

Cultural grants

B | R | N | O |

B R N O Culture

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Grants in culture have been provided by the City of Brno since 1992. The Brno City Assembly decides on the provision of the grant; for grants up to 50 thousand CZK, the Brno City Council (BCC) has such authority. There is no legal entitlement to the grant.

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Before applying for a grant

1a Lines of support

Calls for applications are published for the following lines of support in the cultural sector:

1 Scheme to provide grants to support audio-visual arts

Grants are provided to support film shows, competitions, festivals and screenings, to organise workshops enhancing the qualifications of professionals in the field of audio-visual arts and to support projects aimed at media education of the audience. Projects / year-round activities that have a direct link to the City of Brno and enliven the public space will be supported.

2 Scheme to provide grants to support musical arts

Grants are provided to support music festivals and shows, competitions, concert events, the continuous activities of permanent ensembles, interdisciplinary projects with a focus on musical arts, creative courses and workshops, the preparation and publication of musical editions, encyclopaedic

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	pieces of work, the recording, production and communication of audio and audio-visual recordings, music information and documentation activities, etc. Support will be given to projects or year-round activities that have a direct link to the City of Brno and enliven the public space.	
3	Scheme to provide grants to support visual arts, photography, design and architecture	
	Grants are provided to support exhibition projects, year-round exhibition activities, professional publications in printed and electronic forms including exhibition catalogues and other projects in the field such as shows, competitions, art and professional symposia, etc. Support will be given to projects or year-round activities that have a direct link to the City of Brno and enliven the public space.	
4	Scheme to provide grants to support dance arts	
	Grants are provided to support dance arts, dance festivals and shows, competitions, staging and running dance/physical theatre projects, year-round staging and production artistic activities, creative workshops, courses, conferences and seminars and other projects in the field of dance and physical theatre. Support will be given to author projects or year-long activities that have a direct link to the City of Brno, that collaborate with Brno theatres, clubs and other institutions and that enliven the public space.	
5	Scheme to provide grants to support literary arts	
	Grants are provided to support literary shows, competitions, festivals, literary readings, publications about Brno, periodical and non-periodical publications, internet projects dedicated to literature, etc. Support will be given to projects or year-round activities that have a direct link to the City of Brno and enliven the public space.	
6	Scheme to provide grants to support theatre, performance and circus arts	
	Grants are provided to support festivals and shows, competitions, staging and running production projects, year-round staging and production activities, creative workshops, courses, conferences and seminars and other projects in the field of drama, physical and non-verbal theatre, puppet theatre, alternative theatre and other forms of theatre and new circus. Support will be given to projects or year-round activities that have a direct link to the City of Brno and enliven the public space.	

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7	Scheme to provide grants to support artistic crafts and folk traditions	
	Grants are provided to support traditional folk culture, regional cultural traditions, events and continuous activities of folklore groups of children and adults, documentation, identification and presentation of artistic crafts, cultural activities of members of national minorities in the City of Brno, etc. Support will be given to projects or year-round activities that have a direct link to the City of Brno and enliven the public space.	
8	Scheme to provide grants to support year-round activities of musical clubs. (Note: This is a <i>de minimis</i> grant scheme.)	
	Grants are provided to support year-round activities of musical clubs that have a direct link to the City of Brno, are based on the presentation of original works of significant Brno or country-wide character, increase the quality of live cultural production – especially one related to the target group of 18+ and running in the evening hours – and enliven public space. Support will be given to musical clubs with year-round activities that present at least 50 productions (mainly concerts, theatre performances, exhibitions, screenings or author readings) per annum, of which at least 50% are concerts and musical productions.	
9	Scheme to provide grants to support cultural, educational and leisure activities	
	Grants are provided to support cultural and educational activities of children, youth and adults, non-professional leisure activities of children, youth and adults, including seniors and persons with disabilities, with a cultural focus, activities organised mainly in the form of presentations, talks or creative workshops. Applications can also be submitted for school educational arts programmes, shows and competitions. Support will be given to projects or year-round activities that have a direct link to the City of Brno and enliven the public space.	



1b Grant amount

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

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

- 1 Compensation of expenses for refreshments and catering
- 2 Purchase of real estate
- 3 Depreciation of fixed assets, tangible and intangible
- 4 Compensation of travel allowances beyond the scope defined by Act No. 262/2006 Coll., the Labour Code, as amended (Section 151 to 190)
- 5 Grants provided to other natural and legal persons
- 6 Compensation of value added tax if the applicant is entitled to deduct it
- 7 Repayment of loans and borrowings, penalties, fines, foreign exchange losses

Grants can cover a maximum of:

- **Expenditure of up to 60% of the** grant extended to cover wages/salaries, other staff costs and social security / health insurance contributions of the grant recipient and the grant recipient's staff
- **Expenditure of up to 60% of the** grant extended to cover any expenses incurred by the applicant as a legal entity with respect to activities of persons who are members of the applicant's statutory or other bodies, members or owners of the applicant (except for travel allowances under Act No. 262/2006 Coll., the Labour Code, as amended); the 60% maximum limit also applies to the sum of the expenditure of the items listed in bullets 1 and 2
- **Expenditure of up to 10% of the** grant extended to cover overheads relating to the implementation of the project/activity, overheads referring to: administrative and local charges/fees, communications (postage,

telecommunications, internet), equipment checks and inspections, small souvenirs, gifts in kind and competition prizes; bouquets; insurance; audit, accounting, legal and consultancy services and bank fees

1c Grant duration

A Non-investment grants for one year (to support a project or 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 Non-investment grants for two years (to support a project or year-round activity)

These grants are intended to provide support to applicants exhibiting activities of a continuous nature or recurring in regular cycles (year-round activity or project) that significantly add to and enrich the cultural offering of the City of Brno and which are of interest for the City of Brno.

(Note: The scheme to extend grants to support year-round music club activities is designed to fund solely activities.)

1d Conditions for submitting an application

A One-year grants

- **Support for year-round activity – Legal entities and natural persons, both entrepreneurs and non-entrepreneurs**, who have been demonstrably

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	active in the field of culture for at least two years as of the date of submission of the application, are eligible to apply for a one-year grant to cover the non-investment costs of their year-long activity.	
	<ul style="list-style-type: none"> • Support for a 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 submission of the application, are eligible to apply for a two-year grant to cover the non-investment costs of their year-long activity/project. 	
B	Two-year grants	
	<ul style="list-style-type: none"> • Support for a year-long 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 submission of the application, are eligible to apply for a two-year grant to cover the non-investment costs of their year-long activity/project. 	

Calls for application within two-year grant schemes are published every other year.

Combined applications for grants within one calendar year – principles:

(Applies simultaneously to all cultural grant schemes.)

1	As a rule of thumb, it is possible to submit either (I) one grant application for a year-long activity; or (II) three applications for individual projects.
2	During drawing a one two-year project grant, one or two more one-year project grants may be applied for. However, the condition that a maximum of three project grants per year can be applied for must always be adhered to. One-year and two-year project grant applications can be combined.
3	No other grant applications (whether to support a project or year-long activity) can be submitted during drawing a two-year grant to support a year-long activity; only in exceptional cases can a grant be requested for a project of special interest within the framework of the usage of a grant that could not be included in the original application for justified reasons.
4	If the applicant applies for a two-year grant in the interim period, the application will not be accepted. The applicant will be invited to resubmit their application within the correct deadline.

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	Who cannot apply for grants:	
1	Organisations founded or established by the City of Brno	
2	Organisations founded or established by the city districts within the City of Brno	
3	State-controlled co-funded organisations	

1e How to submit a correct application

Application deadlines

- The current dates can be always found online (dotace.brno.cz).

How to apply

- In electronic form
- Electronically and simultaneously in printed form (see the options listed below)

Applications are submitted using the form prepared for this purpose by the Department of Culture of the Brno City Municipality (DC of BCM) and supplemented by the attachments provided for under this grant scheme. The form will be available on dotace.brno.cz **in due time before the deadline for submission of applications for grants.**

The electronically filled in form submitted via the grant server **must be printed and signed by an authorised person and then delivered to DC of BCM, including all attachments, or sent via a data box or email with a guaranteed electronic signature of an authorised person.**



Submitting in person at the point of contact

Cultural Department of the Brno City Municipality (Odbor kultury Magistrátu města Brna), Dominikánské nám. 3, Brno, 3rd floor

Liaisons

Mgr. Veronika Majíčková, +420 542 172 074, majickova.veronika@brno.cz
 Bc. Bronislava Pecinová, DiS., +420 542 172 095, pecinova.bronislava@brno.cz
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 BCM DC Secretariat, +420 542 172 075, ok@brno.cz

Liaisons for budget (and billing)

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or at the Brno City Municipality's filing rooms in the squares of Malinovského nám. 3, Brno and Dominikánské nám. 1, Brno

Submission options

- 1 Via a postal service operator by sending it to: Odbor kultury, Magistrát města Brna, Dominikánské nám. 3, 601 67 Brno
- 2 Via a data message service to the Brno City Municipality (data box ID: a7kbrnn)
- 3 Via email to ok@brno.cz with a guaranteed electronic signature of an authorised person

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

Applications can only be submitted in the official language (Czech).

Grant application requirements

- 1 Complete the electronic form, including inserting all required attachments and click "submit"
- 2 The applicant then receives a generated PDF of the form by email; the PDF file must be printed and signed by an authorised person and delivered to the Brno City Municipality together with all attachments.
- 3 If a **power of attorney/authorisation/affidavit** is attached to the grant application, it must be signed by the authorised person and supplied as an original copy or as a certified copy. Other attachments shall be supplied as plain copies.

Mandatory attachments

(Note: These must be provided both electronically and as hard copies.)

- a Professional CV of the natural person responsible for the project – for project grant applications only
- b Full statement from the register of beneficial owners – applies only to legal entities registered in the register of beneficial owners (does not apply to legal entities for which this is provided by law or which are not registered in the public register, i.e., in particular, co-funded organisations established and controlled by a local self-government unit, educational legal entities, legal entities established by law – e.g. universities, public research institutions, churches and religious societies, etc.)
- c Current proof of the applicant's account (e.g. a plain copy of the bank account contract, bank statement, certificate issued by the bank) showing the name of the account holder and account number
- d A more detailed description of the project/activity
- e A dramaturgical plan for the year-long activity and a timetable for the year-long activity for each calendar year for which the grant is requested (only for applications to support a year-long activity)
- f 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 (only for applications to support a year-long activity and for applications to support a two-year project)
- gAnnual reports or final account statements for the past 2 years (this only applies to applications to support a two-year project or a year-long activity)
- hSample of literary work – only for applications in the field of literature
- iAffidavit of an applicant for de minimis aid – only for applications in the field of year-round activities of musical clubs

Optional attachments to the application

- aConsent to the processing of the applicant’s personal data – necessary for the possibility of publishing information about the non-/approval of the grant on dotace.brno.cz/schvalenedotace/ – covers applicant’s name and surname, amount of approved grant, name of the project/year-long activity and the score achieved.
(Note: If the applicant does not provide the consent, DC of BCM will not be able to publish the information about the non-/approval of the grant regarding the application submitted by the applicant to the above extent on dotace.brno.cz/schvalenedotace/)
- bBrochures
- cReviews, published critical reviews
- dAwards, recommendations, etc.

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

Applications not eligible for evaluation

- 1Applications for a project or year-long activity that are not consistent with the purpose and reasons for supporting the stated purpose of the grant scheme
- 2Applications for which the deadline for submission will not be met (as per the options listed above)
- 3Applications not bearing the signature of an authorised person
- 4Applications for which the current chief executive body/officer is not mentioned by name in the relevant register or other records and the applicant fails to provide proof of the appointment of this chief executive body/officer within seven working days of an invitation by DC of BCM
- 5Applications which demonstrably contain false or grossly misleading information or omit material information





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Evaluating applications

Procedure for examining applications for grants

Process Schedule

1	SUBMISSION	Aug–Sep
↓		
2	FORMAL ASSESSMENT	Oct–Nov
↓		
3	ASSESSMENT BY THE EVALUATION COMMITTEE	Nov–Dec
↓		
4	DISCUSSION BY THE CITY AUTHORITIES	Jan–Feb
↓		
5	REVIEW AND SIGNING OF AGREEMENTS / NOTIFICATION OF NON-APPROVAL	Mar–May

- 1 The DC of BCM will assess the formal aspect of each application, the economic creditability of the applicant and the budget.
- 2 The applications will then be divided into lists according to groups (applications for one-year grants and applications for two-year grants), and then assessed and evaluated by an evaluation committee according to the criteria set out in the announced line of support.
- 3 The DC of BCM submits the proposal of the evaluation committee successively to the Cultural Committee of the BCC, the Brno City Council, the Finance Committee of the City of Brno Assembly and to the City of Brno Assembly.
- 4 The City of Brno Assembly will decide on the provision of the grant and its amount, which usually takes place in February of the respective year provided the City of Brno Assembly approves a meeting date for February of the given year.
- 5 Applicants for grants whose applications have not been evaluated or whose project or year-long activity has not been approved for a grant will be informed without undue delay by the DC of BCM that their application has not been satisfied 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 their 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 grant applications submitted as well as of the amount of funding approved by publishing the information on dotace.brno.cz/schvalenedotace.
- 7 Applicants who have been approved for a grant will provide the necessary assistance to the DC of BCM to make an agreement governed by public law on the provision of the grant so that the agreement 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 City of Brno Assembly.

Contracts on extending a grant amounting over 50 thousand CZK (including addenda, if any) will be published in the Register of Contracts in a manner enabling remote access in line with Act No. 340/2015 Coll., Act on Special Conditions of Effectiveness of Certain Contracts, Publication of Such Contracts and the Register of Contracts (Act on the Register of Contracts), as amended. In the case of natural persons not engaged in business, the publication of the agreement for the provision of a grant amounting to over 50 thousand CZK, will be carried out in line with Act No. 250/2000 Coll., on Budgetary Rules of Territorial Budgets, as amended, by publication on the official board.

The evaluation committee is composed of the following members:



3 external experts in the field

- 1 member nominated by members of the public
- 1 member nominated by a university
- 1 member appointed on the basis of the recommendation of DC of BCM



2 members appointed by the Brno City Council (BCC) from among the members of the Cultural Commission of the BCC or on the basis of a recommendation by the Cultural Commission. While members of the DC of BCM staff attend the meetings of the committee, they are not its members.

How grant applications are assessed

The assessment and evaluation of applications for grants take place in **two rounds**. Applications for both one-year and two-year grants will be assessed jointly by all members of the evaluation committee in both rounds. The DC of BCM will assess the formal aspects of each application. If all the proper 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 the DC of BCM. The members of the evaluation committee assess and evaluate the grant applications by means of scoring and giving reasons expressed in words.

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:

- Benefit of the project or year-long activity for the City of Brno
- Content of the project or year-long activity and its consistency with the City of Brno's Strategy for Culture and Creative Industries

- The applicant's ability to complete the project or year-long activity
- Quality and adequacy of the financial plan

Round 2

The evaluation committee will propose the award of a grant to those applications that achieve a **minimum** total score of **25 points** out of a maximum of 35 points.

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

- The sum (amount) of grant requested
- The number of points obtained and the average of the scores
- After the approval of the grants by the City of Brno Assembly, the list of applicants including the final number of points, the average score and the staffing of the evaluation committee will be published online at dotace.brno.cz

The grant agreement will be concluded only with those grant recipients who comply with legal obligations. In the case of legal entities, this shall in particular refer to the obligation to publish account statements or a summary of assets and liabilities according to the entity's accounts. Grant recipients must provide the necessary cooperation to conclude the agreement on the provision of the grant under public law 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 City of Brno General Assembly.

Grants shall not be provided for the purpose of making a profit for the recipient.

More detailed information is provided in the individual grant schemes.



3

Changes to applications



The grant recipient is obliged to request the grant provider's written consent to any change in the data provided in the grant application (including application attachments).

Minor change

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

- Change of the project/activity name without changing the content of the project/activity
- Formal amendment of a project/activity or agreement
- Change of venue or date of the event(s) during the grant period
- Reduction in the actual total eligible costs of the project/activity of more than 20% and up to 40% of the estimated costs
- Change of items eligible for grant

- Implementation by streaming or presenting/performing online
- Reduction of up to 30% in the dramaturgical plan compared to the facts stated in the application

Major change

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

- Changed name of the project/activity due to a change in its content
- Changed content of the project/activity
- Reduction of more than 40% in the total eligible costs of the project/activity compared with the estimated costs
- Reduction of more than 30% in the dramaturgical plan compared with the facts stated in the application
- Deadlines set for the grant drawing and financial statement (*i.e. extension of the usage of funds and implementation shifted into the following year*)

In the event of a reduction in the actual total eligible costs or a change in the items eligible for grant, a **Request for Consent to Change the Project/Activity Budget** form must be completed. The original budget stated in the grant application and the updated budget must be indicated here, and it is an estimated draft budget that is still subject to change and does not need to be specified at the Czech koruna level. The application is available online at dotace.brno.cz.

The Request for Consent to Change the Project/Activity must include:

- 1 The changes that have been made against the grant application
- 2 The reasons for these changes
- 3 A request for approval to amend the budget of the project/activity (see above), in the event of a reduction in the actual total eligible costs or a change in the items eligible for grant (*If there is only a change to the budget or items, only the **Request for Consent to Change the Project/Activity Budget** form is sufficient to submit.*)

The Request for Consent to Change the Project/Activity can be submitted up until 1 November in the year of the grant usage, in writing with the signature of the chief executive body/officer or via a data box; **submitting via a plain email is not sufficient.**

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

The grant recipient is also obliged to notify the provider of its possible dissolution, transformation, merger, change of chief executive body/officer, change of contact details, change of bank account, etc., or change of ownership of the item for which the grant is provided, without undue delay, but no later than 14 calendar days from the effective date of the change.

In the event of transformation or winding up with the cancellation, the recipient is obliged to notify the provider of this fact without undue delay after entering the winding up procedure. In the event of a change of account, the recipient shall, at the same time as notifying the provider of the change, deliver proof of the establishment of the new account.





Promotion

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

- a **Wording:** Co-funded by the City of Brno
- b **Logo/coat of arms** of the City of Brno

(The use of the logo is already permitted to the recipient through the signing of this agreement. At the same time, the recipient is obliged to use the logo in accordance with the “Manuál jednotného vizuálního stylu” document (Manual of Corporate Style), see www.brno.cz/logo. If necessary, the recipient may consult the use of the logo at logo@brno.cz.

I.e., as follows:

Co-funded by the City of Brno



The recipient will provide samples of materials to the provider on an ongoing basis.

In the case of a publication grant (magazine/newspaper/anthology), the recipient is obliged to hand over **3 copies of the publication** (magazine/newspaper/anthology) to the provider.

In the case of a grant for the release of a multimedia carrier, the recipient is obliged to hand over **3 pieces of the multimedia carrier** (CD, DVD, etc.) to the provider, both of which must be submitted with the grant financial statement at the latest.

The recipient is obliged to send an **invitation card** with respect to all events taking place within the framework of the project/activity to the provider through the DC of BCM in good time ahead. If you do not make invitations to attend your event, send a **poster** in advance so that the DC of BCM is informed of the date of the event.

The relevant officer is the officer in charge of the field under which the project/activity has been supported:

Mgr. Veronika Majíčková

Theatre, performance and circus; literature;
support for artistic crafts and folk traditions; dance

Bc. Bronislava Pecinová, DiS.

Activities of musical clubs; cultural, educational and leisure activities

Mgr. Pavla Hujňáková

Audio-visual arts; music; visual arts, photography,
design and architecture

The recipient undertakes to provide the provider, at the provider's request and subject to agreement from time to time, with between 2 and 10 honorary tickets for events taking place within the framework of the project/activity.

The provider recommends the recipient to make use of the free of charge presentation on the tourism and information portal **GOTO BRNO** www.gotobrna.cz.



Financial statement

The grant **can only be used** in the period **from 1 January to 31 December in the year of the grant** (unless otherwise stated) to cover the recipient'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 recipient's 30% financial contribution.

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

On the basis of the agreement, the recipient is obliged to submit to the provider a full financial statement for the grant provided, an account of the second instalment, or to submit this statement for postal delivery within this time limit, by **10 January of the following year** (deadline applicable to projects carried out, in accordance with the grant application, up to and including November) or by **31 January of the following year** (deadline applicable to projects carried out, in accordance with the grant application, in December and to year-round activities).

In the case of instalments, the recipient is also obliged to account for the individual instalments according to the dates specified in the agreement.

In the event of failure to submit a proper financial statement for the first instalment, the provider **shall suspend** the payment of the second instalment. In this case, the deadline for the second instalment shall be extended accordingly. If the

obligations related to the financial statement for the first instalment are not fulfilled by 20 November in the year of the grant, no further instalment will be granted.

If the deadline for submitting the financial statement of the grant falls on a weekend, the statement may be submitted on the first working day following that deadline.

The recipient may submit the financial statement in person to the Cultural Department of the Brno City Municipality (Odbor kultury Magistrátu města Brna), send it by mail or by data box.

The financial statement for the grant provided must include:

- 1 **Final report** (evaluation of the project/activity containing a description of the implementation process, overall evaluation of the fulfilment of the purpose, benefit for the City of Brno, or the way of representing the City of Brno; ideally the recipient should also include the number of visitors in the final report); the recommended structure of the final report is available on the DC of BCM' website
- 2 Completed **form** of "Statement of Non-Investment Grant in the Field of Culture – Project – (insert year)" or "Statement of Non-Investment Grant in the Field of Culture – Year-long Activity (insert year)", which will be published on the provider's website and will also be available online from the DC of BCM www.bрно.cz/sprava-mesta/magistrat-mesta-brna/usek-2-namestka-primatoroky/odbor-kultury/formulare-pro-dotace/#c4466343
- 3 **Copies of primary documents** proving the use of the grant, marked with the wording: "Covered by a grant from the City of Brno in (insert year) in the amount of (insert amount)"
- 4 Proof of payment of the primary documents (bank statements or cash receipts)
- 5 **A part of the journal of accounts or general ledger** (full or simplified accounting records), **a cash journal signed by an authorised person** (simple accounting); recipients that do not keep accounts shall provide an affidavit to this effect and the documents by which the grant will be accounted for, all signed by an authorised person
- 6 In the case of using the grant to pay the rent, a document will be submitted that meets the basic requirements of a rental agreement as per Act No. 89/2012 Coll., the Civil Code, as amended (in particular the definition of the subject of the rent, the contracting parties and the amount of rent)



Returning grants

If you plan not to implement the project/activity, please notify the DC of BCM immediately and return the money to the correct account listed below, after you notified the DC of such fact. In the case of legal entities, the refusal and repayment of the grant must be notified by the chief executive body/officer. Notify the refusal and return of the grant in writing signed by the chief executive body/officer or via a data message.

The recipient is obliged to return the grant to the provider **within 14 days** from the date of receipt of the **DC of BCM's request for repayment** of the grant or part thereof due to failure to submit a financial statement for the usage of the grant or in the event of non-compliance with the limit specified in the contract (recipient's co-funding level of 30%, a maximum of 70% paid from the grant).

Any unused part of the grant must be returned to the provider's account by **10 January of the following year** or by **31 January of the following year** (the deadline for submitting the financial statement for the grant according to the agreement).

Bank account numbers

No. 111 211 222 / 0800, **payment reference number ("variabilní symbol")**: the **grant agreement number shown on the top right of page 1** – if the act of returning the grant or part thereof takes place *before the end of the year in which the grant has been used*.

No. 111 350 222 / 0800, provided that the act of returning the grant or part thereof takes place *between 1 January and 28 February of the following year*, **payment reference number ("variabilní symbol")**: **64022229**, the subject line shall indicate the number of this grant agreement.

No. 111 158 222 / 0800, if the act of returning the grant or part of it takes place *after 28 February of the following year*, **payment reference number ("variabilní symbol")**: the number of this grant agreement as indicated on the top right of page 1.

Please use only the bank account specified in the grant agreement to draw and use the grant. In the case of using a bank account other than above, this is a change that must be formally reported to the Cultural Department of the Brno City Municipality (Odbor kultury Magistrátu města Brna) – see Change of project/activity.

Liaisons – Budget and financial statement

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The act of providing the grant does not replace any permit required for outdoor events.

All information about outdoor events is available at plugandplay.brno.cz.



dotace.brno.cz

**B R N O Culture
Cultural Department
Brno City Municipality
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