Agreement

between
Vienna Institute for International Dialogue
and Cooperation - VIDC
Möllwaldplatz 5/3
1040 Vienna
Tel: 71 33 594-75
FAX 71 33 594-73
E-mail: seewald@vidc.org
Hereinafter called Project Sponsor

And

Address: Name/address
Tel.: 
Fax: 
E-mail: 

Hereinafter called Executing Agency

Bank details:
Bank code: 
Account number: 
Authorized to sign: 
Project supervision: 

Concerning: ""

1. The Project Sponsor will provide the Executing Agency with a sum of up to € for the aforementioned project as (remuneration) a grant. The account is to be settled for the entire project sum. However, if the total costs (€ ) are exceeded, the amount of the grant will not increase.

Fifty percent of the funds will be transferred to the Project Sponsor and from the Project Sponsor to the Executing Agency in accordance with the payment from the Austrian Development Agency GmbH - Österreichische Entwicklungs- und Ostzusammenarbeit (OEZA) after this agreement is finalized. The remaining fifty percent will be transferred when the original receipts and the final statement (100%) are presented. Thus 100% of the funds come from funds provided by the Austrian Development Agency GmbH, ADA.

2. The Project Sponsor has entered into a contract with ADA concerning the execution of the project; this is the basis for agreements hereafter as well as requirements for the Executing Agency.

3. The Executing Agency is responsible for keeping an account (bookkeeping) for the project that is managed separately. Minimum requirements for this are:

a) a clear record of all income and expenses;
b) provision of original invoices or original receipts for expenses intended for the agreed grant as part of an interim or final statement (as agreed) as well as copies of other receipts;

4. The Executing Agency agrees to provide a summary report or documentation/study. The project is to be settled by xxx at the latest with an invoice and/or original receipts.

5. After the project has been completed, the Executing Agency agrees to send the Project Sponsor a final summary report or documentation/study including the final invoice within two months of the established completion date for informational purposes and possible forwarding to the ADA.

6. The Executing Agency agrees to allow the Project Sponsor and the responsible individual at the Austrian Development Agency GmbH (ADA) complete access at any time to the books and receipts as well as an on site visit in order to monitor the progress of the project, and agrees to provide the required information.

7. The Project Sponsor has the right to withdraw from this contract without setting a grace period if the Executing Agency does not fulfill its obligations, especially if
   a) the project cannot or will not be completed on time or at all at the fault of the Executing Agency;
   b) project funding was or is being used for purposes other than those intended;
   c) requirements or conditions ensuring the success of the project are not upheld at the fault of the Executing Agency;
   d) planned or additionally required reports or interim statements were not verifiably produced.

   In the case of such a withdrawal by the Project Sponsor, the Executing Agency remains responsible for all accounting and other obligations in this contract concerning material and financial resources that have already been supplied. In the case of such a withdrawal, money that has not yet been appropriately used by the Executing Agency is to be returned immediately, as well as any profit made through use contrary to the agreement.

8. The specified € amounts are to be considered maximums in the realization of individual project components. If deviations from this are necessary, a previous agreement with the Project Sponsor is required.
9. Special agreements:

a) the logo of the Austrian Development Agency GmbH and VIDC is to be applied to all printed materials and published materials produced specifically for the project. The logos must be of sufficient size, legible, and clear. These logos will be provided by VIDC upon request.

Vienna,

Executing Agency: 

Project Sponsor:

Mag. Walter Posch
Director