

**Paymentplan for ”An ocean in balance”**

**Project number:**

**Project title:**

**Grantee:**

**Granted amount:**

**Project start date:**

**Project end date:**

**CVR no/company number.:**

**Registration and account number for payments**

We pay out your grant in installments. Before the first payment can take place, you must complete the payment schedule below, which shows when you expect the installments to be paid in accordance with the overall milestones and schedule of the project. The payment plan must be approved by the Velux Foundation.

Installments are typically paid once or twice a year. It is possible to receive a payment from the fund before the expenses have been paid, but you cannot use the grant for services or activities that have been paid before the date of your grant.

A condition for payment of any installments is that the fund receives a short status report and status budget for the previous period no later than 14 days before the payment date.

The final installment, which is 10% of the grant, will be paid once we have approved your final report and an auditor-signed final account specifying that the grant has been used in accordance with the budget.

For public institutions, it is sufficient for the final accounts to be signed by the accounting officer. You may find instructions for status and final reports on our website.

|  |  |  |
| --- | --- | --- |
| **Rate** | **Amount** | **Payment date** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| Final rate | [insert 10 % of the total grant ] | [After final report and budget has been approved by the foundation) |
| Total |  |  |