

Cooperation Agreement Annex  
For Projects within the Framework of plan:g Institutional Partnership Program on  
**Sponsorships Improving the Quality of Teaching (“Training Sponsorships”)**

Annex on Sponsorship

Annex to the Cooperation Agreement

between

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

[sponsorship@plan-g.at](mailto:sponsorship@plan-g.at)  
[www.plan-g.at](http://www.plan-g.at)

and

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Partner name

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plan:g partner code  
Hereinafter the ‘Project Partner’

on the project

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plan:g project number

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Project title

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Start date

Type of project:

- i. Child sponsorship (nota bene: no funding since 2013)
- ii. Child sponsorship (nota bene: phased out 2014)
- iii. Health sector education (special interventions preparing sustainable individual sponsorship)
- iv. Health sector education (institutional sponsorship)

## § 1. Preamble: our understanding of sponsorship

1. **'Patenschaft'** (which is the German word for 'sponsorship') makes a reference to the sacrament of baptism, and to the relationship between godmother/godfather and godchild (foster child).
2. Within the framework of a sponsorship programme, the Austrian sponsor does and cannot not actually bear responsibility for the spiritual care of a godchild. This is especially true given the fact that plan:g funding is irrespective of belief or race.
3. Patenschaft/sponsorship programs are abundantly offered by many organisation working in international charity/development aid (e.g. sponsorship for a child, the construction of a school, other) or in other reigns (sponsorship for animals, **forests...**)
4. Sponsorships are not only meant to be a fundraising tool, but an opportunity to promote North-South exchange and to increase understanding in an increasingly interconnected world.
5. plan:g sponsorships are built on contractual relations regulating the balanced partnerships of equals. Sponsorships are governed by (i) a contract between plan:g and a sponsor, (ii) a contract between plan:g and a partner organisation and (iii) a contract between a partner organisation and an individual. The plan:g sponsorship programme entails contractual obligations that are voluntary, concrete and long term, and that have a definite time limitation.
6. **Sponsorships are part of plan:g's holistic understanding of health sector** development (respecting primary health care standards). Sponsorships relate to education. Therefore, the UN Convention on the Rights of the Child is applicable, demanding a project section that ensures not only provision, but also protection and participation.
7. Supported individuals shall receive support within the framework of community work, a project, or an institution (for example a community-based rehabilitation programme, a day-care centre, a school, or a training centre).

## § 2. Subject of the Cooperation Agreement

1. **The current Cooperation Agreement governs plan:g's financing of sponsorship projects.** As with all programmes and projects, sponsorship programmes and **projects are subject to plan:g's General Conditions of Cooperation and other applicable rules and regulations (such as plan:g's Child Rights Policy and Corruption Prevention Guidelines).**
2. plan:g's **sponsorship programme differentiates between (a) individual or (b) community-oriented or institutional sponsorship** that may take place in two

distinctively different realms. These are (a) the realm of general school education (child sponsorship) and (b) the realm of professional health sector education or training. The following matrix illustrates the four different types of sponsorship:

	Children	Health
Individual	i. Individual child sponsorship	iii. Sponsorship with a focus on community development
Community-oriented	ii. Individual sponsorship within health sector education	iv. Institutional sponsorship in health sector education

Note that since 2013 resp 2014 plan:g does not sponsor on the individual level anymore! The applicable rules for all types are mentioned here in order not to rule out funding of exceptional interventions in exceptional cases.

### § 3. Applicable rules

The four sponsorship types depicted in the matrix above are subject to different rules:

#### i. Individual child sponsorship and

#### ii. Individual sponsorship within health sector education:

- Individual sponsorships are granted to individuals that are identified by clearly **documented selection criteria** ('**criteria qualifying for measures of benevolent charity**').
- The partner organisation reports about identification/selection criteria and **indicators that allow for assessing the project's success**.
- Individual sponsorship enables (especially needy or otherwise clearly identified) individuals to attend school and, if necessary, to cover the cost of accommodation in a home.
- School fees, all school materials, clothing, food and the cost of medical care can be paid for the individual in question.
- In exceptional cases and with prior notification, individuals that participate in sponsorship projects may qualify for vocational training or continuing education.
- The Project Partner informs plan:g of the individuals for whom he/she wishes to receive financial support. plan:g then transfers the lump sum agreed for each individual accepted in the sponsorship programme (active sponsorship) to the Project Partner.
- The latter is responsible for ensuring that the funds transferred are used according to the terms of this Agreement.
- plan:g can only accept individuals in the sponsorship programme for whom a sponsor has been found in Austria.

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- The Project Partner is obliged to put forward the names of sponsored individuals/ambassadors using the appropriate template.
  - The Project Partner is responsible for ensuring that each sponsored child receives the support allocated.

**The following documents are necessary to apply for type i or ii sponsorship:**

- a. A completed sponsorship application form and/or a duly signed master XLS list
- b. A recent photo of each sponsored individual in the correct format
- c. A personal letter from the sponsored individual (with English translation) and/or a report briefly describing the present situation of the sponsored individual

**iii. Sponsorship with a focus on community development and**

**iv. Institutional sponsorship in health sector education:**

- Sponsored individuals are empowered and receive support to act as **'ambassadors' of their community, contributing to enhancing the understanding** of the partner country in Austria.
- Donations for individuals shall be used not for the individual alone, but for projects benefitting the whole group/community/institution in sustainable ways.

#### **§ 4. Applicable reporting**

The four sponsorships depicted above are subject to different reporting formats.

**i. Individual child sponsorship and**

**ii. Individual sponsorship within health sector education:**

- A report on each sponsored individual is to be received by plan:g no later than January.
- A personal monitoring sheet/thank-you letter from each sponsored individual using the applicable form shall be sent no later than the end of November each year (including a recent photo of the sponsored individual and information on his or her family, interests, daily routine, etc.).
- A full list of all individuals receiving support shall be shared with plan:g.
- A report on the situation of the project region shall be submitted.
- The reports shall be written in German or English.

**iii. Sponsorship with a focus on community development and**

**iv. Institutional sponsorship in health sector education:**

- Narrative and financial reports shall be submitted specifically detailing what the funds granted were used for according to the application form/budget.

## § 5. Funding

As per 01/01/2014, plan:g grants the following financial support for the different sponsorships. plan:g reserves the right to adjust this amount in accordance with the economic situation and the availability of funds. The Project Partner shall be notified of such adjustments six months prior to the start of the next school year.

Type and realm	Amount
i. Individual child sponsorship	EUR 256 p.a.
ii. Individual sponsorship within health sector education	As per budget
iii. Sponsorship with a focus on community development	As per budget
iv. Institutional sponsorship in health sector education	As per budget

## § 6. Project duration

The project starts on the start date and runs until it is terminated in writing by one of the cooperation partners.

## § 7. Methods of payment

plan:g shall transfer the grant into the bank account of the Project Partner, details of which are given below:

*Please ask your local bank for your full account details.*

Beneficiary:	
Account title <sup>1</sup> :	
Account holder (address):	
Account (A/C <sup>2</sup> ):	IBAN:
Bank	
Bank (name <sup>3</sup> ):	Branch (name):

<sup>1</sup> The 'Account title' must be the exact wording of your account. Only duly registered organisations are entitled to receive financial support (see General Conditions).

<sup>2</sup> The account number is not necessary if the IBAN is quoted.

<sup>3</sup> Name of the main bank (main offices) – a branch name is optional.

Branch (address <sup>4</sup> )	
BIC / SWIFT:	Branch (branch / sort code <sup>5</sup> ):

Payment is subject to the actual requirements and the availability of funds and shall be effected no later than the beginning of the school year. Any outstanding sums shall be transferred by the end of the calendar year. Receipt of each transfer shall be acknowledged by means of the signature and stamp of the Project Partner or by the signature and stamp of an authorised signatory representing the Project Partner on a form to be sent by plan:g. The original copy of this form shall be returned to plan:g. Any further transfers of funds shall be effected only following receipt of such acknowledgement.

**§ 8. Legal obligations**

- 6.1 **This Agreement refers to plan:g’s General Conditions of Cooperation, to plan:g’s Child Protection Policy, and to plan:g’s Corruption Prevention Guidelines (annex).** These documents form an integral part of this Agreement.
- 6.2 This Agreement and its annexes represents the entire agreement between the two parties. It supersedes any and all additional oral or written agreements.
- 6.3 This Agreement may only be amended in writing. Any amendment shall be mutually signed by both parties.
- 6.4 We hereby confirm that we have read this Cooperation Agreement and unreservedly agree to it.

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Place, date, signature of the Project Partner or authorised proxy

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Place, date, signature of the Project Partner or authorised proxy

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<sup>4</sup> Exact address of the branch, including the country.  
<sup>5</sup> If your branch does not have its own BIC, please quote a branch/clearing code. A sort code is not necessary if the IBAN is quoted.

*Bregenz, DATE Sponsorship Programme, Silvia Feuerstein*

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Place, date, signature of first authorised signatory representing plan:g

*Bregenz, DATE General Manager, M. Wittrock*

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Place, date, signature of second authorised signatory representing plan:g

*Please send one signed original of this Agreement to:*

plan:g  
Partnership for Global Health  
plan:g Sponsorship Programme  
Belruptstraße 21  
6900 Bregenz  
Austria

Version history:

First edition: 2014-07-11  
Last edition: 2018-04-23