

## USE OF SCHOLARSHIP MONEY AND PREPARATION OF REPORTS

Once the scholarship money has been credited into your account, don't forget it's **Culture Ministry's** money and you have to prove later how you used it.

After the Project, you have 1 month (**30 days**) to fill the Scholarship's Targeted Use Report and submit all the receipts to match the scholarship amount.

### **Good things to know before using the scholarship money:**

- Avoid cash payments!
- Keep every receipt!
- Don't let others pay for you!
- If someone paid for you, pay her/him back via a bank transfer and save the receipt of the transfer. Don't pay back in cash! If you paid back in cash, a signed proof from the buyer that you have paid back in cash is required, also the name, time, place, date and price of the service.
- Keep all tickets (metro-, train-, bus-, theatre tickets etc) Also flight and accommodation receipts.
- If you travel with fellow members, share the receipts before you submit the Report. If one member paid for two, make copies of the receipts and share them into both Reports. Copies of the refunds need to be shown in your bank statement!
- If accommodation was used for more people (and they are not Union members or are members, but didn't submit an application for the project) the cost must be divided by the number of people accommodated.
- Do not buy any items (eg books, dance supplies, souvenirs) with scholarship money.
- Daily allowances and food expenses will not be covered by the Union.

**All the details for filling in the Report Form** should be clear from starting the process of the Scholarship Application Form (the budget, prices and the dates) and your Contract (the contract number). Report for the purposeful use of the scholarship: <https://balletiliit.ee/for-member/documents>

Report must be submitted in time. If a delay of the Report is unavoidable, the Board must be informed about it earlier.

The perfect Scholarship's Targeted Use Report contains filled: Report Form, invoices, payment proof, all tickets. The folder of your Scholarship File in the archives of the Union shall contain the (1) application, (2) the contract, (3) the report and (4) proof of payments.

### **Receipts and proof of payment**

- If you send the receipts as digital files, rename the files to make it easier to check, insert an appropriate file name.
- Please save and send digital files of the iOS system (Apple) as pdf.
- If you lose a ticket and there's no bank statement to prove you bought the ticket, you can't add it into the Report.
- The implementation of the budget must be expressed in euros. Please add exchange rate and date to the calculations.

If the total of proof of payment is less than the amount of the scholarship, the balance of the scholarship must be refunded to the Union.

**The Union auditor shall verify the accuracy of the documents once a year.**

## Examples of Reports

### Gifted Experience

#### ARUANDE FINANTSOSA (FINANCIAL PART OF THE REPORT)

Kõik tehtud kulutused lähtuvalt taotluses esitatud eelarvest  
(all costs incurred according to the budget request)

Kulu liik (type of cost)	Planeeritud summa (planned amount)	Tegelik summa (actual amount)
Tallinna Bachi muusika festival 1.01.2020		40,50
Anna Karenina ballett 12.09.2020		13,50
Picasso ja Tango 18.10.20.		19,00
Giselle (kino) 22.10.20		11
Luikede järv 24.10.20		15,50
Kameelia daam (kino) 1.11.20		17
London Ballett 10.12.2020		11
Tshaikovski meistriteosed 25.11.20		12
TBK gala 6.06.21		19,80
Tallinna Balletigala 7.08.21		15,90
Suveöö Balletigala 31.07.21		26,40
	<b>KOKKU: (TOTAL)</b>	<b>KOKKU: 201,10 (TOTAL)</b>

Kõik projektiga seotud sissetulekud, kaasaarvatud teistest allikatest saadud toetused  
(all incomes related to the project including incomes from other sources)

Tulu allikas (source of income)	Planeeritud summa (planned amount)	Tegelik summa (actual amount)
Eesti Balletiliit	200	200
omafinantseering		1,10
	<b>KOKKU: 200 (TOTAL)</b>	<b>KOKKU: 201,10 (TOTAL)</b>

### Gifted Stamina

#### ARUANDE FINANTSOSA (FINANCIAL PART OF THE REPORT)

Kõik tehtud kulutused lähtuvalt taotluses esitatud eelarvest  
(all costs incurred according to the budget request)

Kulu liik (type of cost)	Planeeritud summa (planned amount)	Tegelik summa (actual amount)
MyFitness 12 months (12x 30)	360	260
Swimming, Aura (12x 8 €)	96	108
Pilates	120	120
	<b>KOKKU: 576 (TOTAL)</b>	<b>KOKKU: 488 (TOTAL)</b>

Kõik projektiga seotud sissetulekud, kaasaarvatud teistest allikatest saadud toetused  
(all incomes related to the project including incomes from other sources)

Tulu allikas (source of income)	Planeeritud summa (planned amount)	Tegelik summa (actual amount)
Eesti Balletiliit	576	576
omafinantseering		
	<b>KOKKU: 576 (TOTAL)</b>	<b>KOKKU: 576 (TOTAL)</b>

Aruandele on esitatud kuludokumentid elektrooniliselt  ja/või paber kandjal   
Cost documents are attached to this report electronically and/or on paper.

Stipendiumi jääk 88 € on kantud Eesti Balletiliidu kontole 23.01.2022 (kuupäev).  
There was a residue (amount) and it's paid to Estonian Ballet Union's account (date).