

Ev.-Luth. Church in Northern Germany –
Centre for Global Ministries and Ecumenical Relations
Country desk:



Agathe-Lasch-Weg 16
22605 Hamburg
Germany

Project number: _____
fulfilled by ZMÖ

Responsible person ZMÖ: _____

Phone: _____

E-Mail: _____

Project

1. Information about the Church / Organisation applying for the grant

Name Applicant Church / Organisation:

Postal Address

Street + No: _____

Postcode + City: _____

Country: _____

Person Responsible Church / Organisation:

Name: _____

Position: _____

Address: _____

E-Mail: _____ Phone: _____

Bank Account Church / Organisation applying for the Grant:

Account Holder: _____

Bank: _____

IBAN: _____

SWIFT-code: _____

Bank code/BIC _____

If necessary, Address of the bank:

Purpose:

Date of Application:

Place

Date (dd.mm.yyyy)

2. Project information

Name of the Project:

Person responsible for the Project

Name: _____

Position: _____

Address: _____

E- Mail: _____ Phone: _____

Project term – beginning and end (dd.mm.yyyy):

Start _____ End _____

Project amount requested: _____

3. Description of the Project

Short project description, why the project should be carried out. Explanation of the planned measures. (max. 2.000 characters)

Please include a detailed project description in the attachment– for more information please attach)

Project objective and target group (up to 1.500 characters)

4. Budget

Name of the Project

Cost Plan

	Budget	Plan
1.	Program Cost	
1.1.	_____	_____
1.2.	_____	_____
1.3.	_____	_____
1.4.	_____	_____
1.5.	_____	_____
	Subtotal	_____
2.	Public Relation + Material	
2.1.	_____	_____
2.2.	_____	_____
2.3.	_____	_____
2.4.	_____	_____
2.5.	_____	_____
	Subtotal	_____
3.	Administration + Overhead	
3.1.	_____	_____
3.2.	_____	_____
	Subtotal	_____
4.	Others	
4.1.	_____	_____
4.2.	_____	_____
	Subtotal	_____
5.	Unforeseen	
5.1.	_____	_____
	Total	_____

Please attach more detailed information, if necessary

Budget – Finance Plan

Income	Plan
1. Own Contribution	
1.1. _____	_____
1.2. _____	_____
2. From Third Parties	
2.1. _____	_____
2.2. _____	_____
2.3. _____	_____
3. Other income/ funds	
3.1. _____	_____
3.2. _____	_____
4. From ZMÖ	_____
Total	_____

5. Declaration

We hereby declare that the above information is correct and complete. Should there be any changes, we will inform you immediately.

The grant will be used by us economically, sparingly, and exclusively for the above-mentioned project. If the funds are not used for the intended purpose or if the receipts are incorrect or incomplete the Centre for Global Ministries and Ecumenical Relations (ZMÖ) is entitled to reclaim all funds. In the event of any contract violation, the ZMÖ is to be immediately reimbursed for any distributed funds – at ZMÖ discretion, in full or partially. We acknowledge that passing on any funds to third parties without prior written ZMÖ consent is not permitted.

We are aware that we must make an appropriate contribution of our own (Monetary or non-monetary such as labor input, providing of building or land). We commit to procure and draw from, all to us available, third-party funds prior to using ZMÖ funds.

We declare that we have not yet started implementing the project. We agree that the project must be started within 12 months from the date of approval and that the project duration must not exceed 36 months. Within six months of project completion, we will document the implementation and results of the project in an appropriate form and submit a full report to the relevant ZMÖ regional desk. The final report (narrative and financial report) shall include a cost and financing overview as well as receipt overview. Further, we agree to provide copies of receipts on demand.

We acknowledge that a grant may be subject to further conditions and/or requirements and that we may have to provide evidence that the conditions and/or requirements have been fulfilled by us. We are aware that any payment approval becomes invalid if these conditions and/or requirements are not met.

We acknowledge that the ZMÖ is entitled to make enquiries concerning the project with authorities, departments, organisations, banks, private persons, etc. and, if necessary, to consult with other sponsors. We further acknowledge that the ZMÖ is entitled to request bank statements, financial statements, audit reports, management reports, litigation documents, receipts and other business documents at our expense and to check the use of the funds by means of local surveys. We will keep the documents required for this purpose in accordance with the legal regulations, keep them available for inspection and provide the necessary information.

We agree that our documents may be stored for a longer period of time within the framework of the Data Protection Act for processing and administrative purposes and may be passed on to third parties for the purpose of processing.

We agree that the funded project may be presented publicly (by radio, television, press, newsletter, website) without prior consent and or separate payment. We agree that these representation rights may be transferred to third parties.

In the case of public presentation, we will indicate in an ZMÖ approved appropriate manner that our project was supported by funds from the Centre for Global Ministries and Ecumenical Relations of the Evangelical Lutheran Church in Northern Germany.

By signing below, we assure that we or persons commissioned by us will ensure proper administration of the provided funds, if applicable, and that we will provide the required documents for this purpose.

Place

Date
dd.mm.yyyy

Signature of authorised Person