

## **Funding Guidelines „Johannes Beese Stiftung“**

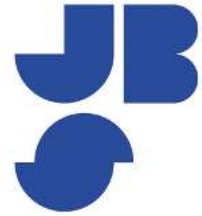
The Johannes Beese Foundation (JBS) is involved in both operational and funding activities. The foundation's main focus is on educational projects, currently primarily the construction of secondary schools in the south-east African countries of Zambia and Malawi. In addition, educational measures in line with the foundation's objectives are supported in the project countries.

In order to apply for funding, the following requirements and conditions must be met and observed:

### **1. Must criterias for projects and organisations:**

Projects supported from the foundation must:

- a) serve charitable purposes and fulfil the purpose of the foundation in accordance with the foundation statutes.  
"The purpose of the foundation is to promote child and youth welfare, primarily by supporting charitable and benevolent projects and aid, as well as promoting the education and training of young people, including students from disadvantaged social and economic backgrounds".
- b) comply with the statutory provisions of the Federal Republic of Germany.
- c) comply with the funding guidelines and be thematically aligned with our statutes and our focus. To this end, projects and organisations must pursue non-profit and charitable purposes within the meaning of the "Tax-privileged purposes" section of the German Tax Code.
- d) if charitable organisations are supported, they must be verifiably exempt from corporation tax.
- e) any payment of third-party funds to cover project costs must be reported to JBS at all times.



## **2. Should criterias:**

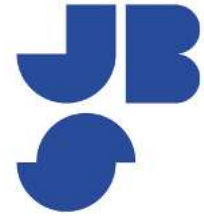
Projects supported by the Foundation should fulfil the following criteria:

- a) Administration Costs should not exceed 7% of the total cost, combined in the project country and Germany.
- b) Help people to help themselves: This should be achieved through targeted awareness-raising in the local community.
- c) Exit strategies: Great emphasis on sustainable exit strategies in order to avoid long-term dependencies.
- d) Projects should meet the current needs in the project country and cover topics that are not oversaturated.

Projects are selected taking into account the country standards and avoiding extreme deviations from the norm, particularly in terms of structures. As a rule, the schools and projects to be shortlisted are decided during an on-site visit.

## **3. Application and expiry of authorisation:**

- a) The application for a project must contain both a detailed concept and a detailed financial plan. There are no special presentation requirements from JBS. By submitting an application, this funding guideline becomes accepted.
- b) The approval or rejection of a project is made by the Foundation's Executive Board and Advisory Board. Funding may be subject to conditions.
- c) A written funding agreement shall be concluded on the funding.
- d) The duration and start of the funding are regulated in the funding agreement.
- e) There is no legal entitlement to funding under any circumstances.
- f) If essential contents of the guideline are violated after approval, the funding will be cancelled.



#### 4. Project requirements for funding:

The Foundation reserves the right to impose the following additional requirements on funded projects:

- **Utilisation guidelines:** The disbursed funds are to be used exclusively for the realisation of the stated purpose of the contract. Any change to the intended use requires the prior written consent of JBS. JBS must be informed in good time of any changes to the scope of the project and/or the conditions of implementation.
- **Call for funds:** The funds must be requested in writing from the JBS in a "Call for Transfer". A "Call for Transfer" form is available on request.
- **Mandatory reporting:** Interim reports (both narrative and financial) and a final report (both narrative and financial) must be submitted by the project responsible during and after completion of the funding project. The reports should compare the original plan with the actual realisation and give reasons for deviations. Photos must be attached. The exact timing of the reports depends on the scope and duration of the respective funded projects and is determined individually in the respective funding agreement. The submission of the donation receipt is obligatory.
- **Documentation und storage of documents:** All documents such as receipts, invoices or similar evidence must be kept by funded institutions for 10 years. These documents must be made available to the JBS on request.
- **Public relations:** The project organiser shall inform the Foundation immediately of any reports, press releases or other media contributions relating to the funded project or its partial results.
- **Right of reclaim:** The Foundation has the right to reclaim the amounts paid out if the authorisation conditions are not met and the funds are not used for the intended purpose.

Funding is decided by the Executive Board and the Advisory Board. It is therefore advisable to contact the project management team several months before you wish to apply for funding and submit project applications. After the decision has been made by the Executive Board and Advisory Board, you will receive a corresponding approval or rejection promptly. If there is a need for clarification, we will get in touch with you.