**Appendix 7**

Request for Funds (Partial Amount)

Requested with this template, the disbursement of funds is done in partial amounts.

**Each partial amount must be limited to the amount which can be expended within six weeks.**

**With each request for funds** (in case of the full financing mode: with exception of the first one), the Grant Recipient shall verify all funds expended so far and the need for funds by submitting

* a **narrative interim report** (current state of the project for the period since the last narrative report / scheduled activities), prepared on the basis of the template *Guidelines* *Interim Report* (download at [*https://www.ifa.de/en/fundings/zivik/*](https://www.ifa.de/en/fundings/zivik/)), as Word document;
* and a **financial interim report** (period until that date), prepared by using the sheets in the template *Project Finances* (download at [*https://www.ifa.de/en/fundings/zivik/*](https://www.ifa.de/en/fundings/zivik/)), as Excel document.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project funding No. \_\_\_\_P-\_\_\_\_\_\_\_\_\_/2\_\_\_** | | | | **Request for Funds No. \_\_\_\_\_/202\_\_\_** | |
| Grant Recipient | |  | | | |
| Address (Street, Postal Code, Town, Country | |  | | | |
| Amount of the grant, in accordance to the Grant Transfer Agreement | | total | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR |
| of this, for this financial year | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR |
| Partial sum, requested and received for this financial year | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR |
| Current request for funds (partial amount) for payments  to be made within the next six weeks | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR |
| Interim financial report enclosed | | | | | ☐ yes ☐ no |
| Interim narrative report enclosed | | | | | ☐ yes ☐ no |
| Banking details without changes | | | | | ☐ yes ☐ no |
| ☐ | In the current financial year, additional Requests for Funds will follow, with the next one expected in the week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 202\_\_ in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR. | | | | |
| ☐ | In the current financial year, there will be no more Requests for Funds.  The grant can be reduced by the amount which has not been requested until now. | | | | |
| Name of bank | | |  | | |
| Bank address (Street, Postal Code, Town, Country) | | |  | | |
| In case of IBAN Account, please fill in below: | | | | | |
| IBAN- Account No. | | |  | | |
| BIC | | |  | | |
| In all other cases, please fill in below: | | | | | |
| Account No. | | |  | | |
| SWIFT-Code | | |  | | |

I/we have taken note that the partial amount of the funds may only be requested and transferred, if it is to be used to fulfil the intended purpose of the grant and actually becomes due within six weeks after the transfer.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Place, Date | First/Surname(s), Capacity(ies) | Signature(s), Stamp |