**Gustav-Stresemann-Institut (GSI)**Project Unit

Hans Born  
Erasmus-FWC

Langer Grabenweg 68  
D-53175 Bonn  
Germany

## City, Date

City/ date

**Request for advance payment**

Contract and Project Code: **<project code>**

Title of the Project: **<title of the project>**

Name of the beneficiary: **< official name of project coordinator>**

Address of the beneficiary: **<address of project coordinator>**

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Dear Sir/Madam,

I hereby request the **advance payment** under the contract mentioned above. The amount requested[[1]](#footnote-1) is **<first instalment>** €.

The payment should be made to the following account[[2]](#footnote-2)

**Bank account:**

Name of the account holder:Klicken oder tippen Sie hier, um Text einzugeben.

Account Code (IBAN): Klicken oder tippen Sie hier, um Text einzugeben.

Name of the Bank:Klicken oder tippen Sie hier, um Text einzugeben.

Bank Code (BIC/SWIFT):Klicken oder tippen Sie hier, um Text einzugeben.

Address of Bank: Klicken oder tippen Sie hier, um Text einzugeben.

or

**Paypal account:**  
Name:Klicken oder tippen Sie hier, um Text einzugeben.

Email: Klicken oder tippen Sie hier, um Text einzugeben.

I hereby certify that the information contained in this payment request is full, reliable and true, and is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

signature

<name of project coordinator>, Project Coordinator

1. The requested amount should be 60% of the total costs relevant for pre-financing of large projects, and 80% of the total costs relevant for pre-financing of small projects. [↑](#footnote-ref-1)
2. Choose only one of the two options mentioned above. [↑](#footnote-ref-2)