

Steps Towards Modifying Your Project due to COVID 19

1. **Due to COVID 19 there will be changes in our project. Is that a problem?**

As a foundation, we regard it as our responsibility to stand with our project partners in these exceptional circumstances. The Allianz Kulturstiftung will not reclaim its funding and is open to postponing projects, extending project periods and modifying activities.

2. **Can I postpone my project?**

We will do our best to support you in carrying through your project at a later date if a postponement is viable. Please notify us whether you plan on doing so later in 2020 or whether the project period may need to be extended into 2021. Implementation in 2021 will have to be submitted to our board in July. While we will give our board a recommendation to consider this sympathetically, we will have to review each case separately.

3. **It is impossible to postpone my project. Do I have to pay back the funding?**

Allianz Kulturstiftung will not reclaim its funding in total. If due to its nature your project cannot be carried through at a later date, all expenses incurred so far are covered by our funding. Regarding the remaining project period, please get in touch with our project managers and send us a modified financial plan.

4. **Can I change items in my financial plan?**

Allianz Kulturstiftung will waive the 20% rule, i.e. items may vary by more than 20% from the original financial plan. Should you wish to include new items or use our funds for different purposes, please include these wishes in your modified financial plan which we will then review.

5. **When can I expect to know whether my modification application is approved?**

The deadline for any applications to modify your project is **May 15 2020**, so our team as well as our board can review your application and let you know as soon as possible how you can proceed with the project.

If you only need an extension of the project period within 2020, or if you need items changed in your financial plan, we will get back to you as soon as possible.

If you need an extension into 2021 or in case you should need additional funds in order to implement your project at a later date, your application will be submitted to our board on July 6 and you will be notified as soon as possible after that date.

First and foremost, please get in touch with the project manager responsible to discuss your needs and potential modifications in your project. For all changes in the use of our funding, be it an extension of the project period or changes in the financial plan, please send us a **revised project description** outlining the necessary changes and a **modified financial plan until May 15**.