

## INSTRUCTIONS FOR FILLING OUT THE ACCOUNTING FORM

Grants awarded by FRAME Finnish Fund for Art Exchange are to be accounted for within two (2) months of completion of the project. Failure to account for the grant will lead to no new grants being awarded in the future and a claim will be made for recovery of the grant via a debt collection agency.

Reply address: FRAME Finnish Fund for Art Exchange, Tallberginkatu 1 C 96,  
FI-00180 Helsinki

The accompany form, duly filled in and signed, for accounting for your grant should be sent to FRAME with the following appended:

1. A list of the expenses and incomes based on the actual receipts for the project.  
Valid paperwork includes:
  - excerpt from the grant recipient's official accounts showing categorised costs of the completed project plus individual sums of money received, **or**
  - a self-written list of the costs of the completed project with each item on a separate line, e.g. "Translation, A. Translator, EUR XXXX", "Printing costs, Libris Ltd, EUR YYYY", no bills – either copies or originals – need be sent, and correspondingly the income received, **or**
  - if the number of receipts is small (< 20), copies of the original receipts (originals need **not** be sent)
2. Freeform explanation or report of the carrying out of the project
  - points 1 and 2 can also be reported using page 2 of the grant accounting form
3. Invitation card, press release or other printed matter. Copies of press reviews
4. If the grant was awarded for a publication, 3-5 copies of the published printed product should be appended to the explanation

If the applicant is liable to VAT, and has applied the sums without VAT, then the sums are to be accounted for without VAT respondingly.

## ACCOUNTING FORM

**FRAME Finnish Fund for Art Exchange grant** \_\_\_\_\_  
(project number)

I hereby declare that the grant of \_\_\_\_\_ € awarded to the undersigned, which was paid for the following project

\_\_\_\_\_  
exhibition / performance / title of printed product, exhibition etc. plus the dates and place

and for the following costs:

\_\_\_\_\_  
transport €    insurance €    printing €    translation €    writer's fee €    other €    Total €

has been used for the above-mentioned costs, according to the grant agreement.

1. List of the expenses and incomes for the project, with receipts (or as appendix)

2. Freeform explanation or report of the carrying out of the project (or as appendix)

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Place and date

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Signature of grant recipient and name in block letters