

Request for the disbursement of the next instalment

This form eases communication about finance: How much money do you need to implement the activities/reach the results described in the project description?

[Please fill, and send a scanned copy to finance@plan-g.at. If required in the contract, or if you cannot scan, return original to plan:g, Belruptstraße 21, 6900 Bregenz, Austria.]

1. Project Details:

plan:g project number <i>(your project number in brackets)</i>	
Project short title	
Name of project partner	
Date of this disbursement request	
Number of this request <i>(Check how many requests did you send before)</i>	

2. Request Details:

Planned length of next funding period
(How many months will it take you utilizing the disbursement that you request now?)

months

Total project volume in EUR
(how much money shall plan:g send to you in total? See project agreement.)

EUR

Total of all previous instalments received
(How much did plan:g transfer to you in the course of this project in the past? Add the numbers of all previous remittance sheets. Specify amount in EUR and the value in your local currency as received.)

EUR

Local currency*

Balance at project (Cash and Bank)
(Do you have any unused plan:g funding? How much? Calculate local currency using the exchange rate of the last remittance sheets.)*

EUR

Local currency*

Amount requested from plan:g
(How much money do you plan to spend in the next funding period to reach the agreed results? That is the amount you should request with this form.)

EUR

Local currency*

Remaining budget balance
(Payment in EUR available for the project after you will have received the disbursement requested today.)

EUR

* Calculate local currency using exchange rate of the corresponding remittance sheet(s).

3. Bank Details:

Full name and address of bank account holder:

Name: _____

Street: _____

ZIP Code and City: _____

Country: _____

Name of the Bank:

Street _____

ZIP Code and City _____

Country _____

SWIFT/BIC= Bank Identifier Code _____

International Bank Account _____

Number = IBAN: _____

Currency of the bank account: _____

This is a separate project bank account

Yes No

This is a general bank account of the organisation

Yes No

Full names of authorised signatories:

Name of Signatory 1 _____

Name of Signatory 2 _____

Name of Signatory 3* (*if not applicable, state "n.a."*) _____

4. Signatures of Two Representatives of the Legal Holder or of Authorized Third Party:

Date

Date

Place

Place

Signature

Signature

Function

Function