

Grant Programmes in the Field of Culture



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Grants in the field of culture have been provided by the City of Brno since 1992. Brno City Assembly decides on the awarding of the grant, although grants up to CZK 250 thousand are decided on by Brno City Council. There is no legal entitlement to the grant.

1. Before submission of a grant application

a) Grant titles

The following grant programmes are announced for the cultural sector:

1. Grant programme for the provision of grants in the field of audiovisual

Grants are provided in particular to support film shows, competitions, festivals and screenings, to organise workshops to improve qualifications in the field of audiovisual and to support audiovisual and multimedia projects of various kinds. Support will be given to projects/year-round activities that have a direct link to the city of Brno, revitalise public space or represent the city of Brno abroad. Grants will not be granted for the development and production of audiovisual and cinematographic works.

2. Grant programme for the provision of grants in the field of theatre, performance and circus

Grants are provided in particular to support festivals and shows, competitions, to stage and run production projects, for year-round staging and production activities, creative workshops, courses, conferences and seminars and other projects in the field of drama, movement and non-verbal theatre, puppet theatre, alternative theatre and other forms of theatre and new circus. Support will be given to projects/year-round activities that have a direct link to the city of Brno, revitalise public space or represent the city of Brno abroad.

3. Grant programme for the provision of grants in the field of music

Grants are provided in particular for the support of music festivals and shows, competitions, concert events, the continuous activities of permanent ensembles, interdisciplinary projects with a focus on the musical arts, creative courses and workshops, the preparation and publication of musical editions, encyclopaedic works, the recording, production and communication of sound and audio-visual recordings, music information and documentation activities, etc. Support will be given to projects/year-round activities that have a direct link to the city of Brno, revitalise public space or represent the city of Brno abroad.

4. Grant programme for the provision of grants in the area of year-round activities of music clubs – under this programme, grants are provided in a de minimis regime

Grants are provided to support the year-round activities of music clubs that have a direct link to the city of Brno, based on the presentation of authorial works of significant Brno/national character, increasing the quality of live cultural production, especially in the evening hours, relating especially to the target group 18+ or enlivening public space. Support will be given to music clubs with year-round activities, which perform annually minimally **50 productions** (mainly concerts, theatre performances, exhibitions, screenings, author readings), **of which at least 50% are concerts and musical productions.**

5. Grant programme for the provision of grants in the field of cultural, educational and leisure activities

Grants are provided in particular to support cultural and educational activities of children, youth and adults, non-professional interest activities with a cultural focus for children, youth, adults, seniors and people with disadvantages held mainly in the form of lectures, talks, workshops, guided walks or creative workshops. Applications can also be submitted for school educational arts programmes, shows and competitions. Support will be given to projects/year-round activities that have a direct link to the city of Brno, revitalise public space or represent the city of Brno abroad.

6. Grant programme for the provision of grants in the field of literature

Grants are provided in particular to support literary shows, competitions, festivals, literary readings, publications about Brno, the activities of applicants in the area, periodical and non-periodical publications, internet projects dedicated to literature, etc. Support will be given to projects/year-round activities that have a direct link to the city of Brno, revitalise public space or represent the city of Brno abroad.



7. Grant programme for the provision of grants for the promotion of folk traditions

Grants are provided in particular to promote traditional folk culture, regional cultural traditions, events and the continuous activities of folk groups of children and adults, documentation, cultural activities of members of national minorities in the city of Brno, etc. Support will be given to projects/year-round activities that have a direct link to the city of Brno, revitalise public space or represent the city of Brno abroad.



8. Grant programme for the provision of grants in the field of dance

Grants are provided in particular to support dance art, dance festivals and shows, competitions, the staging and running of dance or movement theatre projects, year-round performance and production artistic activities, creative workshops, courses, conferences and seminars and other projects in the field of dance and movement theatre. Support will be given to projects/year-round activities that have a direct link to the city of Brno, revitalise public space or represent the city of Brno abroad.



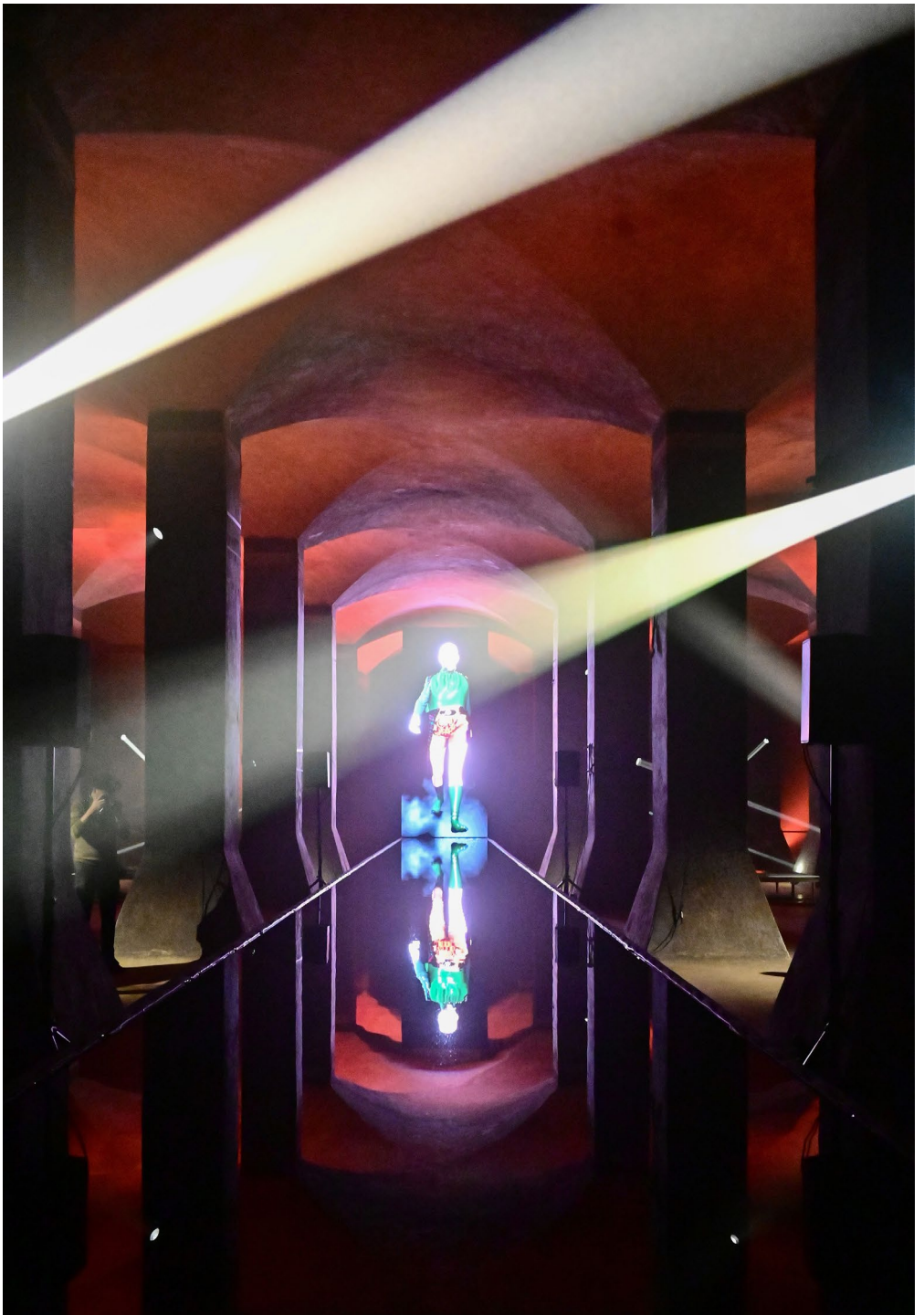
9. Grant programme for the provision of grants for the fine arts and photography

Grants are provided in particular to support exhibition projects, year-round exhibition activities, publication of professional publications in printed and electronic form, including exhibition catalogues, other projects in the field – shows, competitions, art and professional symposia, etc. Support will be given to projects/year-round activities that have a direct link to the city of Brno, revitalise public space or represent the city of Brno abroad.

In addition to the above sectoral grant programmes, we also occasionally announce special grant calls – such as to mark important anniversaries of leading figures on Brno's cultural scene. You can always find out about the currently announced calls and their terms on the website at dotace.brno.cz.

Areas such as design, architecture, video and other games, advertising and crafts **are not covered** by grants to support culture, but are classed as creative industries. The Strategic Development and Cooperation Department of Brno City Municipality is dedicated to these projects within the framework of the **For Creative Brno** grant programme – details can be found at kreativnibrno.cz/dotace.

The creation and realisation of audiovisual works and the development of games is supported by the **South Moravian Film Fund**, see www.jfnf.cz, which was established by the City of Brno together with the South Moravian Region. In the audiovisual sector, support is focused on films, documentaries and screenplays, particularly where the filmmakers contribute to the development of the local economy and the audiovisual industry.



b) Grant amount

The grant can be used up to a maximum of 70% of the total eligible costs of the project/year-round activity.

The total eligible costs must not include ineligible expenditure, which means:

1. reimbursement of refreshment and catering expenses;
2. purchase of real estate;
3. depreciation of tangible and intangible fixed assets;
4. reimbursement of travel allowances beyond the scope defined by Act No. 262/2006 Coll., the Labour Code, as amended (Sections 151–190);
5. grants to other natural persons and legal entities;
6. payment of value added tax if the applicant is entitled to deduct it;
7. repayment of loans and credit including interest, penalties, fines, foreign exchange losses.

The grant can cover a maximum of:

- **expenditure of up to 60%** of the grant provided to cover wages, other personnel costs and social security and health insurance contributions of the beneficiary and the beneficiary's staff;
- **expenditure up to 60%** of the grant provided to cover the applicant's eligible costs relating to the activities of persons who are members of the applicant's statutory bodies; the maximum 60% threshold also applies to the sum of the expenditure of the items listed in indent 1 and 2;
- **expenditure of up to 15%** of the grant provided to cover overheads related to the implementation of the project/year-long activity, overheads being: administrative and local charges, communications (postage, telecommunications, internet), equipment checks and inspections, small souvenirs, gifts in kind and competition prizes; bouquets; insurance; audit, accounting, legal, advisory and consultancy services, bank charges, waste disposal and fundraising.

c) Grant period

A) One-year non-investment grants (per project or per year-round activity)

These grants are intended to provide public cultural services and cultural enjoyment for the public in the city of Brno and to represent the culture of Brno in the Czech Republic and abroad.

B) Biennial non-investment grants (per project or per year-round activity)

They are intended to provide support for applicants exhibiting activities of a continuous nature or recurring in regular cycles (year-round activity or project), which significantly complement and enrich the cultural offer of the city of Brno and in which the city of Brno has an interest.

(The year-round music club grant programme is for activities only.)



d) Conditions for submitting an application

A) One-year grants

- for year-round activities (hereinafter referred to as 'activities')

Legal entities and **natural persons, both entrepreneurs and non-entrepreneurs**, who have been demonstrably active in the field of culture for **at least two years** as of the date of submission of the application, may apply for a one-year grant to cover the non-investment costs of their activities.

- for the project

Legal entities and **natural persons, both entrepreneurs and non-entrepreneurs**, active in the field of culture can apply for a one-year grant to cover the non-investment costs of a project.

B) Biennial grants

- for a year-round activity or project

Legal entities and natural persons, both entrepreneurs and non-entrepreneurs, who have been demonstrably active in the field of culture for at least two years as of the date of application may apply for a two-year grant to cover the non-investment costs of an activity or project.

Policy on combinations of applications for non-investment grants in the field of culture in one calendar year:

1. It is always possible to submit either one application for an activity or three applications for specific projects.
2. During the course of one two-year project grant, one or two additional one-year project grants may be applied for. However, the condition that a maximum of three grants per project per year can be applied for must always be maintained. One-year and two-year project applications can be combined.
3. No further grant applications (for a project or an activity) can be submitted during the course of the two-year activity grant; only in exceptional cases can a grant be requested for a project of special interest within the framework of the grant, which could not be included in the original application for justified reasons.
4. If the applicant applies for a two-year grant in the intervening period, the application will not be accepted. The applicant will be invited to resubmit his/her application by the correct deadline.

The following cannot apply for grants:

1. organisations founded or established by the City of Brno;
2. organisations founded or established by the municipal districts of the Statutory City of Brno;
3. state contributory organisations.

e) How to correctly file an application

Deadline for submission

Applications for funding for a project/activity must be submitted from **15 August until 30 September of the year preceding** the implementation of the project/activity.

Method of application

Applications must be submitted exclusively using the form prepared for this purpose by the Culture Department of Brno City Municipality (CD BCM) and with the annexes stipulated by the grant programme. The form will be available in **the above stated period for the submission of applications** for grants at <https://mmbonline.sharepoint.com/sites/dotace-kultura> (applicants can find the link at <https://dotace.brno.cz>).

The electronically completed form submitted via the grant server **must be printed and signed by an authorised person and then delivered** to the CD BCM **with all annexes**.

How to apply:

1. **in person** at the BCM mailrooms (Malinovského náměstí 624/3 or Dominikánské náměstí 196/1) or at the CD BCM (Dominikánské náměstí 3, 601 67 Brno, 3rd floor);
2. **by sending the application via a postal service** to Brno City Municipality, Culture Department, Dominikánské náměstí 3, 601 67 Brno;
3. **electronically** via data box (ID: a7kbrnn) or by e-mail to posta@brno.cz with the **guaranteed electronic signature** of the authorised person.

Submissions must be identical, including annexes, and must be submitted by the deadline for submission of grant applications.

For the current contact details of the officers responsible for the individual grant programmes, see: <https://dotace.brno.cz>.

The grant application **including annexes** can be submitted in **Czech** or **Slovak**.

Applications submitted in another language will be disregarded and will not be evaluated on the grounds that they do not meet the formal requirements.

Grant application requirements

1. Complete the electronic form, including inserting all required annexes, and submit.
2. The applicant will receive a generated PDF of the form by e-mail, which must be printed and signed by an authorised person and delivered to Brno City Municipality together with all annexes.
3. If the following annexes are enclosed with the grant application: **power of attorney, authorisation, affidavit or consent to the processing of personal data**, they must be signed by the authorised person and supplied in the original or a certified copy. Other annexes can be supplied as straightforward copies.

Required annexes to the application:

(documented electronically and in hard copy)

- a. **professional CV of the natural person responsible for the project** – for project applications only;
- b. **extract from the register of beneficial owners** according to Act No. 37/2021 Coll., on the registration of beneficial owners, as amended – only legal entities:
 1. **partial extract from the register of beneficial owners** according to Act No. 37/2021 Coll., on the registration of beneficial owners, as amended – only applicants: foundation, endowment fund, institute, public benefit corporation, association, branch association, interest association of legal persons, international non-governmental organization or educational legal entities not listed in Section 7 of Act No. 37/2021 Coll, (if these applicants have a full extract from the register of beneficial owners, they may provide a partial or full extract);
 2. **a full statement from the register of beneficial owners** pursuant to Act No 37/2021 Coll., on the registration of beneficial owners, as amended, containing a full statement of valid data and data that have been deleted without replacement or with replacement by new data – **only other legal entities that are listed in the register of beneficial owners and that are not listed in indent 1 of this paragraph;**
- c. **data proving the existence of the applicant** (i.e. an extract from the relevant register valid at the time of application) – only legal entities and natural persons running a business;
- d. **up-to-date proof of the applicant's bank account** (e.g. a plain copy of the account agreement, bank statement, confirmation from the banking institution) with the name of the account holder and account number;
- e. **a more detailed description of the project/activity;**
- f. **a dramaturgical activity plan + timetable of activities for each calendar year** for which the grant is requested – for activity applications only;
- g. **a summary of the applicant's events or activities**, with an emphasis on demonstrable artistic achievements in the field, for the calendar year in which the grant application is submitted and for the preceding calendar year – for activity applications and applications for two-year projects only;
- h. **annual reports/accounts for the past 2 years** – for applications for 2-year projects/activities only;

- i. **literary sample** – only for applications in the field of literature;
- j. **affidavit of the applicant for de minimis support** – only for applications in the field of year-round activities of music clubs;
- k. **power of attorney or authorisation** – only if the application is not signed by the statutory body but by an agent or attorney-in-fact.

Optional annexes to the application:

- a. consent to the processing of personal data of the applicant – a natural person who is not an entrepreneur, in accordance with the General Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC and related legislation (GDPR), concerning the publication of information on the non-approval/approval of the grant at <https://dotace.brno.cz> including: name and surname, amount of the approved grant, title of the project/activity and evaluation (if the applicant does not provide the consent, CD BCM will not be able to publish information on the approval or non-approval of the grant regarding the application submitted by the applicant to the above extent at <https://dotace.brno.cz>);
- b. brochures;
- c. reviews, published critiques;
- d. awards, recommendations, etc.

The annexes to the application shall be submitted in a single copy. If the applicant submits more than one application for funding, all annexes shall be attached to each application.

The following will not be evaluated

- 1. applications that did not meet the requisite formalities:
 - a. submission on a duly signed form
 - b. meeting the deadline for submitting the application
 - c. making false or grossly misleading statements in the application or omitting material information
 - d. applications for which any of the required annexes are not provided and the applicant fails to supply them within five working days of receipt of the request from CD BCM;
- 2. applications for which the current statutory body is not mentioned by name in the relevant register or other records and the applicant fails to provide proof of the appointment of this statutory body within five working days of receipt of the request from CD BCM;
- 3. applications that do not comply with the terms and conditions of the grant programme, in particular the purpose and reasons for supporting the stated purpose of the grant programme;
- 4. applications that are not in accordance with the public administration's cultural tasks;
- 5. applications that do not meet the legal and other conditions for the provision of a grant, in particular the conditions of purpose, economy and efficiency of the use of funds.



2. Evaluation of the application

Procedure for examining grant applications

PROCESS SCHEDULE

submission → formal assessment → assessment by the evaluation committee → discussion in the city authorities → review and signing of contracts / notification of non-approval

1. CD BCM will assess the formality of each application, the draft budget and the applicant's history (breach of budgetary discipline in the 2 years preceding the year in which the application is filed).
2. The applications will then be divided into lists according to groups (applications for one-year grants and applications for two-year grants), assessed and evaluated by an evaluation committee according to the criteria set out in the announced grant programme.
3. The CD BCM evaluation committee submits the proposal successively to the Brno City Council Cultural Committee, Brno City Council, the Finance Committee of Brno City Assembly and to Brno City Assembly.
4. Brno City Assembly will decide on the provision of the grant and its amount, usually in February of the relevant year.
5. Applicants whose applications have not been evaluated or whose project/activity has not been approved for a grant will be informed without undue delay by CD BCM that their application has not been successful and the reason for not providing the grant. The communication will include a copy of the final evaluation sheet. The communication will be delivered to the applicant via data box or in writing by letter with acknowledgement of receipt.
6. Applicants will be informed of the outcome of the grant procedure for all submitted grant applications and the amount of approved funding by publication at <https://dotace.brno.cz>.
7. Applicants who have been approved for a grant will provide the necessary assistance to CD BCM to conclude a public contract on the provision of the grant so that the contract can be concluded by 30 June of the calendar year in which the grant was approved. Otherwise, a proposal to cancel the approved grant will be submitted to the Brno City Council Board (BCCB).

Contracts for the provision of grants in the amount of over CZK 50,000, including any amendments, will be published in the Register of Contracts in a manner allowing remote access in accordance with Act No. 340/2015 Coll., the Act on Special Conditions of Effectiveness of Certain Contracts, Publication of Such Contracts and on the Register of Contracts (the Act on the Register of Contracts), as amended. In the case of natural persons not engaged in business, the publication of the contract for the provision of a grant in the amount of over CZK 50,000 will be implemented in accordance with Act 250/2000 Coll., on budgetary rules of territorial budgets, as amended, by publishing it on the official board.

The Evaluation Committee is composed of the following members:

- 3 external expert members in the given field
 - 1 nominated by the public
 - 1 nominated by a university
 - 1 appointed at the recommendation of CD BCM
- 2 internal expert members from among the members of the Cultural Commission of the BCCB or on the basis of its recommendation. CD BCM representatives attend the meetings of the Commission but are not members.

Method used to assess grant applications

The assessment and evaluation of grant applications takes place in **two rounds**. Applications for both one and two-year grants will be evaluated by all members of the evaluation committee. CD BCM will assess the formalities of each application. If all the requirements are met, the application will be awarded 3 points. The results of the formal assessment will be forwarded to the members of the evaluation committee by CD BCM. The members of the evaluation committee assess and evaluate the grant applications by means of scoring and verbal justification.

Round 1

In Round 1, all members of the evaluation committee assess and evaluate the grant applications. Each member of the evaluation committee will assess and evaluate the applications according to the following criteria:

1. benefits of the project/activity for the City of Brno – Evaluation of the project/activity in terms of its focus on Brno and the regional audience and the representation of Brno, cooperation at home and abroad, building the reputation/brand of Brno;
2. content of the project/activities and their consistency with the Strategy for Culture and Creative Industries of the City of Brno – Evaluation of the project/activity on the basis of artistic (professional) quality, readiness of the project/activity and social significance, evaluation of the project/activity in terms of the degree of implementation of the city's cultural strategy;
3. the applicant's ability to complete the project/activity – Evaluation of the artistic (professional) quality of the applicant's previous activities, professional and social response;
4. the quality and adequacy of the financial balance sheet – Evaluation of the applicant's performance to date, adequacy, efficiency and cost-effectiveness, transparency and clarity of the project/activity budget.

Round 2

The evaluation committee will propose the award of a grant to those applications that achieve an overall score of **at least 28 points** out of a maximum of 40 points.

The amount of the proposed grant will be determined depending on:

- the amount of grant requested;
- the overall score.

After Brno City Assembly has approved the grants, the list of applicants, including the final number of points and the average score, will be **published at:** <https://dotace.brno.cz>.

The approved grant cannot be granted by the City of Brno or otherwise transferred to a third party, nor can the application be transferred to a third party after it has been submitted.

The contract on provision of the grant will be concluded only with those grant beneficiaries who comply with their legal obligations. In the case of legal entities, this means in particular the obligation to publish accounting statements or a summary of assets and liabilities according to the entity's accounting in accordance with the provisions of Section 21a of Act No. 563/1991 Coll., on Accounting, as amended, in the collection of documents in the Public Register. In the event that the beneficiaries do not have the documents published, CD BCM will request that they rectify the situation.

The grant is not provided for the purpose of making a profit for the beneficiary.

More detailed information is provided in the individual grant programmes.



3. Changes to the application

The beneficiary of the grant is obliged to request the grant provider's written consent to change the project/activity from the data provided in the grant application including its annexes.

The change may be minor or major, the degree of seriousness of the change in the project/activity or its name is to be assessed and determined by CD BCM, not by the grant beneficiary.

Minor change

A minor change is a change that does not have a significant impact on the purpose of the grant, e.g.:

- a change to the name of the project/activity with no change to the content of the project/activity;
- a formal change to the project/activity or contract;
- a change of bank account number (the beneficiary shall deliver a copy of the document on the establishment of the new account together with the notification of the change);
- a change to the venue or date of the event(s) within the grant period (i.e. in the grant year without bridging to the following year);
- a change to items eligible for the grant while maintaining the content of the project/activity;
- implementation by streaming or online presentation.

Major change

A major change is considered to be a change that has a significant impact on the purpose of the grant, e.g.:

- a change to the name of the project/activity caused by a change to the content of the project/activity;
 - a change to the content of the project/activity;
 - a reduction of more than 30% in the dramaturgical plan compared to the facts stated in the application and its update;
 - carry-over of the **project** to the following year;
 - the deadlines set for the disbursement and accounting of the grant (i.e. extension of the disbursement and implementation to the following year).
- *Budget changes consisting in a decrease in the total eligible costs compared to the grant application will not be approved. If, when the grant accounting is done, a decrease of less than 40% in total eligible costs compared to the estimated costs in the application is found, this will be regarded as a minor change without penalty; on the other hand, if the total eligible costs decrease by more than 40% compared to the application, the beneficiary will have to return the proportional amount of the grant. This condition will be included in the public contract for the grant.*

Example: total eligible costs in the application CZK 1,000,000.

Grant provision of CZK 100,000.

50% reduction in total eligible costs

50 - 40 = 10 → 10% of the grant must be returned, i.e. 10,000

In the event of a change in the items on which the grant can be drawn, it is necessary to fill in the form **Request for consent to change the items in the project/activity budget**, which will include the expenditure items specified in the grant application and at the same time an update of the drawdown of the items of the approved grant. The application is published on the CD BCM website at <https://dotace.brno.cz>.

The accounts specified in the grant application may be used to draw down the grant. In the event that another account is used, this is a change that must be reported to CD BCM, see change to project/activity.

The request for consent to change the project/activity must include:

1. changes that have been made since the grant application;
2. the reasons for these changes;
3. a request for approval to change the items in the project/activity budget (see above), in the event that the items eligible for a grant have changed.

*(If there is only a change of items, only the **Request for Consent to Change the Items of the Project/Activity Budget** form can be submitted.)*

The application for consent to change the project/activity can be submitted until 1 November in the calendar year when the approved grant will be used, in writing signed by the statutory representative or via data box, **a simple e-mail is not sufficient**. E-mail can only be used if it is signed by an authorised person with a verified electronic signature.

Later requests will not be taken into account and changes without the consent of CD BCM or Brno City Assembly will be considered a breach of contract.

The beneficiary of the grant is **also obliged to notify the provider of its possible dissolution, transformation, merger, change to its statutory body, change to its contact details, etc., or a change in the ownership of the item for which the grant is provided without undue delay**, although no later than within 14 calendar days of the effective date of the change.

In the event of a conversion or liquidation, the beneficiary must notify the provider of this fact without undue delay after entering liquidation.

Simple notification of changes such as contact address, statutory representative, e-mail address, telephone number, contact person and other similar information that are not considered a change to the project/activity or contract can also be made via e-mail. In the case of a change in the statutory persons, it is advisable to provide a copy of a valid excerpt from the register or the election of the statutory body, etc.



4. Promotion

The beneficiary undertakes to **indicate the following on all printed and electronic materials** related to the implementation of the project /activities(e.g. publications, magazines, newspapers, proceedings, promotional materials of all kinds, websites, even in the case of online transmission):

- a. **text:** With the financial support of the Statutory City of Brno
- b. **logo** of the Statutory City of Brno

(The use of the logo by the beneficiary is permitted by the conclusion of the contract. At the same time, the beneficiary is obliged to use the logo in accordance with the "Manual of uniform visual style", see www.brno.cz/logo/. If necessary, the beneficiary may consult the use of the logo at logo@brno.cz.)

So, like this:

With the financial support of the Statutory City of Brno



The beneficiary will provide the grant provider with samples of materials on an ongoing basis.

In the case of a **grant for the publication of a publication** (magazine, newspaper, collection), the beneficiary is obliged to provide the grant provider with **3 copies of the publication** (magazine, newspaper, collection).

In the case of a grant **for the release of a multimedia medium**, the beneficiary is obliged to hand over **3 pieces of the multimedia medium** (CD, DVD, etc.) to the provider, all of which must be submitted with the grant accounting at the latest.

The beneficiary is obliged to send an **invitation** to the provider via CD BCM to all events taking place within the project/activity well in advance. If the beneficiary does not issue invitations to the event, it can send a **flyer** in advance so that CD BCM is informed of the date of the event.

The beneficiary undertakes to provide the grant provider, at the grant provider's request, with between 2 and 10 honorary tickets for events taking place within the framework of the project/activity, according to the current agreement.

For a beneficiary who is a natural person or legal entity and who provides leisure activities for children under the age of 18, the following applies: The following applies to a beneficiary who is an individual entrepreneur or a legal entity providing leisure activities for children under the age of 18 who reside in the territory of the Statutory City of Brno: The grant beneficiary declares that it has read the terms and conditions of the Brno iD system in relation to leisure activities supported by means of family vouchers and undertakes to join the Brno iD system within 30 days of the date this contract enters into force and to enable registration for the leisure activities provided for children under the age of 18.

The grant provider recommends the beneficiary take advantage of free presentation on the tourist-information portal **GOTOBRNO** www.gotobrna.cz.



5. Accounting

The grant **can only be used** during the period **from 1 January until 31 December during the year of use of the grant provided** (unless otherwise specified) to cover the beneficiary's eligible costs associated with the implementation of the project/activity.

The grant **cannot be used** for ineligible project/activity expenditure. Ineligible expenditure cannot also be counted towards the 30% financial participation of the beneficiary.

It is necessary to **keep and monitor separately in the accounting records the use of funds from the grant** and to calculate all costs without value added tax in the case where the beneficiary is entitled to deduct it.

The beneficiary is obliged under the contract no later than by **10 January of the year following the provision of the grant** (deadline applicable to projects carried out according to the grant application up to and including November) / **by 31 January of the year following the provision of the grant** (deadline applicable to projects carried out in accordance with the grant application in December and to year-round activities), to submit to the provider a full account of the grant awarded or to submit this account for postal delivery within this deadline.

If the deadline for submitting the grant accounting statement falls on a Saturday, Sunday, public holiday or a day of rest, the accounting statement may be submitted on the first working day following that deadline.

The beneficiary may submit the statement in person to CD BCM, send it by post or by data mailbox.

The accounting statement of the grant provided must include:

- a. final report – evaluation of the project/activity containing a brief description of the implemented project/activity, an overall evaluation of the fulfilment of the purpose, the benefit for the Statutory City of Brno; the recommended structure of the final report is published at <https://dotace.brno.cz>;
- b. the completed form “Accounting of a non-investment grant in the field of culture – project/activity” or “Accounting of the non-investment two-year grant of beneficiaries in the field of culture – project/activity” in the specific year of the grant; the forms are published at <https://dotace.brno.cz>;
- c. copies of the primary documents proving the use of the grant in the calendar year concerned; all original documents of the beneficiary and the submitted copies shall be marked with text clearly indicating that the document has been paid for by a specific grant from the provider: “Covered by a grant from the budget of the City of Brno, grant contract no. in the amount of CZK).
- d. proof of payment of the primary documents:
 - payment in cash – simplified tax document (receipt), invoice, payments based on a concluded contract – must be supported by a cash receipt,
 - non-cash payment – invoice, contract – must be supported by a copy of the beneficiary’s bank statement;
- e. natural persons and legal entities who keep full or simplified accounts must submit a part of the accounting journal or ledger bearing the signature of an authorised person, proving that all documents used to account for the grant have been entered in the accounts;
- f. beneficiaries who keep tax records or beneficiaries who may keep simple accounting records pursuant to Section 1f of Act No. 563/1991 Coll., on Accounting, as amended, must submit a cash diary (income and expenditure diary) bearing the signature of an authorised person. Beneficiaries who apply a flat-rate expenditure, or beneficiaries who are registered for the payment of a flat-rate tax, or beneficiaries who do not keep accounts, shall provide an affidavit to this effect and the documents by which the grant will be accounted for, all bearing the signature of an authorised person;
- g. in the event that the grant is to be used to pay rent, beneficiaries must submit a document, or a copy of the document, that meets the basic requirements of a lease agreement according to Act No. 89/2012 Coll., the Civil Code, as amended (in particular the definition of the subject of the lease, the contracting parties and the amount of rent).

Contacts – budget and grant accounting:

The current contact details of the responsible persons can be found at: <https://dotace.brno.cz>.



6. Return of the grant

In the event that you do not implement the project/activity, notify CD BCM immediately and after notification return the money to the correct account specified in the grant agreement. In the case of legal entities, the refusal/return of the grant must be notified by the statutory representative. Notify the refusal/return of the grant in writing on the form provided and signed by the statutory representative or by data message.

Until **10. 01./ 31. 01** in the following year after the approval of the grant (the deadline for the accounting of the grant according to the contract) it is necessary to **return any unused part of the grant funds** to the account of the provider.



The provision of the grant does not replace any permits required when organising events in public spaces.

All information about organising events in public spaces is available at kultura.brno.cz in the [Manual for the Organisation of Cultural Events in Brno](#).

What about renting indoor spaces?

You can find inspiration in our map application *Where to Go to Enjoy Culture* at kultura.brno.cz, which will give you a clear picture of cultural and creative venues in Brno.

The above text is a summary of all grant programmes and the current contract on grant provision. The specific wording of the grant programmes announced for a given year and the terms of the grant contract may vary.

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