

COOPERATION AGREEMENT

between

Help & Shelter
Homestretch Avenue
Durban Park
Georgetown
GUYANA

(partner organisation)


and Women's World Day of Prayer -
German Committee:
Weltgebetstag der Frauen -
Deutsches Komitee (WGT e.V.)
Deutenbacher Str. 1
90547 Stein
Germany

for the promotion of the project:

Title: Gender-Based Violence Reduction Project

Project no.: 5302

Term:

04/2008 - 03/2011 

Approved amount: 77.670 € (total amount)
26.170 € / 2008 (1st instalment)
25.750 € / 2009 (2nd instalment)
25.750 € / 2010 (3rd instalment)

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- The **WGT e.V. undertakes** to transfer the approved amount of assistance as soon as all the pertinent prerequisites have been fulfilled.
 - **The partner organisation undertakes** to use the approved amount of assistance for the purposes and measures specified in the application and to render account in this regard. The basis for this shall be the agreed budget.

The following specific arrangements shall govern the cooperation.

1. The project funds shall be transferred as soon as the WGT e.V. has received by post the present Cooperation Agreement and the attached form, completed with the account details and duly signed. It is not possible to make a transfer to the account of a private person. Any delays arising or costs incurred as a result of incorrect information shall be borne by the partner organisation. The WGT e.V. shall assume bank charges accruing in Germany in connection with the transfer of the approved funds; the partner organisation shall assume bank charges incurred in-country. The WGT e.V. shall inform the partner organisation when the transfer has been made.
2. As soon as the funds have been credited to the partner organisation's account, receipt thereof shall be confirmed, stating the amount in local currency and providing a copy of the bank statement. The WGT e.V. shall not compensate for exchange rate losses. Exchange rate gains exceeding 3 % of the overall budget shall be notified. A decision on

how the additional funds are to be used shall be made by written agreement with the WGT e.V.

3. The WGT e.V. shall be informed immediately of any changes in the organisational structure, e.g. if there is a change in the person responsible for the project.
4. Changes relating to the measures, the term or the budget (in particular deviations of more than 10 % in the individual budget items) shall be notified immediately and are permissible only by mutual written consent; otherwise the WGT e.V. reserves the right to discontinue promotion of the project and/or to demand repayment of amounts already disbursed.
5. Should the project receive funds from third parties, resulting in double financing, the WGT e.V. shall be informed immediately. In this event, the WGT e.V. reserves the right to refrain from disbursing approved funds and/or to demand repayment of amounts already disbursed.
6. The partner organisation undertakes to despatch by post – no later than after one year has elapsed – a written activity and financial report (with photos if possible) on the course of the project and the expenditure incurred. The financial report shall contain a comprehensive statement of the project-related expenditure in local currency in accordance with the approved budget items and shall either be supported with original vouchers or certified by a state-approved financial auditing office (cf. Instruction sheet on Activity and Financial Reports). The financial report shall be signed by at least two responsible persons.
7. If disbursement in instalments has been agreed for the approved amount of assistance, each subsequent instalment may not be paid until the activity and financial report on the previous project phase has been examined. The form specifying the bank details for the next instalment shall be attached to the reports. The WGT e.V. undertakes to examine the relevant reports promptly and to approve the transfer of the next instalment if there are no objections.
8. If funds from the WGT e.V. are used to support publications, samples shall be submitted with the report. The WGT e.V. shall be mentioned as a financial donor in all publications (including radio programmes).

Stein, 16/11/07

Nicole Schenda

For the WGT e.V.:
Nicole Schenda
Head of Project Department

Georgetown, Guyana 8/1/08
(Place) (Date)

J. Whitehead

For the partner organisation:
Name: JOSEPHINE WHITEHEAD
Function: DIRECTOR/SECRETARY

Sender:
HELP & SHELTER
GUYANA

Project No.: 5302

Country: Guyana

Instructions for remittance of grant:

Name and address
of holder of bank account
(organisation):

HELP & SHELTER
HOMESTRETCH AVENUE
DURBAN PARK, GEORGETOWN
GUYANA.

Name and address
of bank:

REPUBLIC BANK (Guyana) LTD
38-40 WATER STREET
GEORGETOWN
GUYANA

Bank account no.:

484 185 4

Bank code no.:

IBAN code (for Europe):

(Please note that we cannot transfer money to European countries without this code. Please ask your bank for the IBAN, the international number of your account!)

SWIFT/BIC code:

RBGLG4GG

(Please note that we cannot transfer money to foreign countries without this code. Please ask your bank for the SWIFT/BIC, the international bank code!)

Name and address
of transfer bank:

GEORGETOWN, GUYANA

Place, date
9/1/08

[Signature]
Signature

JOSEPHINE WHITEHEAD
Name

DIRECTOR / SECRETARY
Function

Please note that the German World Day of Prayer Committee does not transfer any money to the account of a private person. Please fill in this form clearly and carefully; inaccurate or illegible information will cause error and delay.