

FCA-No.: (to be filled by MEW)



## Financial Cooperation Agreement (FCA)

### For Partnership donations between Papua New Guinea and Germany: tuition fees support at ELC-PNG Institutions

#### 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:

Tuition fees support

Annual support with a fixed amount of

(Kina and €)

Annual support with a variable amount according to annual resolutions

#### 2. Description of the planned tuition fees support

- What is the tuition fees support about?
- What do you aim to achieve?
- Why is it important to realize this tuition fees support?
- How did the idea for this tuition fees support develop?
- Who are the beneficiaries?
- What are the risks within this tuition fees support?
- How can you ensure sustainability?

Please note:

Only one partner support is possible.

The selection of beneficiaries must be made by a committee on the basis of fixed criteria.

- What are the criteria for the selection?
- Which committee is selecting the students?
- How does the selection of the beneficiaries take place?
- Is the study fee covered by a fixed percentage or by a certain amount?

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

The German partner provides a separate template every year to give information on the cost and finance planning for the tuition fees support.

### **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 not be transferred to private accounts.
- b) Funds can only be granted when the reporting of the former year and the documents for the current year are completed. Reporting must include the following: Receipts of income & financial report with individual receipts & narrative report (template for tuition fees support has to be used).
- c) Any and all donations/offerings must always be fully and promptly used as earmarked. Remaining balances have to be forwarded to the next year for the next incoming or continuing student.
- d) All funds must only be used on the way specified in the documents, hence tuition fees only.

