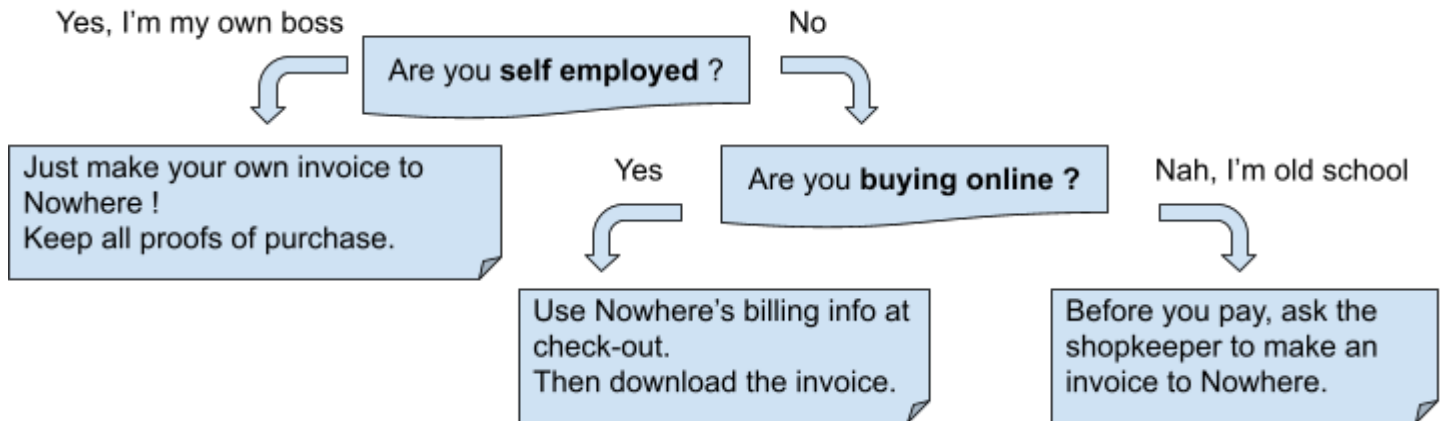


# Nowhere Art Grants - How to get your reimbursement !

So you have been given a grant for creating some wonderful art: congratulations !  
Now read carefully what you need to do to ensure that we can refund your expenses.

First, the obligatory flow-chart, because no one reads a document without any graphics these days ;-)



Now let's look at the details, starting with the easy case.

If you are **self-employed**, or you have a **company, association, cooperative or other legal entity** that can make invoices for you and receive the grant payment, then you are lucky.

Simply buy the materials and services whichever way you want, but **keep all of the receipts as proof of purchase**. Proof of purchase documents are required to have, as a minimum, a description of the items, their cost, seller information and the date of purchase.

Then once your artwork is finished and it's time to request a refund, [make an invoice to Nowhere](#) for the creation of the artwork.

Bill us for the amount you actually spent, or the total amount we agreed to grant you, whichever is smallest.  
Then send us your invoice together with the proof of purchase documents.

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Otherwise if it is not possible for you to legally create your own invoices, then things are slightly more complicated. You basically have to purchase materials and services **on behalf of Nowhere**. How do you do that ?

Essentially by requesting an invoice from the seller, and making sure that **on the invoice the buyer information is that of the Nowhere company, not your own**.

If you don't know the difference between an invoice and a receipt, [you can find some helpful examples](#) below.

Usually, if you are buying online, most sites have an option during check-out to provide billing information (who is buying the stuff) separate from the shipping information (where to send the stuff).

The billing information area is where you need to put [Nowhere's company information](#): company name, address and most importantly [tax/VAT code](#). You will find these in the following pages.

In some websites (especially those who sell from outside of the EU) you can put the billing information but there's no field for the tax/VAT code. In this case, just add it as part of the company name, or as part of the address: as long as it appears somewhere, it's good enough.

On some websites you also might have to create a new account, because the billing information is tied to the account and can't be changed. This is a pain, but please be patient and create a new account if that's the only way to make a purchase.

And finally there are cases, like on ebay and similar "marketplace" or "2nd hand" sites, where you have to request the seller for an invoice after you complete your purchase, and not all sellers will agree to provide one. Usually if the seller is an individual (as opposed to a company), they will refuse to make an invoice. Ideally you should check with the seller before buying and don't buy from those who can't provide invoices.

We may make exceptions in case the items you need can't be found elsewhere or cost a lot more elsewhere, but [always ask us before you buy](#)

Then, once your purchase is complete, find out where to **download** the invoice. Remember, download it, usually in PDF. There's usually a function for that on most online shops. If there is not, contact the seller and ask. [Don't just take a screenshot of a webpage](#) or even worse a screenshot of an order confirmation email.

Then send all the invoices to us once it's time to request a refund.

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If you buy in a real life shop instead, you should ask the shopkeeper to make an invoice instead of giving you a simple receipt. Note that in most places you have to ask this **before you start checking out** your merchandise.

In some shops they might not be happy about doing this, because it's more work for them, but in most countries it's your legal right to receive an invoice if you request one. Please insist.

Then when asked who to make an invoice to, [provide the Nowhere invoicing information](#) that you can find below. If you are buying within the EU then make sure the seller's [tax code/VAT code](#) is present on the invoice (it usually is by default, but not always).

In some shops (especially large DIY and material stores) you first need to create an "account" with the shop before they can give you an invoice. Sometimes you have to go to a special counter in the shop. Sometimes they give you a receipt and then you have to go online, create an account, then swap your receipt for an invoice. This is really annoying, but again it's necessary to get your refund, so please make sure you plan the extra time when going shopping, and always **ask for the invoice before you start checking out !**

Finally there are some shops that for various reasons will refuse to produce an invoice. In this case if you really must buy there, at least make sure you get a receipt with the name of the shop, a description of what you purchased and the amounts paid.

It's not ideal but it's the bare minimum to have any chance of getting refunded for that expense. See the examples at the bottom of this document to get an idea of [what is OK and what is not](#).

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## NOWHERE Invoicing / Billing Information

Here's what you need to put in the billing information section if you buy online, or give to the shopkeeper when you request an invoice.

Company name: <b>GOING NOWHERE S.L.</b> Address: <b>Calle Fra Bonaventura Gran 20, 08224 Terrassa (Barcelona)</b> Tax/VAT ID: <b>ESB67398693</b>
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ALL of this information should appear on ALL INVOICES or you may not get refunded for some of your expenses !

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# Frequently Asked Questions (and other useful information)

## **Will you refund expenses where the invoice is missing or has incorrect information ?**

As a general rule: no.

We will unfortunately have to refuse a refund for the specific expenses with missing or invalid invoices.

Before you purchase, if there is any doubt about invoicing, please don't hesitate to contact us at [art@goingnowhere.org](mailto:art@goingnowhere.org), so that we can advise you.

We may also decide that it's OK to make an exception in some specific cases, but you have to **ask us before you buy**. If you ask for an exception after you buy, it's too late.

## **Why is it so important for Nowhere to have those invoices ?**

Accountability and taxes.

Nowhere is run by a Spanish company and as such it has to obey Spanish laws and also pay taxes in Spain. When we give you grant money, the Spanish government requires us to justify the expense.

If you are self-employed, then we are simply paying you for the service of building an artwork for us, and we need a valid invoice to prove this.

Otherwise, the only way that we can legally give you money is as a refund for materials that you purchased on behalf of the Nowhere company.

If you know of a simpler way to legally do this then please contact [finance@goingnowhere.org](mailto:finance@goingnowhere.org) and let us know !

The other reason why all of this is important is that when we run the event, all income is taxed.

The money we give out as art grants, as well as any other expenses, helps offset some of these taxes. But this can happen only if we have valid invoices.

## **And why should I care if Nowhere pays less taxes ?**

Nowhere is run as a not-for-profit, even if we are incorporated as a commercial company.

Our only income is from tickets, and all income is invested directly into the event (paying staff, contractors, materials, permits, etc.).

At the end of the fiscal year, if there's a surplus after paying taxes, no one walks away with dividends or bonuses: all cash stays with Nowhere and contributes to create the event again.

So less taxes is good for everyone because it means more surplus money available for keeping the event alive (including possibly more money for art grants).

## **What is this tax/VAT code you speak of ?**

Within the EU in theory you are allowed to buy something in one country and still have your VAT deducted from the taxes that you pay in another country.

However for this to work, the tax/VAT identification of the seller and buyer has to appear on the invoice.

Usually this is a code starting with 2 letters that identify the country, like FR, ES, DE, IT and so on, and then a string of letters and numbers that is different for each country.

This last part is usually the local VAT code, such as CIF for Spain, SIRET for France, USt-IdNr for Germany, P-IVA for Italy and so on...

Has your head exploded yet ? If not, then how can we entice you to join our finance team ;-)

### **What is the difference between an invoice and a receipt ?**

The main difference is that **an invoice has information about both the seller (the shop) and the buyer** (in this case Nowhere). Invoices usually also include the tax IDs of both parties, in countries where this applies (like most of the EU).

A receipt usually has just the seller information and a breakdown of the items you buy. See point below for examples.

Can you give me some examples of invoices/receipts that are OK and others that are not ?

Of course. A picture is worth a thousand words, as they say. But a picture with a thousand words on it is even better.

This is an invoice. This is what we need to get from you as much as possible.



**FACTURE**

**N°** IFR-22460 **Ensure the invoice has at least a date.**  
**Date:** 13/06/2019 **And if possible also a serial number.**

**Client:** GOING NOWHERE SL **Buyer information (Nowhere !)**  
 Rambla de Poblenou 56, 2-4  
 08005 Barcelona  
 Spain  
 ESB67398693 **Note the tax ID (highlighted)**

**Seller information.**  
 Includes Tax ID (highlighted)

PRISMICA S.L.  
 C/ Meigs Panella nº 6  
 46715 L'Alqueria de la Comtessa  
 Tel. 0178900776  
 CNISPRENKBIS FR43842061343  
 commandes@ledkia.com  
 www.ledkia.com

Référence	Description	Quantité	Prix	Montant
<b>Bordereau AFR - 2019 - 22691 de date 11/06/2019</b>				
EL-14860R28-50-220V	Bobine de LED 220V AC SMD5050 60 LED/m RGB (50 Mètres)	1,00	127,7417	127,74
DESC-PROM	FIRSTORDER15 - Remise de 15% sur votre PREMIÈRE COMMANDE.	-1,00	19,158333	-19,16
DESC-PROM	Envoi gratuit pour tout achats supérieur à 29.95?	-1,00	14,008333	-14,01
portes	Portes	1,00	14,008333	14,01

Total produits HT	Base Imposable	TVA	TOT. FACTURE
108,58	108,58	20% 21,72	130,30 EUR
<b>Moyens de Paiements</b>			

Taxes are nicely split out from the total

REDSYS

This is just a receipt. But at least it is a good one. When you really can't get an invoice, at least get a nice receipt like this one.

**BAUHAUS**

BAUHAUS Gesellschaft für  
Bau- und Hausbedarf  
GmbH & Co. KG Süd  
NL 649 - Marie-Curie-Str. 2  
78224 Singen

Seller/shop  
information only !

07731/9302-0  
UstId: DE142099795  
Lieferdatum = Rechnungsdatum  
\*\*\* Kundenbeleg \*\*\*

AKKU-SCHLAGBOHRSCHRA	229,00	1
SPANPL FLAK VERZINKT	10,62	1
GROSSR. PAINT SPLATT	4,95	1
EXTRA POWER UNIVERS.	9,89	1
UNIVERSAL KRAFTBAND	4,95	1
GROSSROLLE UNICORNS	4,95	1
Summe in EUR	264,36	

Nice and clear  
list of items  
purchased

V-Pay 264,36  
\*\* Kundenbeleg \*\*  
Bauhaus GmbH & Co. KG  
NL 649  
Marie-Curie-Str. 2  
78224  
Singen

Datum: 27.06.2019  
Uhrzeit: 19:09:21 Uhr  
Beleg-Nr. 7893  
Trace-Nr. 009019

Date and time

Bezahlung  
Kontaktlos  
V PAY

Nr. \*\*\*\*\*3402 0000  
VU-Nr. 142740986  
Genehmigungs-Nr. 636270  
Terminal-ID 65362820  
Pos-Info 00 075 00  
AS-Zeit 27.06. 19:09 Uhr

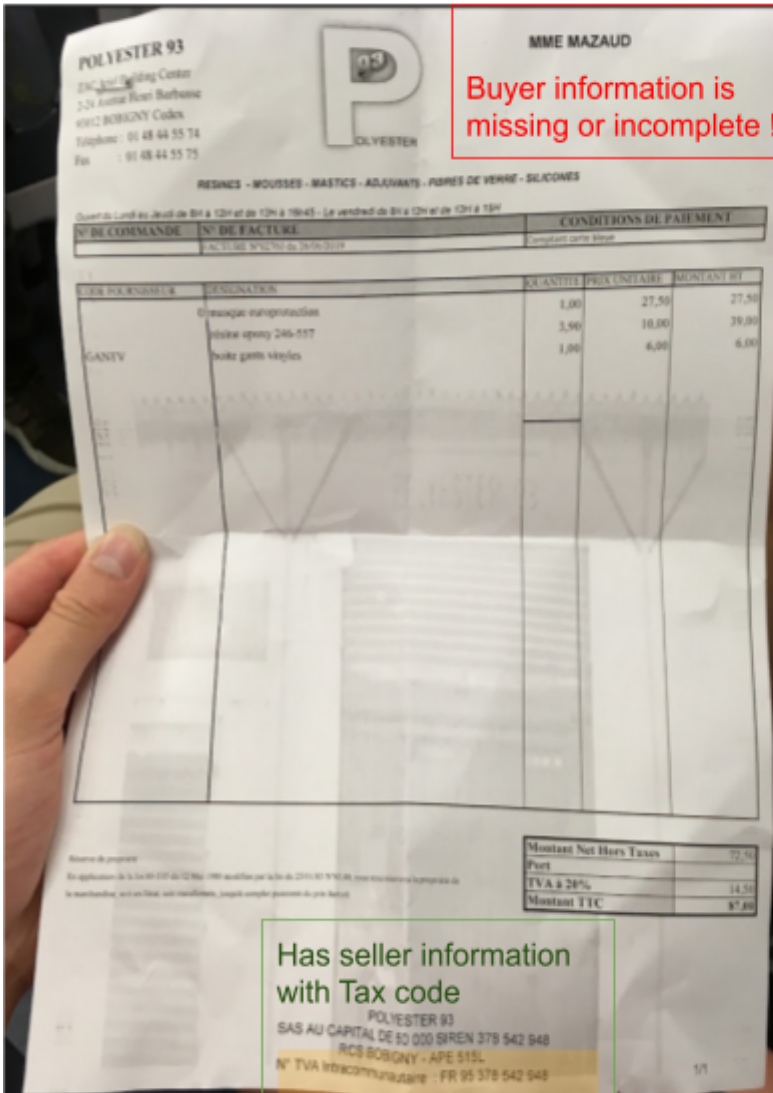
AS-Proc-Code = 00 075 00  
Capt.-Ref. = 0076  
AID59: ULFY00

Betrag EUR 264,36



Now here's some examples of documents that are **NOT OK** and are likely to get your refund refused:

Invoices with missing seller or buyer information  
(or the buyer is not Nowhere)



**Barenco: New Order # 100005941**

1 message

Sales <barencofinance@gmail.com>

24 Jun

To: Eberhard White <ewhite@brenco.com>



**THANK YOU FOR YOUR ORDER FROM BARENCO.**

Order Questions?

Email: [sales@barenco.co.uk](mailto:sales@barenco.co.uk)

Thank you, we have received your order summarised below. We aim to dispatch goods within 2 working days, subject to stock availability. Where possible you will be sent tracking information.

**Your order #100005941**

Placed on 24 June 2019 09:20:08 BST

Item	SKU	Qty	Subtotal
TURNBUCKLE HOOK AND EYE M10 - BE902/10	BE902/10	6	£17.10
		Subtotal	£17.10
		Shipping & Handling	£4.95
		Grand Total (Excl.Tax)	£22.05
		Tax	£4.41
		Grand Total (Incl.Tax)	£26.46

**BILL TO:**

Eberhard White  
 107th Street India Street Road  
 London, E14 6ED  
 United Kingdom  
 T: 075 33664375

**SHIP TO:**

Eberhard White  
 107th Street India Street Road  
 LONDON, E14 6ED  
 UNITED KINGDOM  
 T: 075 33664375

**SHIPPING METHOD:**

Select Shipping Method - Zone 1

**PAYMENT METHOD:**

PayPal

This is a screenshot of an email about an order confirmation. Even though it has a lot of useful information, this is still **not a valid invoice or receipt**.

Email back to the seller and ask them to send you an actual invoice (usually attached as a PDF).

**Remember: screenshots are NOT good. Order confirmations are NOT valid invoices or receipts.**

The only case where we would accept something like this is if you were self-employed and invoicing us.

Only in that case this would be sufficient as proof of purchase only.

This is a screenshot of an order summary page, from the seller website. Please **NO screenshots**. And in any case **an order summary is NOT a valid invoice**.

Store: wallpaper-improvement Store [Contact Seller](#)

Contact Jasper Froid

Name: Address: Hugo Molenaarstraat 25h  
 Rotterdam, Zuid-Holland, Netherlands

Zip Code: 3022HS

Mobile: 06-17866737

Tel: 0201-6-17866737

Fax:

Instead, find the invoice download function on the website, or contact the seller and request them to send you an invoice.

Product Details	Price Per Unit	Quantity	Order Total	Status	
	\$ 2.11	5 pieces	\$ 10.55	Awaiting Receipt	AllExpress Standard Shipping Estimated Delivery Time: 13-13 Days Processing Time: 7 Days
			Product Amount	Shipping Cost	Total Amount
			US \$ 10.55	US \$ 3.57	US \$ 14.12