**Process for Managing a Donation Agreement**

1. **Receipt of Funding Request**  
   A funding request from an organization is sent directly via email to Okan or forwarded by a team member to Okan.
2. **Sending the Template**
   * Upon receiving the funding request, Okan sends a template to the organization to be completed. The template asks for the following information:
     + Description of the idea
     + Purpose of the funding
     + Contact person
     + Concept for "refinancing"
     + Sustainability
     + Amount of funding
     + Upload of articles of association + proof of charitable status
     + All items from point 6 included
     + Expected project completion date
3. **Forwarding and Evaluation**  
   The organization returns the completed template to Okan.  
   Okan forwards the completed template to the board.  
   The board discusses whether funding is feasible.
4. **Funding Decision**  
   If the board makes a positive decision, Okan begins processing the funding.
5. **Entry in Google Doc**  
   The new donation agreement is recorded in the Google Doc "Donation Agreements" under MOU-2024…
6. **Request for Additional Information**  
   Okan requests the following information from the organization to create the donation agreement:
   * Logo
   * Planned duration of the funding
   * Brief description of the organization, including purpose
   * Contact person (authorized signatory)
   * Full name of the organization
   * Address of the organization
   * Complete bank details (bank name, account holder, IBAN, BIC)
   * Articles of association
   * Tax exemption certificate (for foreign organizations, the GNK)
7. **Drafting the Donation Agreement**  
   After receiving the necessary information, Okan drafts the donation agreement.
8. **Internal Review**  
   Okan sends the draft donation agreement to Christoph and Janina for review.
9. **Sending for Signature**  
   After approval by Christoph and/or Janina, the donation agreement is sent to the organization for signing.
10. **Return of the Signed Agreement**  
    The organization returns the signed donation agreement to Okan. Christoph and Janina remain involved until the process is completed.
11. **Submission of Agreement to the Board**  
    Okan sends the donation agreement to our board for signature.  
    If the board agrees, they sign it.
12. **Transfer of the Donation**  
    Okan sends the fully signed donation agreement to Christoph and/or Janina, enabling the donation to be transferred.
13. **Submission of Donation Receipt**  
    No later than 2 weeks after receiving the payment, the organization must send a donation receipt to billing@lnob.net.
14. **Project Report and Budget Statement**  
    No later than 8 weeks after the end of the donation agreement, the organization must send a 1-2 page project report and a budget statement to cooperations@lnob.net.
15. **Document Storage**  
    Drafts of the donation agreement, the fully signed version, and the required documentation are stored by Okan, Christoph, or Janina in the appropriate folder in Nextcloud.