

Requirements

for requests for financial support

1 Form and volume of the request

One PDF with a maximum of 15 pages in total!

The request must be submitted with place, date and signature.

2 Applicant's data

Name, or official company name with legal form

Name(s) of **contact(s)**.

Full contact data, such as:

- address
- telephone number
- e-mail address
- link to homepage (if applicable).

3 Name of project

Name of the project, information about the topic or content of the project if the name of the project is not meaningful.

4 Content and description of project

A description of the project content that is comprehensible even to non-experts, as well as the reason why this project is being started or continued. Indication of the project location and the project objective, as well as explanations about the group of people or the number of people who will benefit from the project.

Statements about the expected long-term effects or benefits of the project, in particular after the end of the project.

5 Timeframe of the project

Intended beginning and duration of the project. With multi-annual projects, detailed information on project phases.

6 Financing requirements and financial plan of the project

- Detailed budget and financing plan
- Current status of funding
- Overview of expected receipts, any existing commitments, requests to third parties such as foundations, government institutions and associations, etc.

Statement on whether the project can be carried out, or whether it will be carried out on a reduced scale if less or no requested support is decided.

7 Amount applied for the project

A specific amount must be applied for, which is based on the financial plan. If recurring support is desired, information on the expected amounts for the individual years must be provided. Likewise, information on any tranches in the payment of the requested sum must be provided.

8 Bank account

Full bank details:

- exact name of the beneficiary of the bank account.
- Name and full address of the bank, IBAN and BIC.

9 Reporting

In case of support by the Foundation, the applicant is obliged to confirm the payment in writing immediately after receipt.

The Foundation expects reporting in accordance with the progress of the project.

In the case of support over several years, a brief report on the progress of the project must be submitted annually before the next tranche is disbursed, with meaningful information on the achievement of objectives and the exact use of the disbursed funds.

Vaduz, in May 2024