With the *first request for funds* each year the following should be attached:

* **Minutes or authorisation letter** stating the legal representative for organisation and project manager
* Signed contract with the Palme Center
* Signed budget or updated budget

With the *second request for funds* each year the following should be attached:

* Mid-term report, according to the Palme Center template

**For further information check your organisation’s agreement with the Palme Center**

Administration 2014-10-29

**Observe**

Requisition No:

The undersigned organisation herewith requests \_\_\_\_\_\_\_\_\_\_\_\_ SEK of the approved development cooperation grant for the financial year ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_within the Palme Center/Sida framework agreement. We would like the funds deposited into our bank or postal giro account opened for the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project country:** |  | **Project no.:** |  |
| **Recipient account holder:** |  |
| **Address of recipient** |
| **Street:** |  |
| **Post code and city:** |  |
| **Country:** |  |
| Bank information |
| **Name of bank:** |  |
| **Street:** |  |
| **Post code and city:** |  |
| **Country:** |  |
| **Bank account number:** |  |
| **SWIFT/BIC code:** |  | **IBAN:** |  | **Preferred currency:** |  |

The organization undertakes to run the project and administer and account for funds received in compliance with the Agreement with the Olof Palme International Center and the directives and General Terms and Conditions of Sida.

|  |  |
| --- | --- |
| **Authorised signature** **(according to meeting** **minutes/authorization letter)** | **Project manager’s signature** |
|  |  |
| **Printed name:** | **Printed name:** |

|  |
| --- |
| **Palme Center Comments:** |
| **Contract:** | **Approved total amount:** | **Date:** |
| **Extract from minutes:** | **Paid in total (incl. this payment):** | **Controller:** |
| **Budget:** | **Remaining funds:** | **Attestation 1:** |
| **Mid-term report:** |  | **Attestation 2:** |
| **Yearly report:** |  |  |
| **Comments:** |