

Cooperation Agreement

between

the plan:g
Partnership for Global Health
Belruptstrasse 21
6900 Bregenz
Austria

www.plan-g.at/program-contact

and

Partner name

plan:g partner code
Hereinafter the 'Project Partner'

on the project

plan:g project number

Project title

Start date

§ 1. Objective of this Agreement

1. The purpose of this Agreement is the awarding of a grant by plan:g for the implementation of the project entitled and described in Annex I:

plan:g Project number

Project Name

2. The Project Partner shall be granted the allocation on the terms and conditions set out in this Cooperation Agreement and in the annexes, which the Project Partner declares he/she has noted and accepted.
3. The Project Partner shall accept the grant and responsibility for carrying out the project.

§ 2. Implementation period

1. plan:g shall send a signed project agreement to the Project Partner, which shall enter into force only upon receipt of the signed agreement by plan:g from the Project Partner within one month. (If necessary, indicate soft and hard copy deadlines under 8. Special conditions.)
2. Implementation of the project shall begin on _____ and end on _____.

§ 3. Financing the project

1. plan:g shall contribute towards the total cost of the project with a grant, up to a maximum amount of EUR _____*
2. The total cost eligible for financing by plan:g (the budget of the project) is set out in Annex II.
3. Only expenditures and supply agreements made within the implementation period of the project shall be recognised.
4. The Project Partner shall agree to use the funds allocated by plan:g efficiently and economically, and to verify their use accordingly.

****provided sufficient funding on plan:g's side during the whole project period.***

§ 4. Reporting

1. The Project Partner is obligated to present narrative and financial reports to plan:g.
2. Reports shall be produced in the language of this Cooperation Agreement using the reporting templates in Annexes IV and V.
3. The reporting dates are as follows:

Narrative and financial report(s):

- Interim: _____; covering the period from _____ to _____
 - Interim: _____; covering the period from _____ to _____
 - Final: _____
4. Reports must be presented within at least 15 days from the reporting date mentioned in Section 4.3. (if necessary, indicate soft and hard copy deadlines under 8. Special Conditions)
 5. In addition to the reports mentioned in Section 4.3, the following documents must be presented to plan:g on a yearly base (please select one of the following options):
 - plan:g Audit Report (Annex VII)
 - Any other expenditure verification reports etc. (Annex VII)

§ 5. Disbursement

1. Funds will be disbursed by plan:g following a Request for Disbursement (Annex VI). All reporting requirements must first be fulfilled.

§ 6. Financial and administrative guidelines

1. **The Project Partner shall adhere to plan:g's General Conditions (Annex III) during the implementation of the project.**
2. The Project Partner shall adhere to the applicable country laws during the implementation of the project.
3. **The Project Partner shall agree to follow plan:g's Corruption Prevention Guidelines by signing this Agreement.**
4. **The Project Partner shall agree to follow plan:g's Child Protection Policy.**
5. The Project Partner shall agree to adhere to the Code of Conduct on Images and Messages.

§ 7. Delay and termination of the Cooperation Agreement

1. The Project Partner shall promptly inform plan:g in writing of any condition which interferes or threatens to interfere with the progress of the activities, the accomplishment of the purpose or the performance by the Project Partner of his/her obligations under this Agreement.
2. The Cooperation Agreement is valid until the approval of the final report through plan:g or the co-financing organisation (in the event a co-financing organisation is involved).
3. Both parties shall immediately give written notice of termination of this Agreement for a substantial reason.

§ 8. Special conditions

1. The special conditions for Sponsorship Programmes are applicable (see annex).
2. Optional: Additional special agreements may be included (for example additional co-financing regulations, visibility regulations, deadlines, separate bank accounts etc.). If not, this option should be removed.

§ 9. Final provisions

1. Any amendments, modifications and supplements to this Agreement must be made in writing.
2. If parts of this Agreement should become invalid, the validity of other parts of this Agreement shall not be affected.

§ 10. Jurisdiction

- 10.1 The court of jurisdiction is Bregenz. Austrian law is valid insofar as there are no binding national regulations which prevent the Project Partner from conforming to this.

The following annexes form an integral part of the Cooperation Agreement:

- Annex I Full Project Proposal
- Annex II Budget
- Annex III General Conditions
- Annex IV Template Financial Report
- Annex V Template Narrative Report / Achievement Report and B-Forms (please choose accordingly for small-scale or routine project)
- Annex VI Call for Funds Format and Procedure
- Annex VII plan:g Terms of Reference for Audits and Standard Audit Contracts or Co-financing Organisation's Terms of Reference for Expenditure Verification Report/Audit Report, etc.
- Annex VIII General Conditions of Co-financing Organisation (if applicable)

For plan:g:

Location, date _____

Signature
Daniela Klocker
Programs

Signature
Matthias Wittrock
General Manager