

Check List for the Final Report

Project Title and Project Number

Factual Report

- For part projects within a complete project sponsored by the Music Foundation, please only submit a report on the part project
- Length: max. two sides of A4
- Content: How is project progressing / schedule / difficulties / perspectives
- For sponsored performances or the like: number of spectators and capacity

Achievement of Goals

- Length: half a side of A4
- Content: Were the stated project goals achieved?

Statement of Expenditure

- Tabulated statement of expenditure listing expenditure and proceeds
- The Statement of Expenditure must be laid out in line with the submitted cost/budget plan so that actual and estimated expenditure and proceeds can be compared.
- For sponsored performances or the like: breakdown of ticket sales (free admissions / reduced admissions / standard price admissions)
- As we do not check individual receipts the Statement of Expenditure must be signed with the following sentence:

“I expressly declare that the expenditure incurred was necessary and that the detailed expenditure concurs with the accounts and receipts.”

Place, Date, Stamp, Signature of Authorized Signatory

Media Coverage

- Tabulated list of entire media response (newspaper reviews / radio features / etc.)
- Copies of up to five example reviews

Reference Copies

- One set of the published printed matter (program / flyer / etc.)
- For sponsored composition commissions: one copy of the score
- For sponsored publications: one copy of the book