

Geschäftsstelle Weltkirche / Gerechtigkeit und Frieden

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GENERAL CONDITIONS of project funding

between the Diocese of Mainz and the legal sponsor of the project, as specified in the approval notice.

1 Disbursement of authorised appropriations

1.1. All withdrawals must be requested in writing. The initial payment can be made with the return of the signed "recognition of the special conditions of the project funding" with a request for payment.

1.2. The amount of the grant granted is shown in EURO. The amount of the grant granted may be undercut, especially if the expenses of the project are reduced or higher contributions from third parties or own budgets are possible.

1.3. After receipt of each payment, we ask for an immediate confirmation of receipt with the indication of the equivalent value in national currency, confirmed by bank receipts. In addition, we ask for information as to whether and to what extent interest has been generated. Interest income may only be used for project income.

2 The legal sponsor of the project undertakes:

2.1 to use the funds exclusively for the purpose of the project in an economical and economical manner. The agreed purpose is specified in the project contract;

2.2 to obtain the consent of the Diocese of Mainz if changes to the purpose of the project or other changes of a material nature become necessary;

2.3 to inform the Diocese of Mainz directly of additional funding applications, third-party funds and grants;

2.4 to report on the measures and to assess the extent to which the project purpose has been achieved;

2.5 settle all income (i.e. subsidies, own resources, third-party funds, interest earned on income) and expenses on a regular basis (annually) (see forms Billing and Payment Request);

2.6 keep original project receipts and accounting documents safe for 10 years after the end of the project;

2.7 to obtain the consent of the Diocese of Mainz if purchased items worth (over 3,000 euros) are no longer used in accordance with the purpose. This also applies to funds, developed and undeveloped land as well as concessions and other legal interests.

3 Project report and completion

The sponsor of the project undertakes to prepare a factual report and a financial final report to the Diocese of Mainz after implementation of the project. The final report must be signed and sent in the original.

3.1 The factual report shall give a description of the implementation of the project, including the positive and negative results and the difficulties associated with the implementation of the project. It provides information on the (achieved) objectives, the measures implemented, the duration and the sustainable effects. Results and effects are to be compared with the information in the project application. Pictorial evidence must be enclosed with the factual report.

3.2 The financial report refers to the cost calculation and the financing plan of the application. It includes:

- the billing period
 - a list of all financial contributions to the project (own resources, third-party funds and funding grants)
 - the statement of all expenditure (target/actual comparison)
- if agreed, an external audit report

The diocese reserves the right to request the proof and proof of expenses.

4 Miscellaneous

The approval can be withdrawn by the Diocese of Mainz if the project conditions are not met or the main reasons for the decision to support the project are omitted. The same applies if the measures of the project are not started within 2 years. The Diocese of Mainz can reclaim disbursed funds if the funds are not used in accordance with the project contract or if obligations are not fulfilled.

5 Information on the origin of the funds

The approved funds come from church tax revenues or donations or from a common fund of donations and public funds. The Diocese of Mainz therefore expects careful accounting and reporting in any case. If the support by the Diocese of Mainz is made public by you, we ask for appropriate information.

6 Notes on cooperation

Further details of the cooperation are regulated by the recognition of the project conditions. With the signature, all conditions are accepted. The project funding becomes effective as soon as the copy of the document is signed by the Diocese of Mainz. If a third party is the payee, the above-called obligations of the legal sponsor of the project remain unaffected.

7 Protection of minors

The legal sponsor of the project ensures that the children and adolescents entrusted to him or her employees are protected from sexual, psychological or physical abuse, exploitation and neglect and that compliance with children's and human rights is guaranteed. Incidents during the term must be reported directly to the Diocese of Mainz.

8 Transparency

In connection with the implementation of this project, the contracting parties undertake not to offer advantages of any kind directly or indirectly to third parties, nor to accept rewards or gifts directly or indirectly for themselves or for others or to obtain or be promised other advantages that are or can be regarded as unlawful practice or bribery. In the event of violation or disregard of this clause, claims for repayment will be made.