

## Financial Cooperation Agreement (FCA)



The partners conclude the following financial cooperation agreement.

Domestic German partner (as donor/ facilitator):

Centre for Global Ministries and Ecumenical Relations of the Evangelical Lutheran Church in Northern Germany (ZMÖ)

Country desk: \_\_\_\_\_

and

Partner church or partner organisation abroad (as recipient):

\_\_\_\_\_

The financial cooperation may take the following forms:

1. General support (annual).
2. Implementation of projects / individual measures.
3. Implementation of partner churches personnel development projects.
4. Forwarding of donations (collections) for an earmarked use.
5. Other:

\_\_\_\_\_ please name

To receive financial support/funding, a request must always be submitted to the responsible ZMÖ country desk. All applications are processed by the ZMÖ. Approved funds are paid out in lump-sum or in instalments. Received funds shall be accounted for in the agreed form and time.

The following agreements are made within the framework of this cooperation:

1. The provided funds are to be used completely and promptly (i.e. usually within 3 years) for the earmarked use. If this should not be possible, the partner abroad will immediately inform the ZMÖ regional desk about any delays and necessary changes. A project change request may have to be submitted.
2. Only non-profit and non-commercial purposes must be supported. No person should benefit from expenditure that contradicts the earmarked use of funds, or benefit from disproportionately high remuneration.
3. Funds shall not be transferred to private accounts. Payment confirmations must be provided to the ZMÖ in the form of bank statements. Only then can further payments be authorised.

4. The partner abroad provides the ZMÖ regional unit with annual reports, including a detailed fund allocation overview pertaining to the reporting period. At the end of the project, a comprehensive project report (narrative and financial report), including an overview of costs and proof of financing, must be submitted.
  
5. In the case of annual general/ institutional support, an audit report must be submitted. The audit report must adhere to the following standards:
  - The use of funds is fully recorded and documented.
  - The received funds must be documented on the income and expenditure side.
  - Audits must be carried out by a body qualified to provide financial statement audits in adherence with the International Standards on Auditing (ISA). An audit report with unqualified opinion must be obtained.

This agreement shall be signed by one legal representative of each contract party. It must be re-signed if any of the legal representatives change.

Responsible Person (Name, Position) Partner:

\_\_\_\_\_

Responsible Person (Name, Position) ZMÖ:

\_\_\_\_\_

Place: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Partner Church/Institution  
 (Signature of the person authorized  
 to represent the Church/Institution)

\_\_\_\_\_  
 Center for Global Ministries  
 and Ecumenical Relations

Seal

Seal