



Explanatory notes on the funding procedure and its provisions

1. GENERAL INFORMATION

Kaleidoscope2023 supports in the second round mini-projects from 500 - 3.000 €. The projects are intended to promote voluntary and/or civic work by, with and for refugees and people with migration experience and to strengthen their participation in society. Eligible to apply are committed individuals, initiatives for refugees and non-profit supporting organizations.

Dates in 2023:

- Training for interested parties (mandatory/German) 06 June, 4-5.30 pm
- Training for interested parties (mandatory/English) 08 June, 4-5.30 pm
- **Application deadline June 25**

- Start of project 13 July
- Training for funded projects (mandatory) approx. July 12
- Project end date 19 November
- Project completion deadline November 30

2. Jury

A jury consisting of representatives of the districts, representatives of migrant organizations as well as from a former project decide on the submitted application based on the following criteria:

◦ Are the projects by or with people with experience of flight and/or migration and are, for example, refugees involved in the organization and implementation of the projects?

Do the projects promote voluntary commitment, i.e. is there a voluntary commitment?



How can the civic involvement of the actors be seen in the concept and in the planned implementation?

Do the projects pursue inclusive goals, such as participation in sociopolitical processes, intercultural exchange, strengthening the self-organization and networking of refugee actors?

Do the projects include aspects of digital learning, intercultural encounters, or informal learning?

Are the projects sustainable and do they aim to have a long-term impact?

Please note: A legal claim to funding is excluded.

3. qualification as part of the award procedure.

The TBB organizes a training to provide basic knowledge and methods of application and accounting of project funding - especially within the framework of Kaleidoskop2023 - to all interested parties.

Dates:

Training in English 08.06.2023 from 16:00 to 17:30.

How do I apply for a project idea and create a financial plan? What is the Kaleidoscope funding program? What should be funded and what do I have to pay attention to when creating the proposal?

At July 12th there will be another mandatory training for applicants whose projects are funded by Kaleidoskop2023 on how to handle project funds. The participation is part of the agreement between the recommended projects and the TBB.



4. Basic principles of spending project costs in the award procedure

The allocation of funds takes place within the framework of a performance contract under private law. Part of the contract is the provision of the service (i.e. project implementation) along the rules of a grant project. This means, among other things, that funds may only be used in accordance with the financial plan. Funds that have not been used or spent in accordance with the rules must be repaid. Project initiators must also submit proof of use to Kaleidoskop in due time after completion of the mini/midi project.

Requirements for the correct allocation of funds

- The stated project costs are absolutely necessary for the implementation of the project applied for and will be spent exclusively on a project-related basis.
- The expenditures are reasonable and comply with the principles of sound financial management, i.e. the funds are to be used economically and sparingly in the sense of cost and performance accounting. The TBB is guided by the following
- Expenditures are in accordance with the financing plan and the communicated rules of Kaleidoskop funding
- Expenditures are incurred exclusively during the approved project period.
- Expenditures must be supported by original proof of disbursement (vouchers, receipts, bank statements).

If changes occur during the course of the project and funds are to be used differently than indicated in the budget, the following applies: Minor changes (max 20% per item) can be made even if the amount is saved in another item. If an item increases by more than 20%, however kontaktieren die Projekte die Projektleitung von Kaleidoskop2023 und es wird auf diesem Wege ein Umwidmungsantrag eingereicht.



5. Project financing / allowed expenses

Staff costs

Fees can be spent on speakers, group leaders/teamers, moderators, photographers, filmmakers, etc. These persons may not be employed or belong to the board of the association. These persons must not be employed or members of the association's board. In the case of project applications submitted by individuals, these individuals cannot pay themselves any fees.

For the calculation of honorarium rates, please take note of the "Bandbreitenregelung RS IV No. 61_2019 Anlage" and indicate your estimated calculation in the budget.

An essential basis for the calculation and reimbursement of the claimed fee expenses are the time sheets/time sheets, which have to be kept continuously for each* fee recipient during the entire duration of the project.

For contracts or invoices with a volume of € 1,000 net or more, three comparative offers must be obtained in writing beforehand (!), verified and retained.

Fee contracts must contain the following information: Designation of the contractual partners; subject matter of the contract; scope of services (number of hours / days to be rendered); fee for services (total amount and hourly rate); note that the agreed fee for services covers all expenses of the contractual partners; notes that media created (see explanations) may be used by the TBB (naming the rights holder) for public relations work in the project "Kaleidoskop2023"; legally binding signature of both contractual partners.

6. Payment of fees can only be made after the service has been rendered and on the basis of a correct invoice.

Payments of honorary lump sums are tax- and social security-free up to € 840 per year and per person. They can (only!) be paid by non-profit associations. Project initiators



who are not (yet) non-profit organizations can possibly cooperate with a non-profit organization in the application process.

As a guideline, a monthly lump sum of 80€ is recommended. However, this can be reasonably higher if a particularly intensive commitment in terms of time can be plausibly demonstrated.

For all volunteers and their claimed expense allowances, agreements/contracts as well as time sheets/time recording sheets are to be kept continuously during the entire duration of the project.

For voluntary pedagogical activities, non-profit associations can pay a lump sum for exercise leaders, which is considered a tax-free and social insurance-free expense allowance up to € 3,000 per year. Here, too, the preparation of a contract/agreement and time recording is necessary, if necessary also an invoice. The calculation of the amount should also be based on the above-mentioned bandwidth regulation.

7. Material costs

Room costs can be spent, for example, for renting an event room. Rental costs (also pro rata) for premises of the project executing organization may not be budgeted.

Material costs that are directly related to the project and are essential for its implementation may be budgeted as costs. In the case of individual expenditures of € 1,000 net or more, three comparative offers must be obtained in advance, documented and retained. If several items are purchased, then the comparative offers must also be obtained if their total (and not just the individual unit price) exceeds €1,000 net. The purchase of items that will remain permanently with the carrier can only be approved if renting the material is not possible or would be more expensive than the acquisition value.



Costs for the public relations work of the project, e.g. printing costs for flyers, posters, etc., may be estimated as costs. For individual expenditures of € 1,000 net or more, three comparative offers must be obtained, verified and retained in advance.

8. participant records must be kept. Participation in a measure within the framework of the project must be confirmed by the participants in writing or by e-mail. It is recommended to keep a list of participants.

9. data protection notice: We use your data in accordance with Art. 13 of the German Data Protection Regulation (DSGVO) for the purpose of reviewing, deciding, if necessary implementing and billing your project in accordance with the data protection notice attached here.

Responsible for the processing of your data is the:

Turkish Federation in Berlin-Brandenburg e.V.

Oranienstrasse 53

10969 Berlin

We have appointed a data protection officer. This is Mr. Kemal Webersohn, LL.M. from WS Datenschutz GmbH, Meinekestraße. 13, 10719 Berlin, who can be reached at: tbb@ws-datenschutz.de

If you have any further questions, please contact the project manager Julia Zieger at kaleidoskop@tbb-berlin.de and by phone on Tuesdays from 10-12 at 030 613 05 328.