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

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

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

International partner organisation:
Registration number:
Address:
Country:
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:

# Conditions

Funds shall be used within the specified project period for costs specified in the approved budget and for activities set out in the approved project plan. 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 to the project plan or within the budget.

Reported costs must be clearly identifiable 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 auditing.

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 submit a 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 locally 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 the project and costs shall be included in the agreed budget for the project.

# Repayment

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

# 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”. The Swedish Institute’s name may not be used in such a way as to imply that it 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. They also have the right to conduct unannounced random inspections.

**Code of conduct**The parties shall provide a safe and healthy working environment and shall take reasonable steps to prevent accidents and injuries.

The parties shall seek to ensure that all employees treat one another with courtesy, dignity and respect, regardless of gender. Workplace violence, including threats, threatening behaviour, harassment, intimidation, assaults and similar conduct will not be tolerated.

The parties shall strive for equal employment opportunities for all qualified individuals without distinction or discrimination.

**Force majeure**A party shall be excused from fulfilling its obligations under the agreement if they are prevented or unduly impeded from doing so by circumstances beyond the party's control. These include industrial disputes, fire, pandemics, war, mobilisation or very extensive unforeseen military call-ups, disorder and rioting, regardless of whether the circumstances affect the parties.

**Termination of agreement**
A party has the right to cancel the agreement or parts of the agreement with immediate effect if a party disregards conditions in the agreement which are of major significance to the other party, or if a party repeatedly breaches the agreement, even if the breach is not of major significance.

A party only has the right to invoke grounds for cancellation if the party has issued a warning in writing and the other party has not rectified the fault within ten days of receiving the written warning.

# 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

# 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 payment according to the following time schedule:

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.

**Any further commitments required by the Grant recipient:**

**Any further commitments required by the Partner organisation:**

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