**Kosovar Civil Society Foundation (KCSF)**

Musa Tolaj, Llam.A, H-1, Floor 12, no. 65-1, Lakrishtë, 10000 Prishtina

**To:**

**Subject:**

**Request for the Transfer of Ownership of Assets Purchased with EJA Kosovo Funds**

**From:**

Organization

Title of the Grant

Contact number

Dear Sir/Madam,

In accordance with KCSF contract number contract, we submit this request for the transfer of ownership of assets purchased through the funds of project/program name . Our grant ended on dd/mm/yyyy, for which we have submitted narrative and financial reports as well as the audit report to KCSF.

Based on specific article number of our contract with KCSF, we request that you consider this request for the transfer of assets to the ownership of your organization’s name in accordance with the Annex to this request.

Please provide the reason for the request in no more than 100 words

Through this, we confirm that our organization will continue its operations beyond the grant’s end date, with the same or a similar mission.

Through this, we commit to using the specified asset(s) for purposes similar to those of the grant supported by program name, in accordance with the organization’s mission.

Under full responsibility, we inform you that the information contained in this request and the attached document is complete and accurate.

Respectfully,

Name and Last Name of the Executive Director

Organization

Grantee's stamp (if applicable)

Organization

Title of the Grant

KCSF Contract Number

**Annex 1 - List of assets for which ownership transfer is requested and KCSF's decision**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name**  **(Item/Equipment)** | **Model/ Serial Number** | **Date of purchase** | **Amount**  **(in EUR)** | **Remarks** |
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| Fill in here | Fill in here | Fill in here | Fill in here | Fill in here | Fill in here |
|  | **Total Amount (in EUR)** | | | Fill in here | |

Please add or delete rows as needed.

Name and Last Name of the Executive Director

Organization

Grantee's stamp (if applicable)

**Decision from KCSF (check the appropriate box)**

|  |  |
| --- | --- |
|  | The request for the transfer of ownership of the listed assets to the grantee is approved. |
|  | The request for the transfer of ownership of the listed assets to the grantee is partially approved. The approved assets are listed in Annex 1. The grantee must return the other assets for which the transfer of ownership has not been approved. |
|  | The request for the transfer of ownership of the listed assets to the grantee is not approved. All assets must be returned to KCSF. |

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Authorized by KCSF Approved by KCSF:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ KCSF Stamp