

2017

GRANT AGREEMENT



Isha Harris
COMMUNITY DEVELOPMENT
ORGANISATION
February 2017

FUNDING AGREEMENT

A statement and financial report must be provided within a month of the completion date:

We would also like to receive a written report, which can be as short or long as you like but it must contain photos and a couple of testimonies from the beneficiaries of the project. This will be taken as documentation of the project.

GRANT REQUIREMENTS

1. The Grantee _____ must use the whole of the grant exclusively for the purpose described in the grant application (“the Project”) submitted by the Grantee. The Grant must not be used for any other purpose, unless written permission from the Grantor has been provided authorising that other purpose.
2. If the Project is not completed by the Project end date _____, or any extension of that date approved in writing by the Grantor, you may have to return the funds to the Grantor. No part of the Grant may be paid out or otherwise used by the Grantee after the Completion Date without written approval of the Grantor.
3. The Grantee must promptly advise the Grantor of any material change in the Project and/or its timeframes which may affect the Grantee’s ability to undertake or complete the Project by the Completion Date.
4. The Grantee will expend the grant on St Helena only unless agreed otherwise by both parties.
5. The Grantee must provide an official receipt to the Grantor within such period after payment as required by the Grantor.
6. The Grantee must keep detailed financial records sufficient to accurately report the use of grant funds and enable grant expenditure to be verified by the Grantor as required.
7. The Grantee must acknowledge the support of the Grantor in any published or display material of the Project.
8. Details of the grant will be made public by the Grantor, including the name of the Grantee, amount of the grant, and details of the Project.
9. The Grantee must give the Grantor a financial acquittal and a final report in a form required by the Grantor and within an agreed time after the Completion Date. Reporting templates will be provided to Grantees to outline the acquittal and final report requirements. A specified date for acquittal and report will be decided by both parties.
10. Should a Grant be made, failure to implement the Project as agreed, and/or failure to comply with Grantee obligations or any subsequent conditions imposed by Community Development Organisation,

will result in the Grant being reviewed. Such non-compliance will be taken into consideration in determining any future grant applications that may be submitted by the Grantee.

Payment of a grant will not be made until all relevant parties have agreed and accepted these conditions.

Charity No:	
Our reference	
Organisation Name:	
Account Name:	
Account Number:	

We hereby agree to these monies been released for said project. We agree to abide by these funding agreements.

Signature:

Date:



Thank you for abiding by this agreement. Your financial report and written documentation will be used by the Community Development Organisation to fulfil obligations of accountability to the Department for International Development in the United Kingdom. This is also essential to the development and growth of the Community Development Organisation. These reports will help us evaluate the achievements of funded activities and monitor its effectiveness.