

I. General grant conditions

As a charitable institution, the Robert Bosch Stiftung is obliged to ensure the proper and economical use of the funds it awards. The grant conditions describe the procedural relationship between the foundation and the grant recipient and serve as general project guidelines.

1. Principles of grant

Awarding of the grant is contingent upon return of the signed and completed "Installment Schedule" form within six months of the date of the grant notification letter. The signature of the grant recipient indicates acceptance of the grant conditions. The recipient of a grant must ensure that employees involved in the execution of the project are made aware of the conditions attached to the grant and take them into consideration.

The grant from the foundation must be used solely for the purpose specified in the grant notification letter. The grant recipient is required to give the foundation prior notification of any intended changes to the project's specified purpose, start date or conditions as well as any change to the legal status (statutes, non-profit status) of the project's governing bodies. All directives from the Robert Bosch Stiftung are to be observed in this regard. The foundation's decision will be notified in writing.

The written consent of the foundation is required in advance of any intended change to the allocations in project funding (own funds, foundation's funds, and funds obtained from other sources).

Reallocations that exceed the percentage stated in the cost and financing plan or reallocations for the creation of new, non-approved types of costs from the funds of the Robert Bosch Stiftung must be applied for in advance in writing and require the advance written consent of the Robert Bosch Stiftung.

Reallocations are

- amounts in excess of the approved amounts of individual types of cost, or
- the creation of new, non-approved types of cost, to the extent that this is financed through savings on other types of cost.

The grant recipient is held responsible for ensuring that all statutory and official regulations are observed. The foundation shall not be liable for any damages incurred by the grant recipient or third parties arising from the funded project.

The foundation reserves the right to revoke the grant and to recoup any money paid if the grant recipient does not comply with the grant conditions or if any other relevant reason applies.

All items procured with foundation funds become and/or remain property of the foundation. Upon completion of the project, the foundation will decide whether to donate the inventories to the grant recipient for further use in the context of charitable activities or to request their return.

The foundation shall comply with data protection laws in all business transactions.

Verbal supplementary agreements are generally excluded. Changes and annexes to this contract and supplementary agreements are effective only if they are made in writing.

This contract is subject to the laws of the Federal Republic of Germany. The place of jurisdiction for both parties is Stuttgart.

2. Economical use of funds

The funds granted by the foundation are to be used economically and efficiently. Funding is not bound to a budgetary fiscal year. The foundation expects grant recipients to obtain any additional funding from other sources.

3. Grant installments and payment

The Installment Schedule signed by the grant recipient serves as the basis for grant payments. Details of all amounts to be paid in the course of the grant period are entered in the Installment Schedule. These amounts shall be based on actual or projected requirements. The foundation is to be notified in writing of any changes in requirements.

Payment to private bank accounts is generally not possible except for recipients of study grants.

The grant recipient is required to inform the foundation if funds cannot be used within three months of their receipt; a return of funds may be arranged.

4. Publicity

The foundation wishes to make the projects it supports and their results known to the public and accessible to appropriate parties. It therefore expects its grant recipients to use every opportunity to publish information about the project in the press, on radio and television and on the Internet. Reference to the financial support received from the foundation shall be made.

Project information, project results, conference programs, conference contributions, papers written on the project subject matter, etc. are to be published with the following remarks:

The "...” project was funded by the Robert Bosch Stiftung.

or

The "...” project was made possible by funding from the Robert Bosch Stiftung.

Grant recipients are to ensure that they do not refer to funding by the foundation as "sponsoring".

Project-related press clippings and recordings of radio and television features as well as weblinks are to be sent to the foundation immediately upon publication or broadcasting (along with details of date, source and the grant number).

Grant recipients are expected to keep the foundation updated on any interim project results of possible public interest.

5. Project conclusion

The Robert Bosch Stiftung requires documentation on project content and financial status as proof that the funds have been used for non-profit purposes (interim reports and interim accounting may be required).

5.1 Evidence of content (Final Report)

The grant recipient submits a Final Report to the foundation upon project conclusion (interim reports may also be required) in a suitable electronic form (e.g. PDF, CD/DVD). The Final Report must contain all essential information concerning project content and results (see "Guidelines for Final Report").

The foundation is entitled to inform third parties of project results and reports without the approval of the grant recipient. The foundation is also entitled to publish results and reports on the project funded, making due mention of the author(s). The grant recipient is not entitled to remuneration from such use. The foundation reserves the right to make alterations to reports. (Significant changes will be agreed with the grantee.)

5.2 Evidence of financial status (Expenditures)

The Budget Plan serves as the basis for completing the Expenditures form. Details on the actual use of the funds (own funds, the foundation's grant and funds obtained from other sources) are to be entered on the Expenditures form. Please observe the instructions given on this form. After the documents have been reviewed, the foundation will send the grant recipient a letter of discharge.

Any funds remaining after the end of the project are to be returned to the Stiftung, at the latest when the list of expenditure is due, with reference to the approval number. This return of remaining funds takes place subject to the results of the audit of expenditure. Our bank details can be found in the special approval conditions.

Payments can only be made during the grant period.

The incoming and outgoing amounts accounted for in the Expenditures form must be supported by appropriate documentation and records. In particular, original receipts (i.e. ticket stubs) are needed for all travel expenses. The List of Receipts for the foundation's funds is to be submitted to the foundation along with the Expenditures form.

If a list of expenditure is submitted to a public provider of funding and is audited by that provider of funding, or if an audit report from a certified accountant is available, please submit it if it refers to the funding of the Robert Bosch Stiftung and our conditions of approval were included in the audit.

Certification from an authorized body (such as a certified public accounting agency) that the project's accounts reflecting use of the foundation's funds have been reviewed and approved is recognized as sufficient verification of records by the Robert Bosch Stiftung.

The foundation reserves the right to review expenditures of the foundation's funds by inspecting accounting ledgers and other documents. The grant recipient must retain these documents for ten years after the end date of the project, handling them with care as important business documents.