

Please also send us **three to five informative photographs** of your project **in high resolution** by email or on a data carrier (e.g. DVD, USB stick), which we can use for the Foundation's public awareness work (please note that any people shown on the photographs must have consented to the use of the photographs).

Additional notes on the structure of your case report

These notes serve as a checklist to assist you in providing a comprehensive overview of your project.

The scope of the case report depends on your particular project and should comprise all relevant aspects. You may use the principle of “as extensive as necessary, as short as possible” as a guiding principle for drafting the report.

4.1 Cover page

The cover page should include at least the following information:

1. Title: “Case report”;
2. the project title with the project number;
3. the name of the grant recipient;
4. the names of all authors including first names;
5. the place and date of publication.

4.2 Table of contents

The table of contents shall follow the cover page and assists readers with the structure of the proof of use of funds.

4.3 and 4.4 Index of illustrations and of terminology, abbreviations and definitions

If necessary, summarise the illustrations and tables as well as technical terms, abbreviations and definitions in a separate index and explain them.

4.5 Summary

Recap the content of the case report briefly and concisely on no more than one A4 page.

4.6 Introduction

Describe in the introduction the situation at the outset and the reasons for the project stated in your application. What are the aims and objectives that were the starting point of your project?

4.7 Targets, measures and results

Please describe in detail the targets (qualitative and quantitative), the implementation of the project with the individual measures, the achievement of the aims and the results obtained. In so doing, please adhere to the project structure outlined in the granted application or to the project milestones and structure the contents in meaningful sections.

Please pay special attention to the following aspects:

1. Describe the individual work steps and the methods used, including the results actually achieved.
2. Were the results achieved as planned? If not, explain any deviations and mention problems that occurred. Explain how these problems and deviations led to a change in the implementation of the project or of the methods used.
3. Assess your project results ecologically, and if necessary from an economic perspective (e.g. as part of specific projects with the southern hemisphere for the purposes of advancing development cooperation) and compare these with the current state of knowledge.
4. Please also describe how your project has contributed to the promotion of and support for volunteer work.

If necessary, for illustration purposes please add photographs, drawings, graphics, tables, etc. with captions or headings, legends and consecutive numbering in the text. They should be clear without any accompanying text.

4.8 Sustainability

Please pay special attention to this aspect and describe the long-term effects of the projects and its continuation beyond the funding period.

Explain how the project results were disseminated and name actual or planned publications (and include them, if necessary, in the annex).

4.9 Summary and conclusions

Briefly summarise the project results with a critical reflection and provide an outlook for future projects you consider to be necessary.

4.10 and 4.11 Bibliography, annexes

Please make sure that in addition to the consecutive numbering of the pages of the case report, the annexed pages are marked and clearly identified (A1, A2, etc.) as well.