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| **DANIDA GREEN BUSINES PARTNERSHIPS**  **Disbursement request for the Partnership Project Preparation Grant** | |
|  |  |
| DMFA Reference No. |  |

|  |  |
| --- | --- |
| **The Administrative Partner** | |
| Name |  |
| Address |  |
| Telephone |  |
| e-mail |  |
| Contact person |  |
| Telephone |  |
| e-mail |  |
| Bank details |  |

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| --- | --- | --- | --- |
| **SUMMARY OF EXPENSES (Specified in attached forms)** | | | |
|  | **Amount in DKK** | | |
| Commercial Partner(s) | Non-Commercial Partner(s) | Total |
| 1. Staff Expenses |  |  |  |
| 2. Consultancy Expenses |  |  |  |
| **Totals** |  |  |  |
| **Requested reimbursement** | |  | XX% of Total |

By submitting this document with the intention of applying for the disbursement of the Partnership Project Preparation Grant from the Ministry of Foreign Affairs of Denmark, we solemnly declare that:

* The information given in this form is correct and true,
* The number of hours claimed have been used for the purposes as applied for and approved by the Ministry of Foreign Affairs of Denmark,
* The request and associated expenditure will form and be audited as an integrated part of the first-coming financial statements for the partnership project, and
* The two persons named below are authorised to sign on behalf of the Administrative Partner.

|  |  |  |  |
| --- | --- | --- | --- |
| Place and date: |  | Place and date: |  |
| Organisation: |  | Organisation: |  |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Stamp and signature: |  | Stamp and signature: |  |

| **1. SPECIFICATION OF STAFF EXPENSES** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Name | Organisation/Role | Hours | Rate | **Amount in DKK** | |
| Commercial Partner(s) | Non Commercial Partners |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |

| **2. SPECIFICATION OF CONSULTANCY EXPENSES** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Name | Recruited by/Role | Hours | Rate | **Amount in DKK** | |
| Commercial Partner(s) | Non Commercial Partners |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| **TOTAL** | | | | |  |  |

Please add rows as required.

**GUIDANCE**

Reference is made to the latest version of the DGBP Administrative Guidelines, which can be assessed at <https://danida-business-partnerships.dk/resources/>

The fixed hourly rates in DKK are as follows:

* Staff, preparation and completion 425
* Staff, including international travel 850
* Consultant fee, excluding travel 850
* Consultant fee, including international travel 1.275

The maximum number of hours is 8 hours per day and 40 hours per week. In addition, international travel time may be included in the budget with a maximum of 8 hours per day.

There should be a line for each category e.g. a staff member working from office and travelling should reflect this in two separate lines.

**It is the responsibility of the Administrative Partner to demonstrate that the “all-inclusive rates” are proportional to the cost levels in the partnership country. The Secretariat will request a detailed budget should this not be the case.**