# **Before project start**

## Contract with CISU

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| **Tasks** | **Deadline** | **Responsible** |
| Review the contract and discuss within your organisation whether there is something in the contract, which you need to follow up on. |  |  |
| Sign the contract. |  |  |
| Upload the contract to ‘Vores CISU’. |  |  |

## Cooperation agreement between Danish applicant and local partner organisations

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| **Tasks** | **Deadline** | **Responsible** |
| Draw up the cooperation agreement(s).  *In the ‘Guide to the Administration of Grants’ you can find the requirements to the cooperation agreement (section 4.2).*  *At* [*CISUs website*](https://www.cisu.dk/sandkasse/gamle-puljer-og-sider/civilsamfundspuljen/n%C3%A5r-i-har-f%C3%A5et-en-bevilling/samarbejdsaftaler) *we have gathered examples of the disposition and content of the agreement.* |  |  |
| Danish partner organisation signs the cooperation agreement. |  |  |
| Local partner organisation signs the cooperation agreement. |  |  |

## Bank account/agreement

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| **Tasks** | **Deadline** | **Responsible** |
| Open separate bank account or make written agreement with bank that unspent funds belong to CISU.  *In the ‘Guide to administration of Grants’ you can find the requirements to bank account/agreement (section 4.4).* |  |  |

## Auditing

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| **Tasks** | **Deadline** | **Responsible** |
| Agree with Danish auditor on price of audit, a shared understanding of audit instructions and checklists, approval of the auditor in the project country (if local audit is a requirement) and internal deadlines for submitting documentation in order to comply with the deadlines set in the contract with CISU. |  |  |
| Agree with local auditor in project country on price of audit, a shared understanding of audit instructions and checklists as well as internal deadlines for submitting documentation to the auditor in order to comply with the project timeline. |  |  |

# **During implementation**

## Disbursement requests

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| **Tasks** | **Responsible** |
| Who is authorized to sign on behalf of the organisation? |  |
| Who submits disbursement requests to ‘Vores CISU’ in time, so the project has funds when needed? |  |

## Transfer of funds to local partner(s)

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| **Tasks** | **Responsible** |
| Approve latest narrative and budget reports before transfer of funds. |  |
| Approve receival of funds by partner (bank note). |  |

## Request for changes to budget and/or period

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| **Tasks** | **Responsible** |
| Who draws up the request after discussing status of the project with the partner(s)? |  |
| Who submits the request to ‘Vores CISU’? |  |

## Status report

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| **Task** | **Deadline** | **Responsible** |
| Local partner submits narrative and financial report to  Danish partner. |  |  |
| Fill in preparation document for status dialogue to CISU. |  |  |
| Submit the preparation document for status dialogue to Vores CISU. |  |  |

## Annual accounts

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| **Task** | **Deadline** | **Responsible** |
| Prepare a note to the annual accounts for the grant(s) received from CISU showing payment by CISU pr. year, consumption of grant during the year (including calculation of the Danish administrative contribution and transfer of funds to partners), and unused funds at the end of the financial year. |  |  |
| Submit the accounts and annual report of the organisation to Vores CISU. |  |  |

# **After end date of the project**

## Final report

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| **Tasks** | **Deadline** | **Responsible** |
| Gather inputs to report from local partner(s). |  |  |
| Prepare the narrative report. |  |  |
| Submit the report to Vores CISU.  *Deadline is 3 months after end date of the project.* |  |  |

## Final accounts for grants above 200.000 DKK

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| --- | --- | --- |
| **Tasks** | **Deadline** | **Responsible** |
| In case of investments, draw up a transfer document.  *Find the format for this at* [*www.cisu.dk/skemaer*](http://www.cisu.dk/skemaer)*.* |  |  |
| Local audit taking place.  *For grants of 500.000 DKK or above local audit is a requirement.* |  |  |
| Prepare the final accounts using correct format.  *Find format at* [*www.cisu.dk/skemaer*](http://www.cisu.dk/skemaer)*.* |  |  |
| Danish audit taking place. |  |  |
| Submit the final accounts and long form audit in a signed version to Vores CISU as well transfer document, if relevant.  *Deadline is 4 months after end date of the project.* |  |  |

## Final accounts for grants of 200.000 DKK or below

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| **Tasks** | **Deadline** | **Responsible** |
| In case of investments, draw up a transfer document.  *Find the format for this at* [*www.cisu.dk/skemaer*](http://www.cisu.dk/skemaer)*.* |  |  |
| Local partner draws up the project accounts for local implementation and mails appendixes to Danish partner. |  |  |
| Completion of checklist to CISU appointed auditor  *Find format at* [*www.cisu.dk/skemaer*](http://www.cisu.dk/skemaer)*.* |  |  |
| Completion of final accounts  *Find format at* [*www.cisu.dk/skemaer*](http://www.cisu.dk/skemaer) |  |  |
| Danish audit taking place by CISU appointed auditor. |  |  |
| Submit final accounts to Vores CISU.  *Deadline is 4 months after end date of the project.* |  |  |