

Date: _____

FUND REQUEST FORM

Project No.: _____

Project Title: _____

Project Partner: _____

1. Preliminary Remarks

This form is intended to help ensure that the approved funding is received in a timely and secure manner. For this purpose, we would like to ask you to provide us with the precise information on points 2. and 3. below.

As stated in the Project Contract, the approved funding will be paid by request in installments. The amount of the installments shall correspond, within the approved budget as well as to the planned financial requirements for the specified period. The expected own and/or third-party funding(s) shall be deducted from the total planned requirement.

2. Current Bank Details (If your bank account details have changed, please contact your respective contact person at Kindermisionswerk to update the bank details. We cannot transfer the money to a new bank account without the updated documents):

Account number (if available, indicate the international bank account number (IBAN)):

3. Requirements in national currency/project currency for the period from _____ to _____ (including expenses)

Expenses		Amount in local currency (Project Currency)
1.	Building Expenses	
2.	Non-Recurring Expenses (Investments)	
3.	Personnel Expenses	
4.	Ongoing Expenses for Project Activities	
5.	Project Administration	
6.	Evaluation	
7.	Audit	
8.	Contingency reserve - after authorisation only	
Total Expected Payments		
Income		
	a) Local contribution	
	b) Third Party contribution	
	c) Project balance	
Requested Amount (for this transfer only)		

Place and Date _____

Signature of officer responsible for the project _____