



**Submission Date:** The Final Report must be submitted unsolicited by no later than three months after the end of the project.

## **The following documents must be included in the Final Report:**

1. Status Report
2. Statement of Expenditure
3. Media Coverage
4. Reference Copies

## **The following points must be included in the individual documents:**

### 1. Status Report

- Label the report with the project title and project number.
- Submit a project report of a maximum of three A4 pages (project progress / schedule / perspective).
- The project report should also contain a summary of whether the project objectives stated in the application have been achieved or where difficulties have arisen.
- The project report should only refer to the project sponsored by the EvS Music Foundation. If, for instance, a concert or a composition commission has only been funded as part of a festival, please do not submit a project report for the entire festival, but just for the funded part project.

### 2. Statement of Expenditure

- Submit a tabular statement that includes expenditure and revenue.
- The Statement of Expenditure must be structured in the same way as the cost and financial plan submitted with the application so that the calculated and actual expenditure and revenue can be compared.
- The Statement of Expenditure must include the following sentence:

"I expressly declare that the information provided is consistent with the accounts and records."

which must be signed and dated by the authorized signatory.
- If performances / concerts / composition commissions have been sponsored, the following additional information must be provided about the sponsored performances or premiered concerts:
  - Number of spectators
  - Venue occupancy level
  - Breakdown of ticket revenues (full-priced tickets / concessionary tickets / free tickets)



### 3. Media Coverage

- Submit a tabular list of the entire media response (newspaper reviews, radio reports, etc.).
- Attach copies of up to five sample reviews.

### 4. Reference Copies

- Submit a set of all printed matter published on the project (program booklets, flyers, posters, etc.).
- If a composition commission has been sponsored, also submit a copy of the score in addition to the printed material of the premiered concert mentioned above.
- If a publication has been funded, submit a copy of the book as a reference copy to the following address: Ernst von Siemens Music Foundation, Werner-von-Siemens-Straße 1, 80333 Munich, Germany.

**Please address the final report to Isabel Berkenbrink and Jennifer Beigel and send all documents with the project number in the subject line to [application@evs-musikstiftung.ch](mailto:application@evs-musikstiftung.ch).**