
Information sheet for final reports to the Edith Maryon Foundation

When supporting a project, we request that you send us a report with a final statement no later than 6 months after the project has been completed.

Important: For ongoing annual projects, the report should be sent before the next application is submitted.

The following information should be included in the final report:

- Contact details (name, address, telephone, e-mail) of the initiators
- Project title
- Date/duration of the project
- Project description with the following elements (approx. 2-4 DIN A4 pages without final financial statement)
 - Development and progress of the project
 - Achievement of goals
 - Experiences (successes, challenges, etc.)
 - If the project is a continuation > comparison with the last project (in terms of content, statistics)
 - Experience reports of possible participants/visitors, etc.
 - If available: Visual materials
 - If available: Press reports
 - Final financial statement with comparison to the submitted budget including
 - financing plan. In the event of discrepancies, please provide an explanation statement.

Please send the final report by email or post to:

Email: gesuche@maryon.ch

Post: Stiftung Edith Maryon
Kulturförderung
Gerbergasse 30
Postfach
4001 Basel