

to be filled by MEW	
FCA-No.:	
Application No.:	



## Financial Cooperation Agreement (FCA)

### For Partnership donations between Papua New Guinea and Germany: ONE TIME ACTIVITY

**1. General information**

In the Scope of the partnership relations between

(Partner PNG) and

(Partner Germany)

we make the following agreement for a financial support.

Activity which should be supported by the German partner:

Amount of the activity:

(Kina and €).

**2. Description of the planned activity**

What is the activity about? What do you aim to achieve? Why is this activity important to your community? How did the idea for this activity develop? Who are the beneficiaries? What are the risks within this activity? How can you ensure sustainability?

### **3. Cost and financial planning**

Please use an extra sheet to give information on the cost & financial planning of your activity (budget items).

Several funding sources require an external audit.

### **4. Responsible decision-making bodies**

Name of the committee in PNG:

Place and date of the decision:

made under the presidency of (name and position)

The following responsible person (Circuit or District President)

and the interchurch relation and ecumenism director

were informed on \_\_\_\_\_ by

in writing on this undertaking.

Name of the Bavarian committee:

Date and place of decision:

made under the presidency of (name and position)

The following responsible person (e.g. Dekan/in)

was informed on \_\_\_\_\_ by

in writing on this undertaking.

### **5. Compliance rules**

These donations/offerings shall be transferred to the recipient via Mission EineWelt and the ELCPNG Special Projects Office. The partnership committees enter into the following agreement with regard to the handling of the donations/offerings:

- a) Funds must never be transferred to private accounts. No donations/offerings whatsoever must be transferred to or used by any and all private individuals specified by the donator.
- b) Funds can only be granted when the reporting of the former activity and the documents for the new activity are completed. Reporting must include the following: Receipts of income & financial report with individual receipts & narrative report.
- c) Any and all donations/offerings must always be fully and promptly used as earmarked. The usage of any remaining funds has to be agreed upon in advance in writing. Transparent documentation for all parties involved is necessary.
- d) All funds must only be used on the way specified in the documents. Only church related purposes are allowed.

Signatures of two responsible persons in Germany (e.g. partnership representative and chairperson)

\_\_\_\_\_  
(place, date)                      \_\_\_\_\_  
(signature, name, position)

\_\_\_\_\_  
(place, date)                      \_\_\_\_\_  
(signature, name, position)

Signatures of two persons from the partnership committee in PNG (e.g. circuit president and circuit secretary or partnership president and partnership chairperson)

\_\_\_\_\_  
(place, date)                      \_\_\_\_\_  
(signature, name, position)

\_\_\_\_\_  
(place, date)                      \_\_\_\_\_  
(signature, name, position)

**Signature Mission EineWelt (Regional Secretary)**

\_\_\_\_\_  
(place, date)                      \_\_\_\_\_  
(signature, name)

**Attachments:**

- Cost and financial planning
- Quotations / pro forma invoices
- Others (please provide all documents in English):

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