

Financial Cooperation Agreement (FCA)

I.

In the scope of the partnership relations between

..... (Partner ELCB) and

..... (Foreign partner), the

foreign partner is supposed to receive donations/offerings with the following purpose:

a) General assistance/ institutional support of:

.....

(Please specify and state purpose and planned project sum)

b) Implementation of the project/the individual measure (as a rule, a Project Agreement is also required from Euro 10,000.00 upwards) :

.....

(Please specify and state purpose and planned project sum)

c) Implementation of small and simple projects and individual measures¹ (i.e. measures that can be proved in full by means of a confirmation of receipt , a brief report and receipts).

In all cases described under c), it suffices to fill in the FCA once only. Any and all decisions made with regard to such projects/individual measures inclusive of the planned project sum are to be attached to the FCA in the form of certified extracts from the records of the foreign partners abroad and the Bavarian partner (Partner ELCB). Please do only fill in a new FCA if the persons in charge change.

The competent committees in Bavaria and abroad decided by resolution on the measure and the estimated funds.

Name of the Bavarian committee:

Date and place of decision:, / /,

made under the presidency of (name)

The following responsible person (e.g. head of church district)

.....

was informed on / / by

in writing on this undertaking.

¹ For example the purchase of corrugated iron sheets for a church building, acquisition of a water filter for a hospital, new mosquito nets for the dormitory of a boarding school, batteries for a solar energy plant, etc.

Name of the foreign committee:
.....

Place and date of the decision:, / /,
made under the presidency of (name)

The following responsible person (e.g. head of church district, bishop)
.....

was informed on / / by
in writing on this undertaking.

These donations/offerings shall be transferred to the recipient via Mission EineWelt. For this reason, Mission EineWelt must ensure their use as earmarked.

The partners enter into the following agreement with regard to the handling of the donations/offerings:

II.

1. Any and all donations/offerings must always be fully and promptly used as earmarked (i.e. as a rule within 2 years). The earmarking is either determined by the donator or in the event of offerings and collections by its pre-defined purpose (in the event of a broader purpose, the decision on its purpose may also be made by the corresponding competent committee (ELCB). If a donation cannot be used as earmarked and/or promptly, the foreign partner shall immediately inform the partners in the ELCB and Mission EineWelt. Any and all donations are always to be repaid to the donator if the latter does not consent to a change of the donation's purpose. In the scope of their pre-defined purpose and upon collection, any and all offerings and collections can be assigned to another designated use if so decided by the corresponding competent committee.
2. The bank transfers of donations/offerings shall not be made to private accounts. No donations/offerings whatsoever must be transferred to or used by any and all private individuals specified by the donator.
3. At least once a year, the foreign partner shall supply proof of the use of the donations/offerings to Mission EineWelt and the partner ELCB in the form of an audit or by means of supporting documents (scans; the original documents must be locally filed for any inspection, if required). In the event of an institutional support, an audit (reviewed annual financial statements of accounts) of the institutions shall suffice as supporting documents. Without the corresponding proof of receipt and use, Mission EineWelt cannot proceed with any further money transfer.

4. An audit must comply with the following prerequisites:
- An audit must fully detail and prove the use of funds. All donations/offerings must be posted as receipts and expenditures. Only in the event of a general assistance/an institutional support, a breakdown on its specific use under expenditures can be waived. Attention has to be paid to the fact that exclusively non-profit-making and non-commercial purposes have been supported. No persons whatsoever have neither benefitted from expenditures that do not comply with the purpose of use nor from any and all unreasonably high remunerations.
 - An audit must be implemented by a body qualified for auditing of annual financial statements in accordance with the International Standards on Auditing (ISA) and be furnished with the corresponding auditor’s report.
 - In the event of projects under Euro 10,000.00 and individual measures, proof can be furnished by means of a project audit or a settlement of account supported by documents.

III. Other agreements (e.g. administration expenses of the dioceses):

.....

.....

.....

Place, date:

 Partner ELCB

Place, date:

 Foreign partner

Place, date:

 MEW

Project Agreement (PA)

A Project Agreement must be prepared for very complex projects or for projects with an overall volume exceeding Euro 10,000.00 funded by donations/offerings from partnership groups of the ELCB (see item 1).

In addition to the FCA, the partners agree as follows:

1. The implementation of the project

.....
is based on the project description or the project application by
..... (Foreign partner)
dated..... / / (date).
The project application is to be attached to the PA.

2. This project is financed from donations/offerings with an amount of – as detailed in the finance plan.
Any and all earmarked donations /offerings are exclusively to be used for the planning, implementation and execution of the a.m. project.

3. The required proof of the donations’/offerings’ use as earmarked is submitted by means of a project audit. This audit is to be performed by a body qualified for the execution of audits. The costs for the audit are to be included in the project application in the form of an estimate.

Latest six months after the conclusion of the project, the project audit is to be submitted together with a report detailing the facts by
..... (foreign partner) to
..... (domestic partner)
and Mission EineWelt.

4. If it is foreseeable that a project cannot be implemented within the defined period of time, (foreign partner) shall immediately inform
..... (domestic partner)
and Mission EineWelt.

Place, date

Place, date

Place, date

Partner ELCB

Foreign partner

Mission EineWelt

Furthermore, the general principles of the Financial Cooperation Agreements (FCA) shall apply with regard to the handling of the donations.