



Project-No.: UKR023829

Attachment to the grant notice
White copy remains with project holder

PROJECT AGREEMENT

and request for payment (overleaf)

The following agreement is concluded between the Initiative "Renovabis e.V.", Kardinal-Döpfner-Haus, Domberg 27, D-853 Freising, represented by its Executive Director and the project holder as stated in the grant notice.

General project agreements:

1. Renovabis supports the project as stated in the grant notice with the financial means stated therein. The first instalment will be paid upon receipt of a request for payment, in general for a funding period of six months, in case of project amounts of up to 12 500 Euro usually for a maximum of up to 80% of the total grant, in case of project amounts over 12 500 Euro for a maximum of 50% of the grant, but in no case exceeding 50 000 Euro per instalment. Payment is to be requested **preferably to the project holder's bank account in his/her country**. A progress report is required to request further payments. Without this report, no further payments will be made.
2. By signing this Project Agreement, the project holder commits himself/herself:
 - 2.1 to use the grant for items purchased exclusively for the project as stated in the grant notice (see also 2.6);
 - 2.2 to confirm receipt of payment of the respective amount in local currency to Renovabis immediately upon receipt; if possible, at least a copy of a bank statement should be submitted;
 - 2.3 to use currency benefits, interest etc. on the amount granted for the same project, and state them in the list of revenues (see clause 2.4);
 - 2.4 to present a report of revenues and expenses as soon as the project has been accomplished, stating the purpose of the grant means as well as means of their own and third-party support; to submit a narrative report on the course of the project. In order to comply with the required accounting control and revision of Renovabis, all major expenses must be documented by means of original receipts or at least photocopies.
 - 2.5 to submit an interim statement after each request for payment or **at least after 6 months** in case of payment by instalments;
 - 2.6 to return to Renovabis the amount received, if it cannot be used for the intended purpose within a reasonable period;
 - 2.7 to provide for permits by church and public authorities needed for the implementation of the project.
 - 2.8 to observe any laws, enactments, ministerial orders and other rules and regulations applicable under secular and clerical legislation on a national and/or international scale, for instance in the areas of taxes and duties, social insurance, accounting registration and reporting, health and safety at work, social standards (e.g. minimum wage, working hours, child labour), anti-corruption, prevention and **duty to report on the occurrence of sexual abuse etc.**;
 - 2.9 to take any action that may offer suitable means of **preventing sexualised violence against minors and wards of full age**. If it is suspected that **minors or wards of full age may have been sexually abused or that crimes against sexual self-determination may have been committed** during the term of the project, the duty to notify Renovabis shall apply in addition to the obligations arising from clause 2.8.
3. The items purchased with the Renovabis grant must not be modified in their use or sold without the approval of Renovabis within five years or, respectively, ten years in case of building sites and buildings at a value of more than 50 000 Euro.
4. Renovabis or persons authorised by Renovabis or the Association of German Dioceses shall be entitled to visit the project, examine the project documentation, and obtain evidence of revenues and expenses.
5. Whenever the project holder makes reports about the project **in public**, he/she shall also inform about the co-operation with Renovabis. Besides, he/she shall submit to Renovabis pictures and other documents about the realized project, which may be useful for the purpose of public relations and fundraising. If reasonable, a tag should inform about the German Catholics being the funding source for the project.
6. The grant shall not constitute any rights to legal action. It may be cancelled,
 - a) if the agreements are not fulfilled;
 - b) if the agreements are not accepted and signed within 6 months;
 - c) if measures intended for the project are not initiated within one year.

Additional project agreements:

- * Palliative pilot: Social and medical assistance for people in need of mobile palliative care
- * • Expected own contribution of 4.5% of the total costs of the project
- * • Payout condition: Payment of each instalment is made after review and approval of the project and financial report by Caritas Vienna
- *
- *

The grant notice is part of the project agreements.

The project holder (see grant notice) herewith accepts the project agreement.

For Renovabis:

Freising, 05.05.2020

For the project holder (the contract is not valid without project holder's signature):

X

Project holder (name and signature)

X

Place

NB! REQUEST FOR PAYMENT - PLEASE TURN OVER

Renovabis · Kardinal-Döpfner-Haus · Domberg 27 · D-85354 Freising

Caritas Ukraine
Frau Dzvenyslava Chaykivska
vul. Ozarkevyča 4
79016 L'VIV
UKRAINE

Contact:
Joachim Sauer

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Fax: +49 (0)8161 5309-11
E-mail: jo@renovabis.de

Freising, 16/04/2020 jo/eb

Project Number: UKR023829

Project Title: Palliative pilot: Social and medical assistance for people in need of mobile palliative care in favour of the following project holder: Caritas Ukraine

Dear Ms Chaykivska,

we are glad to inform you that a financial support of **EUR 420.000,00** has been granted upon your application for the project stated above.

The means for this amount have been provided by donations and contributions by the Catholic Church in Germany to Renovabis and support by the German Bishop's Conference. The financial support may only be used for the stated project and according to the application mentioned above.

Our co-operation with you is based on the **Project Agreement**, which you will find enclosed to this letter. Please, sign the blue copy twice (front side and back side). On the back side you find the **request for payment** which is to be filled out completely, signed and sent to Renovabis. By this you may ask also for the first instalment. Financial means will only be paid out in **instalments**, after we received the original document.

Due to postal and bank-service the period of money transfer can last up to two months. Concerning the amount and date of the transfer you will be informed by a special **payment note**. Since Renovabis is responsible to its donors regarding the use of their contributions, we kindly ask you for the **financial report of all revenues and expenditures** of the entire project as well as for a **descriptive project report** on the execution of this project. **Receipts are accepted from the date of approval.**

Besides, we would appreciate any additional information, press releases and photographs which inform about the progress on your project and the situation of the Church in your country.

Yours sincerely,



Burkhard Haneke
Executive Director

Enclosures: 2 Project Agreements

Copy: Erzbischof Volodymyr Vijišyn



Annex 1 Detailed plan of expenditures

Project number: UKR 23829
 Project title: Palliative pilot: Social and medical assistance for people in need of mobile palliative care
 Project duration: 01.07.2020 until 30.06.2023 (36 months).

Expenditures	Total
I One-off expenditures	
1. IT equipment and software for digital knowledge management	6.000,00 €
2. Equipment (wheelchairs, mattresses etc.) for palliative care for 3 local centers	3.000,00 €
<i>Sub-total one-off expenditures</i>	9.000,00 €
II Staff costs	
1. Overall project coordinator (part-time)	16.200,00 €
2. Project coordinators at three locations (3 persons, part-time)	60.480,00 €
3. Social workers and care staff (12 persons, full-time)	224.640,00 €
4. Doctors (3 persons, part-time)	37.800,00 €
5. Psychologists (3 persons, part-time)	14.580,00 €
6. Accountants (3 persons, part-time)	14.040,00 €
7. Drivers (3 persons, part-time)	26.460,00 €
8. Consultant for project monitoring (part-time)	5.400,00 €
<i>Sub-total staff costs</i>	399.600,00 €
III Project activities	
1. Medication, hygiene products, transport costs for home visits	20.700,00 €
2. Two five-day training sessions per year for family members and volunteers	10.800,00 €
3. Publication of handouts, information and PR materials on ambulatory palliative care	5.900,00 €
4. Five one-day staff training sessions for palliative care teams	9.000,00 €
5. Two exchange meetings per year	6.300,00 €
6. Study trip on the subject of "palliative care" and participation in international symposium	5.500,00 €
7. Project monitoring	3.000,00 €
<i>Sub-total project activities</i>	61.200,00 €
IV Project administration	
1. Office logistics, rents, energy, communication etc.	5.400,00 €
2. Audit (every 6 months)	12.000,00 €
<i>Sub-total project administration</i>	17.400,00 €
V Evaluation	
1. External evaluation	5.000,00 €
<i>Sub-total evaluation</i>	5.000,00 €
TOTAL	492.200,00 €

Please note that this attachment is an integral part of the project agreement. By signing the contract, you agree to the amounts and assignments listed above.
 Freising, 12.05.2020