

Communio

Project Agreement

Part I

To be signed by the Applicant

I, the undersigned, agree to the following, in the event that my project application is approved for funding by *Communio*:

1. That I shall immediately acknowledge the receipt of the amount granted.
2. That the amount granted will be used exclusively for the purpose of the project in an economic and efficient way and in accordance with any conditions set out in the Letter of Approval.
3. That the grant will be used within a reasonable period of time and any delay shall be reported to the Communio Secretariat in order that, if necessary, a new course of action can be agreed upon.
- 4., That *Communio* reserves the right to ask for a total or partial reimbursement of the grant in case the amount is not used in conformity with this Agreement.
5. That evidence concerning the use of the amount granted will be submitted in the form of a report, which will include:
 - i. a description of the project as realized, underlining what has been achieved.
 - ii. a detailed statement of accounts, including copies of all relevant bills and receipts, indicating the amount paid, the currency, the item or service paid for and the date of the settlement. The texts of the bills and receipts shall be translated into English, in case they are written in a vernacular form. Local and third party contributions shall also be indicated.
6. That *Communio* is entitled to verify, by itself or through an appointed representative, the use of the amount granted, by inspecting the relevant accounts and documents and/or by having an on-the-spot inspection. The recipient of the fund will have to make all the necessary information available.

7. That, in the case of grants being paid in instalments, an interim report in line with no. 5 above will have to be sent before another instalment is released.

8. I confirm that I recognize, commit to and shall implement the safeguarding procedures of *Communio*.

Name (in block capitals):.....

Signature:.....

Date:.....

Part II

To be signed by the Bishop/Religious Superior (when not the applicant)

I confirm that the applicant is a person of good moral character and reputation. I know of nothing that in any way would limit or disqualify him/her from his/her ministry.

Name of the Bishop

Signature of the Bishop

Date:.....

Part III

To be signed by the Diocesan Director of Communio (when not the applicant)

I confirm that the applicant is a person of good moral character and reputation. I know of nothing that in any way would limit or disqualify him/her from his/her ministry.

Name of the Diocesan Director

Signature of the Diocesan Director

Date:.....

Part IV - Declaration of Consent

To be signed by the Applicant

I consent to *Communio* using my name, contact details, function/position within my organization as well as photographs submitted with the project application for the administration of the projects as well as for publicity and promotional activities to support the Church. My data has been transmitted to the Communio Secretariat for their communication. This consent can be revoked informally at any time.

Name (in block capitals):.....

Signature:.....

Date:.....

Note from the Communio Secretariat:

The legal basis for processing your request is the declaration of consent signed by you. We take the protection of your personal data very seriously and treat your personal data confidentially, in accordance with the statutory data protection regulations. Please be informed that the images you send us could be used in print and digital media formats, including print publications, websites, e-marketing, posters, banners, advertising, film, social media and for teaching and research purposes.