SI Young Voices Initiative project funding granted by the Swedish Institute (SI)

AGREEMENT

# On the terms of cooperation when funds are transferred from the Swedish grant recipient to an international project partner.

**Fill in the text fields in grey.**

Cooperating project partners
Swedish grant recipient:
Registration number:
Address:
Contact person:

International partner organisation:
Registration number:
Address:
Contact person:

Project
SI project registration number:
Project title:
Project period:
Funding
Total amount awarded by SI:
Total amount to be transferred by Grant recipient to Partner organisation:

# Commitments

The Grant recipient shall, in accordance with the terms and conditions of this agreement, transfer the amount above to the Partner organisation. Funds will be available for disbursement according to the following time schedule:

Any further commitments required by the Grant recipient:

The Partner organisation shall, in accordance with the terms and conditions of this agreement, participate in the project activities in accordance with the agreed project plan. The Partner organisation shall also account for and report in accordance with separate instructions provided by the Grant recipient.

The Partner organisation shall use the allocated financial resources in accordance with the agreed budget. The Partner organisation shall pay taxes and other liabilities in accordance with national law.

# Conditions

This agreement shall be signed by authorised representatives of the Grant recipient and the Partner organisation.

Funds can be used within the specified project period for costs specified in the approved budget and for activities set out in the approved project plan. The Partner organisation is responsible for the funds and may not transfer them to any other party unless agreed beforehand with the Grant recipient.

Any changes in the project in relation to the approved application shall be notified to the Grant recipient in advance and approved in writing. These include changes in schedule or changes within the budget.

Reported costs shall be derived from the Partner organisation’s accounting records (complete documentation, receipts/ invoices etc. should be available for all costs). There shall also be reliable procedures, such as time reporting, and documentation that facilitate tracking and audit.

If funds are used in a way that differs from what has been agreed, the Grant recipient has the right to reclaim the funds used inappropriately along with accrued interest.

Any procurement using granted funds shall be transparent and carried out in accordance with professional business standards.

# Payment

Payment of the granted funds will be made by the Grant recipient to the Partner organisation’s bank account in *Bank name, Bank address, account number, Swift and Iban code* in accordance with the time schedule set out above. Funds shall be kept in a separate bank account.

# Reporting

The Partner organisation shall report in accordance with separate instructions provided by the Grant recipient. A results-oriented report and a financial report shall compare actual outcome with the agreed project plan and budget. The report deadlines shall be agreed between the parties to enable the Grant recipient to fulfil its obligations towards SI.

The reason for any deviations from the project plan shall be explained and motivated.

# Audit

Funds exceeding SEK 100,000 shall be audited by an external, independent and qualified auditor. The audit shall be carried out in accordance with the instructions found in the appendix Audit instructions.

The audit shall be paid by and costs shall be included in the overall budget for the project.

# Anti-corruption

The Partner organisation shall work actively to prevent, deter and identify all forms of illegal or inappropriate handling or other misuse of funds. Where misuse of funds is suspected, the Grant recipient may conduct a separate audit of the project. If misuse is detected, funds that have been used inappropriately shall be repaid.

# Information/communication

In all communication about the project, the Swedish Institute (SI) shall be mentioned as financier. The wording should be: “This project is implemented with support from the Swedish Institute” or “The project is being carried out with financial support from the Swedish Institute”. In all communication about projects in the Creative Force Africa and Creative Force Middle East and North Africa programmes, Sida shall also be mentioned as the original source of funding. However, neither SI’s nor Sida’s name may be used in such a way as to imply that either organisation was party to the project design.

Representatives of SI are entitled to visit, audit and/or assess any project or activity which is financed entirely or partly with SI funds and also to conduct unannounced random inspections.

# Repayment

Funds made available but not utilised during the specified project period and for the approved purposes, shall be accounted for and repaid to the Grant recipient.

# Limitation of liability

If the Grant recipient, for reasons beyond its control, cannot provide the funds agreed under this Agreement, no liability for compensation to the Partner organisation shall ensue, provided that the Partner organisation has been notified without unreasonable delay

For the Grant recipient For the Partner organisation

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Place and date Place and date

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Signature Signature

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Name in block letters Name in block letters