**Guide to disbursements**

The form for the reporting of request information exists as **Annex 7**.

This form is sent as an attachment to an e-mail when requesting the disbursement of grant funds.

The form must contain information on liquidity and the disbursement schedule and must be signed by the authorized finance officer.

Please send the disbursement request to HCE’s finance team by e-mail to the following e-mail address: **hceudbanm@um.dk.**

**Please ALWAYS remember to cc the relevant desk officer in The Ministry of Foreign Affairs.**

The organisation will not receive a disbursement letter, but will be contacted if there are any ambiguities or deficiencies in the request.

The organisation must acknowledge receipt of the disbursement no later than 14 days after receipt.

(If it has been agreed with the MFA, possibly in connection with a letter of commitment, reciept should be acknowledged exclusively via IATI registration).

**N.B.** This is a direct translation of the Danish version of the annex. The wording of the Danish version takes precedence at all times.