



## MUSICBOARD PROJECT FUNDING: PROOF OF USE

The proof of use must be submitted by each project funded through Musicboard's Festival Funding, Pop im Kiez or Karrieresprungbrett Berlin programmes by the deadline given on the funding contract. All necessary documents must be sent to the Musicboard office by post without further request.

### PROJECT DETAILS

Project number: \_\_\_\_\_ - \_\_\_\_\_ /202\_\_\_\_ (see contract, section 1)

Funding recipient: \_\_\_\_\_

Project name: \_\_\_\_\_

Project timeframe: \_\_\_\_\_ (see contract, section 2.3)

### NECESSARY DOCUMENTS

I hereby confirm that the following necessary documents are fully enclosed with the proof of use:

- |                          |                                       |                          |   |
|--------------------------|---------------------------------------|--------------------------|---|
| <input type="checkbox"/> | <b>Factual report</b>                 | <input type="checkbox"/> | <b>Bank account statements</b>                    |
| <input type="checkbox"/> | <b>Numerical report</b>               | <input type="checkbox"/> | <b>Cash ledger</b> - if applicable                |
| <input type="checkbox"/> | <b>List of all invoices</b>           | <input type="checkbox"/> | <b>Driver's logbook</b> - if applicable           |
|                          | <b>Original receipts and invoices</b> |                          | <b>Copies of printed material</b> - if applicable |

### CONFIRMATION ACCORDING TO ANBest-P NO. 6.2.2

Hiermit bestätige ich, dass die im Rahmen der Durchführung des oben genannten Projekts getätigten Ausgaben notwendig waren, dass wirtschaftlich und sparsam verfahren worden ist und die Angaben mit den Büchern und Belegen übereinstimmen.

The following English translation serves informational purposes only – solely the German version is legally binding: »I hereby confirm that the expenditures made in carrying out the above-named project were necessary, that economical and efficient procedures have been pursued, and that all information and documents submitted are in accordance with the accounting.«

\_\_\_\_\_  
Place, Date

\_\_\_\_\_  
Signature – Funding recipient

**Musicboard Berlin GmbH**  
Im silent green Kulturquartier, EG links  
Gerichtstraße 35, 13347 Berlin  
T +49 30 221 84 89 80  
info@musicboard.berlin.de  
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Geschäftsführung: Marie von der Heydt  
Vorsitzender des Aufsichtsrates: Joe Chialo  
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BIC: BELADEVXXX  
Sitz der Gesellschaft: Berlin  
Amtsgericht Charlottenburg HRB 164060  
USt-ID: DE298384373



## **MUSICBOARD PROJECT FUNDING: FACTUAL REPORT**

The following questionnaire is designed to document the course of the project and the use of the funding. It is intended to measure and evaluate the impact of the Musicboard. Please complete the following questionnaire in German or English. The answers must be given electronically in full sentences only.

### **PROJECT IMPLEMENTATION**

#### **1. IMPLEMENTATION OF THE FUNDED PROJECT / max. 2.000 characters**

Which project did you implement? Please describe what has been realised how, where and with whom.

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## **2. REFLECTION ON THE IMPLEMENTATION /** max. 1.250 characters

To what extent did the project implementation meet your expectations and the planned concept? What went well, what could have gone better? Could the project goals defined in the application be achieved?

## **3. IRREGULARITIES /** max. 1.000 characters

Were there any notable deviations from the original plan in terms of programme or project planning? In your explanation, please refer to the corresponding budget positions in your numerical report.

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**4. DOCUMENTATION /** Please include relevant links.

Were any videos or photos created as part of the project that have been published digitally?

Link 1: \_\_\_\_\_

Link 2: \_\_\_\_\_

Link 3: \_\_\_\_\_

Link 4: \_\_\_\_\_

**IMPACT**

**5. AUDIENCE RESPONSE /** max. 500 characters

How was the audience response and attendance? Please evaluate whether you have reached your target groups.

**6. OUTREACH /** max. 500 characters

Which PR or marketing measures did you carry out? How effective were the chosen measures?

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**7. MEDIA COVERAGE /** max. 450 characters

Was there any media coverage in web, print, radio or TV about your funded project? Please list medium, publication date, title of publication, and links – if available.

**THE MUSICBOARD FUNDING**

**8. EVALUATION OF THE ACCESSIBILITY CONSULTATION /** max. 500 characters – if applicable

Have you participated in a workshop or individual consultation on the topic of accessibility as part of the funding? If so, how helpful do you consider this offer to be?

**9. EVALUATION OF THE PROJECT'S PROGRESS /** Please select the applicable option.

How strongly did the quality of the project improve as a result of the Musicboard funding?

extremely     highly     moderately     slightly     not at all

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**10. PROFESSIONAL DEVELOPMENT /** Please select the applicable option.

Did the professional parameters of your project change during the project timeframe and is there a connection to Musicboard's funding?

	<b>YES</b> and was achieved through Musicboard's funding	<b>YES</b> but would have been achieved despite the funding	<b>NO</b>
The presence in the <b>press</b> has grown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The reach on <b>social media</b> has increased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The <b>income</b> of the project staff has increased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The <b>number of visitors</b> has increased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The <b>networks</b> have been strengthened and have grown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New <b>cooperations</b> have emerged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The project's <b>professionality</b> has increased	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Future prospects</b> have emerged for the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: \_\_\_\_\_

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**11. PERSONAL FEEDBACK /** max. 600 characters

How do you evaluate the funding process and communication with the Musicboard from application to reporting?

**12. PERSONAL IMPULSES /** max. 500 characters – optional

Are there any wishes or needs regarding the future design of Musicboard's funding? Is there any input you want to give the Musicboard for its work?

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