



## Short Information about the course of the support

### **As soon as possible**

- Return one signed copy of the contract
- Return the signed declaration of reference to the Ernst von Siemens Music Foundation in the score. (composition commissions)
- Inform cooperation partners / composers / publishers about the support, so they can include the reference to the foundation in their media and if applicable in the score.
- Inform the foundation about project related media that has already been published without reference to the foundation.
- Send a non-copyrighted visual to the foundation.

### **In course of the planning of the project**

- Inform the foundation about all changes of the project or the budget. All changes have to be approved by the foundation. This shall apply for the entire project even if only part of the project is being supported.
- Reference according to the contract in all project-related media. All media must be presented for advance clearance by email. Between submission and printing have to be at least two working days. The Grant Recipient is responsible for the correct reference of the cooperation partners.

### **middle / end June**

- Control the transfer of the first part of the grant. Declare this within 10 days with the form that is available for download on the homepage of the foundation. Send this form via post to our Munich address. A form sent by email or fax can't be accepted.



### **Until three months after the end of the project**

- Submit a written report and a statement of expenditure to the foundation. A checklist can be found on the homepage of the foundation

### **Contact**

Please contact with all questions / information about the course of the project / the report etc.:

Isabel Berkenbrink or Jennifer Beigel  
E-Mail: [application@evs-musikstiftung.ch](mailto:application@evs-musikstiftung.ch)  
Telefon: +49 (0)89 636 - 33 202 / - 32 238

Postal address:

Ernst von Siemens Musikstiftung  
Jennifer Beigel | Isabel Berkenbrink  
Wittelsbacherplatz 2  
80333 Munich  
Germany

Please contact Imke List and Tanja Pröbstl with all documents for clearance and send her the visual for the homepage:

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