

Instructions for payment, reporting and accounts – regarding projects that have been awarded Project Funding before 2020

1. CHANGES TO THE PROJECT

Funding may be used only for the purposes described in the application. Significant changes to the submitted application must be approved in advance by the Fund Secretariat. For example, significant changes in:

- the Nordic countries taking part
- partners
- project period

You must also contact the Fund if you want to assign formal responsibility for the project to someone else, or if you replace the project manager.

Minor changes to participants, timetable or programme do not require approval by the Secretariat.

2. SPECIFIC CONDITIONS

There may be specific conditions attached to your funding. You must meet these conditions before we are able to pay out your funding instalments. Your documentation must be submitted online via My Page when you request payment of the first instalment. The specific conditions are set out in the e-mail from the Fund.

3. PAYMENTS

Instalments are paid in response to requests via My Page. You can request the first instalment when your funding has been approved. Use the same username that you used when you submitted the application.

Direct link to My Page: <https://mypage.nordiskkulturfond.org/>

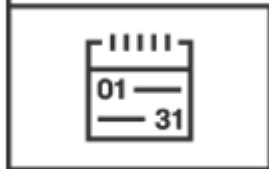
Funding will be paid in two or three instalments, depending on the amount involved. For grants of DKK 200,000 or less, the grant will be paid in two instalments. For grants over DKK 200,000, the grant will be paid in three instalments.

Please note that you must request the first instalment strictly no later than one year after the date you received the decision by the Fund.

FOR GRANTS OF DKK 200,000 OR LESS

**1. INSTALMENT 85%**

1. instalment (85%) is paid on receipt of a request via My Page

**The project is run**

You run your project. Remember to inform us about changes and to use the fund's logo when publishing and presenting your project.

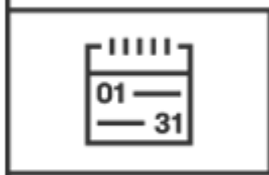
**LAST INSTALMENT 15%**

Final instalment (15%) is paid when the Fund has approved the final report and project accounts. These must be uploaded within three months of the project completion date.

FOR GRANTS OVER DKK 200.000

**1. INSTALMENT 40%**

1. instalment (40%) is paid in response to a request via My Page

**THE PROJECT IS RUN**

You run your project. Remember to inform us about changes and to use the fund's logo when publishing and presenting your project.

**2. INSTALMENT 45%**

2. instalment (45%) is paid in response to a request submitted at the project's halfway point

**3. INSTALMENT 15%**

Final instalment (15%) is paid when the Fund has approved the final report and project accounts. These must be uploaded within three months of the project completion date.

Bank Verification Letter

In connection with all payment requests, the grant recipient must attach account documentation from the bank (Bank Verification Letter) confirming that the account into which the funding is to be paid to belongs to the grant recipient.

A bank verification letter is a document issued by the grant recipients bank. The letter confirms that the stated account belongs to the grant recipient and contains information such as:

- The recipient's name, address, person/organization number and bank account
- The bank's name, address and person/organization number
- Contact person at the bank if we need to get in contact with the bank
- Issuing date
- The letter must be signed or stamped by the bank and should be sent as a PDF
- It must be written in English or Scandinavian.

If you have already submitted a certificate in connection with a previously received grant, and the account information has not changed, the system will recognise the information and notify you of this. If this is the case, you do not need to upload the certificate again.

[Upload a standard model for the letter here.](#)

You can either use this document or ask for one from your bank.

4. FINAL REPORT AND ACCOUNTS

The last instalment (15%) will be paid when the Fund has approved the project's final report and accounts, including any audit. These must be submitted and uploaded via My Page within three months of the project completion date. The completion date is the date you stated in the application, unless the Fund has approved a new completion date, in which case the new date will apply.

Statement of accounts

All income and expenses for the entire project must be clearly stated in the accounts. The cost items may not be rounded. They must correspond to the actual costs of the project, which must have underlying appendix.

The accounts must be signed by the project leader.

All funding from the Nordic Culture Fund is allocated in Danish kroner (DKK). If the final accounts are not presented in DKK, it must be stated in the final accounts which exchange rate has been applied between DKK and the other currency.

NB! The Nordic Culture Fund and the Danish National Audit Office, which audits the Fund's accounts, may require you to provide accounts for random control checks for up to five years after submission of your final reports. This means that you must keep all records for five years after the project ends, regardless of the amounts involved.

5. REQUIREMENT FOR AUDIT FOR FUNDING OVER DKK 200,000

Funding up to DKK 200,000 is exempt from the audit requirement. The project may also be selected for random control checks, in which case it will be audited by the Fund.

All grants over DKK 200,000 must be audited and certified by a registered/accredited or certified auditor.

If your project is to be audited, your accountant should read the Fund's auditing guidelines, available on the website.

Separate audits are not required for projects where the funding recipient is an institution that reports directly to the Nordic Council of Ministers.

6. RANDOM CONTROL CHECKS

The Nordic Culture Fund choose every year several awarded applicants to provide accounts for random control checks. The Fund and the Danish National Audit Office, which audits the Fund's accounts, may require you to provide accounts for random control checks for up to five years after submission of your final reports. This means that you must keep all records for five years after the project ends, regardless of the amounts involved.

7. CLAIMS FOR REIMBURSEMENT

If the funding is used for purposes other than those described in the application, the Fund may reduce the funding or require the full amount to be repaid. The Fund may also demand repayment of funding if the project exceeds the deadline for submission of the final report with attached accounts and any audit.

If the accounts are in surplus, the Fund has the right to claim its share of the surplus to be repaid. The Fund's share of any surplus is equal to its proportion of the project's total funding.

If the repayment is not made, the Fund will put the case in the hands of a debt collection agency.

8. CREDITING THE NORDIC CULTURE FUND

You must accredit the Nordic Culture Fund and use the Fund's logo when publicising and presenting your project. Download the logo and read about credits on the Fund's website.

The Nordic Culture Fund

Ved Stranden 18
DK-1061 Copenhagen K, Denmark
Tel. +45 3396 0242
kulturfonden@norden.org
www.nordiskkulturfond.org