

INSTRUCTIONS FOR FUNDS

DISEBURSEMENT'S INSTRUCTIONS:

For all the projects approved up to € 3.000,00, financing will be wired in two tranche, as follows:

- The first 50% of the amount by sending the communication of starting activities
- The second 50%, equal to the balance of the funding approved, will be wired at the conclusion of the project by sending the final report and accounting of the 100% of the amount granted.

For all the project approved with an amount above € 3.000,00 financing will be wire as follows:

Funds will be wired according to the following conditions:

- 30% of the amount when the project begins, by sending a communication in which you indicate the starting date of the activities and the bank details of the instiution. The communication must be sent by ordinary o certificated mail;
- While the work is in progress, we will refund the invoices you will submit to our office, up to the 90% of the total amount which has been assigned to your project (having deducted the 30% already paid); the work's progress must be complete of a narrative report, a roundup of the expenses and the invoices and/or receipts;
- 10% as final allocation, when the project is completed and you will send the final report.

The financial statements must always be composed of a cover letter; the roundup scheme that can be downloaded from our website www.ottopermillevaldese.org, and the receipts.

The cover letter and the roundup scheme must be sent in paper with an original signature, while the receipts and the activities' reports must be submitted in electronic format on CD Rom is only admitted the PDF/A format

Tavola Valdese, handout for projects' statement.

(<http://www.pdfa.org>), by the law ISO 19005-1:2005. In particular, it is sufficient the compliance with the PDF/A-1b. This format is based on the version 1.4 of the Adobe System Inc. PDF's size, implemented in Adobe Acrobat 5. There are free (Open Office) or fee-paying software (Adobe Acrobat) available, for the creation of the conforming documents. It must be note that the standard index allows the correct reproduction of documents and their preservation over time.

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THE INSTITUTIONS THAT OBTAINS A FINANCING OPM MUST HIGHLIGHT THAT "THE PROJECT WAS REALIZED WITH THE CONTRIBUTION OF THE OTTO PER MILLE OF THE WALDENSIAN CHURCH", OR ALTERNATIVELY YOU CAN REQUEST OUR LOGO.

DISBURSEMENT'S TIMING:

The tranche will be wired in a minimum of 45-60 days from the date of arrive of the documentation; for this reason we invite you to properly calculate the time of dispatch of documentation and the release of the tranche in order to avoid lack of liquidity for the project.

WARNING!!! WE WILL NOT TAKE IN CONSIDERATION THE STATEMENTS THAT ARE NOT FAITHFUL TO THE RULES ABOVE.

Please note that the approved funds MUST be used within the month of December of the year following the funding, for example if the project was approved in 2011 the project must be completed by December 2012.

Any delay, compared to the time limit, must be promptly notified to the Office Otto per Mille.

The OPM's office is at your disposal for any further information, from Monday to Friday, from 9.00 a.m. to 5:00 p.m. at:

- Tel. 06/4815903,
- fax 06/47885308,
- e-mail: 8xmille@chiesavalde.org