



Project Agreement

Country and Diocese/Religious institute: _____/_____

Name of the applicant: _____

Project Title: _____

Part I

I, the undersigned, agree to the following **in the event that my project application is approved** for funding by Aid to the Church in Need:

1. The receipt of the amount granted is to be acknowledged immediately.
2. The amount granted is to be used exclusively for the purpose of the project in an economic and efficient way and in accordance with any conditions set out in the letter of approval.
3. The grant is to be used within a reasonable period of time and any delay should be reported to ACN in order that, if necessary, a new course of action can be agreed.
4. In the case of amounts not used in conformity with this agreement, ACN reserves the right to ask for a total or partial reimbursement of the grant.
5. Evidence concerning the use of the amount granted will be submitted as a report including:
 - a) description of the implementation of the project, including a narrative description of the pastoral benefit achieved.
 - b) a complete incomes-expenses statement showing how the project has been realised, with copy of the original bills and receipts, translated into the language of correspondence. Local and third party contributions should be indicated. The list of expenses must be numbered in chronological order, showing date of payment, item of service paid, amount paid, currency (with exchange rate at the time of conversion).

For projects concerning basic subsistence for religious sisters or religious formation of seminarians the copies of relevant bills and receipts can be substituted by a statement of yearly incomes and expenses.

6. ACN is entitled to verify itself or through its appointed representative, the use of the amount granted by inspecting the relevant accounts and documents and/or by having an on-the-spot inspection. The recipient will thus make all necessary information available.
7. In the case of grants being paid in instalments, an interim report in line with #5 will be sent before another instalment is released.
8. **I confirm that I recognize, commit to and implement the safeguarding procedures of the local Bishops' Conference/ competent religious body for the protection of children, young people and vulnerable adults.**

Place, Date

Signature

Part II To be signed by bishop/religious superior (when not the applicant)

I confirm that the applicant is a person of good moral character and reputation.
I know of nothing that in any way would limit or disqualify them from their ministry.

Signature of Bishop/Religious Superior:.....



Aid to the
Church in Need

ACN INTERNATIONAL

Part III Declaration of consent

(We take the protection of your personal data very seriously and treat your personal data confidentially and in accordance with the statutory data protection regulations.)

Name of the applicant: _____

I consent to the Aid to the Church in Need gGmbH (Bischof Kindermann Straße 23, 61462 Königstein im Taunus, Germany) using my **name, contact details, function/position within my organization as well as photographs submitted with the project application** (possibly personal data revealing religious or philosophical beliefs or data concerning health) for the administration of projects as well as for publicity and promotional activities to support the Church around the world.

The images could be used in print and digital media formats including print publications, websites, e-marketing, posters banners, advertising, film, social media, teaching and research purposes.

The **deletion** of personal data takes place in accordance with the statutory provisions and deadlines.

The **legal basis** for the processing is the declaration of consent signed by you.

My data will be transmitted to the National Sections of Aid to the Church in Need for their communication.

This consent can be revoked informally at any time. Please note that data processing that took place before the revocation will not be affected.

You can reach us by post, telephone or e-mail at the following addresses:

ACN International, Bischof-Kindermann-Str. 23, 61462 Königstein im Taunus, Germany

Tel: +49 6174 291-0

Email: info@acn-intl.org

I am aware that I have the following rights:

- the right to revoke the declaration of consent at any time, informally and effective for the future
- the right of access
- the right to rectification
- the right to erasure
- the right to restriction of processing
- the right to data portability
- the right to object
- the right to lodge a complaint with a supervisory authority

Data protection officer is:

KINAST Rechtsanwalts-gesellschaft mbH, Hohenzollernring 54, D-50672 Köln, Germany,

Tel: +49 221 – 222 183 0.

Place, Date

Signature