



## Remarks on funding & billing

### Submission & Scope of Applications

The Hessian Theatre Academy (HTA) grants fundings for independent projects, guest performances, student conferences and excursions as well as comparable projects that arise as an interdisciplinary cooperation between the HTA study programmes. Informal applications can be sent to [info@hessische-theaterakademie.de](mailto:info@hessische-theaterakademie.de) or directly to the office management, Martin Bien, [bien@hessische-theaterakademie.de](mailto:bien@hessische-theaterakademie.de). The applications contain a short project description, a detailed list of the planned project costs and a list of the HTA students and respective programs involved in the project.

### Funding

The object of HTA funding is the realisation of the project drafted in the approved application and the corresponding budget plan. The payment of the granted budget is bound to the realisation of the project. If the project is not to be realised or not possible to produce in time, the Hessian Theatre Academy reserves the right to withdraw from funding. The budget plan is binding; deviations must be informally communicated to and approved by the Hessian Theatre Academy. The funded projects (respectively the management of the corresponding institution) guarantee both the appropriate usage of the granted budget and the correctness of the post production billing according to the general terms formulated in the funding confirmation and the corresponding remarks on funding and billing.

### Logo & Phrasing

The logo of the Hessian Theatre Academy must appear on all publications linked to a funded project. The logo can be obtained from: [hessische-theaterakademie.de/en/downloads/](https://hessische-theaterakademie.de/en/downloads/). In text media, the phrase "Funded by the Hessian Theatre Academy." (in publications in German language

„Gefördert durch die Hessische Theaterakademie.“ respectively) is to be mentioned.

### Billing Deadline

The project billing is due within two months after the end of the project. *Please use the linked project billing form, which you can obtain here.*

### Invoices & Receipts

Invoices must be forwarded annexed to the billing form. It must be ensured that the following data are shown on each of the original receipts: Address data of invoicing party; address data of invoice recipient; date of invoice; period of service (if different from date of invoice); invoice number; tax number; description of service/work; invoice amount including a separate tax display or exemption; account details of the payment recipient. Card payment or booking confirmations are not considered invoices.

Invoices are documents, which is why changes to them (e.g. handwritten deletions, additions, comments) are not permitted. Invoices must not contain any items for private use, but only project-related costs.

Please affix the receipts each to one side of a DIN A4 sheet using either adhesive or adhesive tape and number them according to the table in the above mentioned billing form. Please make sure not to use staples or paper clips.

### Advance & Partial Payments

Payments in advance are only possible in individual cases; please contact the office management accordingly. Partial billings can be submitted at any time during the project and the respective amounts can be reimbursed after the approval of the documents. Payments are made after submitting and checking the original receipts, in total limited to the granted funding.



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### Travel / transport / accommodation costs

Travel in a private vehicle is charged at a rate of EUR 0.21 per kilometer driven. Please add a tabular driver's logbook, in which the travelers, the route in km, the destination, the reason for the trip and the total amount of the reimbursed amount are listed. Hence, fuel receipts cannot be submitted. A driver's logbook template can be obtained in the "Downloads" section on our website.

Fuel receipts can only be submitted in relation to a corresponding car rental. In this case the tank receipt needs to be dated within the concerning rental period. If rental costs are not covered by the Hessian Theatre Academy, a copy of the car rental invoice must be enclosed with the tank receipt. The name of the passenger must appear on train tickets.

### Purchases

Technical or reusable equipment purchased from HTA fundings become the property of one of the participating universities after completion of the project and must be delivered after consultation with Hessian Theatre Academy. Technical purchases must be coordinated with the respective contact persons at the universities in advance and can only be approved if the respective university cannot provide a suitable device.

### Non-refundable costs

- 1.) *Fare or catering costs* cannot be reimbursed. This does not apply to artistically justified costs for food. These costs must already be specified in the project's budget plan and briefly explained in a signed letter in the application papers.
- 2.) *Fees for HTA students* cannot be funded.

### Staff costs

The Hessian Theatre Academy does not fund any fees or personnel costs for HTA students. Fees for further participants must be discussed with the Hessian Theatre Academy before project start, as

corresponding contracts may have to be agreed on. Staff costs cannot be covered retrospectively.

### Invoices exceeding EUR 500.00

In exceptional cases, invoices exceeding EUR 500.00 (car rental, craft services etc.) can be directly addressed to and paid by the Hessian Theatre Academy after consultation. This is to be mentioned in the final billing. Individual purchases exceeding EUR 500.00 must be approved by the Hessian Theatre Academy in advance.

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### Contact

We are happy to answer questions about application design, funding, project management and billing:

#### **Martin Bien**

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#### **Philipp Schulte**

Managing Director  
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