

Agreement Template:	<b>Non-Governmental Organisations</b>	Revision no.:	5
Specific Conditions (part I)	<b>Grant Management Regime I</b>	Date of revision:	October 2024

## GRANT AGREEMENT

BETWEEN

THE NORWEGIAN <MINISTRY OF FOREIGN AFFAIRS/AGENCY  
FOR DEVELOPMENT COOPERATION>

AND

[NAME OF GRANT RECIPIENT]

REGARDING

[PTA AGREEMENT NUMBER, PTA AGREEMENT TITLE]

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PART I: SPECIFIC CONDITIONS

PART II: GENERAL CONDITIONS

PART III: PROCUREMENT PROVISIONS

ANNEX A: BUDGET

ANNEX B: RESULTS FRAMEWORK

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<This template must be completed with project specific details. The following rules apply:

Text within [square brackets]: replace the text and brackets with relevant information.

Text within (parentheses): definition, to be kept as is.

Text within <angle brackets>: optional text, either remove brackets and keep text, or delete brackets and text. Select alternatives if different options are indicated by a /backslash within the brackets.>

## PART I: SPECIFIC CONDITIONS

This grant agreement (the Agreement) has been entered into between:

- (1) The Norwegian Ministry of Foreign Affairs (the Donor), <represented by the Royal Norwegian Embassy in [name of city] (the Embassy) /the [name of section of MFA]>/The Norwegian Agency for Development Cooperation, represented by [insert name of section in Norad] (the Donor) and
  - (2) [Name of NGO], a <foundation/[specify other legal status]> duly established in [specify country of registration] under registration number [specify number] (the Grant Recipient),
- jointly referred to as the Parties.

### 1 SCOPE AND BACKGROUND

- 1.1 The Grant Recipient submitted an application dated [insert date] (the Application) for a grant to a <project/programme> titled [PTA agreement title, PTA agreement number] (the Project). The estimated costs of the Project are indicated in the budget attached as Annex A to this Agreement.
- 1.2 The Donor has decided to award a grant to be used exclusively for the implementation of the Project (the Grant). The Parties expect the Project to be implemented during the period from [dd/mm/yyyy] to [dd/mm/yyyy] (the Support Period).
- 1.3 The Parties have therefore agreed to enter into an Agreement, consisting of this part I; Specific Conditions, part II; General Conditions, and part III; Procurement Provisions, all of which form an integral part of this Agreement. In the event of discrepancies between the Specific Conditions and the General Conditions or Procurement Provisions, the Specific Conditions shall prevail.

### 2 OBJECTIVES OF THE PROJECT

- 2.1 The expected results of the Project are as follows:

The Project's expected effect(s) on society (Impact) is/are [specify]

The expected effects for the target group of the Project (Outcomes) are [specify]

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<The planned main products and/or services of the Project (Outputs) are [specify] >

<The intended target group is [specify]>

2.2 The complete results framework is included as Annex B to this Agreement.

### **3 IMPLEMENTATION OF THE PROJECT**

3.1 The Project shall be implemented in accordance with the Agreement, including all annexes, and the latest approved Application.

3.2 During the implementation of the Project, the Grant Recipient shall exercise the necessary diligence, efficiency and transparency in line with sound financial management and best practise principles.

3.3 The Grant Recipient shall continuously identify, assess and mitigate any relevant risks associated with the implementation of the Project, including the risk of negative consequences from the Project on its surroundings. Potential negative consequences of the Project in the following areas (Cross-Cutting Issues) shall always be included in the risk management of the Project:

- a) anti-corruption
- b) climate and environment,
- c) women's rights and gender equality, and
- d) human rights (with a particular focus on participation, accountability and non-discrimination)

3.4 Any significant deviations or changes from the Application, budgets and work plans are subject to the Donor's prior, written approval. The following deviations/changes shall always be considered significant and be subject to the Donor's prior written approval:

- a) changes to the Project's sources of income,
- b) changes to the result framework or scope of the Project, except minor adjustments at the Output level which are necessary to achieve agreed Outcomes. Future reports must clearly reflect, explain, and justify all changes made,
- c) any changes to the Project's annual budget that imply reallocation of more than <10> % of a budget line and exceeds NOK 15 000 (fifteen thousand),
- d) <other>

The Donor may suspend disbursements of the Grant until requested changes have been approved.

3.5 <The Grant Recipient shall ensure that the Project is implemented in accordance with international humanitarian law and international human rights law and guided by the humanitarian principles of humanity, neutrality, impartiality and independence.>

3.6 <The Grant Recipient shall be familiar with UN Security Council Resolution 1325 on women, peace and security (s/res/1325 (2000)) and implement the Project in a way that promotes the intentions of the resolution in the best possible way. A statement on how the intentions of this resolution have been addressed shall be included in the progress reports and final report of the Project.>

3.7 [Specify any other obligations in connection with the implementation of the Project, e.g., relating to political priorities, etc.]

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## 4 THE GRANT

- 4.1 The Grant shall amount to maximum NOK [specify amount] (Norwegian Kroner [spell out amount]).
- 4.2 Disbursement after the current calendar year is subject to Norwegian Parliamentary appropriations. Significant reductions in the Parliament's annual appropriations may lead to a reduction of the Grant for the relevant budget year and/or of the total Grant amount. If the Grant amount is reduced the Parties shall revise the work plan, budget and results framework correspondingly, unless the Grant Recipient secures additional funding from other sources.
- 4.3 The Grant, including accrued interest and currency gain, shall be used exclusively to finance the actual costs of the implementation of the Project during the Support Period. No profit can be made from the Grant.

To be considered eligible in the context of the Project, costs must:

- a) be necessary for carrying out the Project,
  - b) be real costs borne by the Grant Recipient and comply with the principles of sound financial management,
  - c) be recorded in the Grant Recipient's accounts, be identifiable and backed up by supporting evidence, and
  - d) be in compliance with the provisions of this Agreement.
- 4.4 <At least [specify number] % of the Project's total costs shall be covered by funds that do not originate, directly or indirectly, from Norwegian public funds. This contribution shall be identified in the Project's financial statements.>
- 4.5 <The Grant may be used to cover overheads/indirect costs up to a maximum of [specify number] % of the Donor's pro rata share of the incurred direct costs of the Project.>
- 4.6 The Grant Recipient is responsible for obtaining any additional resources which may be required to duly implement the Project.

## 5 DISBURSEMENT

- 5.1 The Grant shall be disbursed in advance instalments based on the financial need of the Project for the upcoming period, which shall not exceed six months. The first disbursement shall be made upon signature of the Agreement based on the approved Application and budget and may include approved Project expenses incurred from the start of the Support Period. Subsequent disbursements shall be made upon the Donor's receipt of written disbursement requests from the Grant Recipient, describing the financial need for the period in question.
- 5.2 Financial need refers to the budgeted expenditure for the upcoming period, minus any funds available to the Project from all other sources during the same period.
- 5.3 The financial need shall be documented through an updated unaudited financial report for the Project and a reference to the latest work plan and budget.

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- 5.4 The disbursement requests shall be signed by an authorised representative of the Grant Recipient. A confirmation that the Project is being implemented in accordance with the Agreement shall be included in the disbursement request.
- 5.5 All disbursements are conditional upon the Grant Recipient's continued compliance with the requirements of the Agreement, including the timely fulfilment of reporting obligations. <Except for the Project's first year, the last disbursement each year is subject to the Donor's approval of the progress report and financial report.>
- 5.6 <The final disbursement will be made in arrears upon the Donor's receipt and approval of the final report and a financial report covering the entire Support Period. >
- 5.7 <The Grant Recipient shall have a separate bank account exclusively for grants from the Donor.>  
All disbursements will be made to the following bank account:
- Name of the account:  
Account no.:  
IBAN no.:  
Name and address of the bank:  
Swift/BIC code:  
Currency of the account:
- 5.8 <The Grant Recipient shall immediately acknowledge receipt of the funds in writing. The amount received shall be stated, as well as the date of receipt and the exchange rate applied.>

## 6 REPORTING AND OTHER DOCUMENTATION

- 6.1 The following shall be submitted by the Grant Recipient to the Donor:
- a) <A **progress report** covering the period from [month] to [month] shall be submitted by [specify deadline] <each year>. The progress report shall include the content specified in article 2 of the General Conditions. <The Donor's reporting <guidelines/format> shall be followed.>>
  - b) A **financial report** covering the period from [month] to [month] shall be submitted by [specify deadline] <each year>. The financial report shall include the content specified in article 3 of the General Conditions. <The final financial report shall cover the entire Support Period and shall be submitted along with the final report referred to in article 6.1 f) of the Specific Conditions.>
  - c) An audit report covering the annual financial statements of the Project shall be submitted by [specify deadline] <each year>. The audit report shall comply with the requirements set out in article 7 of the Specific Conditions and article 5 of the General Conditions. If the auditor submits a management letter (matters for governance attention) this shall be attached to the audit report. <The management letter shall list any measures that have been taken as a result of previous Project audits and state whether such results have been adequate to deal with reported shortcomings.>
  - d) <An updated work plan and budget <covering the period from [month] to [month] shall be submitted <by [specify deadline] <each year>for <information/approval>/shall be submitted within 10 working days of the Donor's approval of significant changes in accordance with article 3.4. > The updated work plan and budget shall comply with article 1 of the General Conditions.>

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- e) The **annual report and audit report** of the Grant Recipient's entire organisation shall be submitted for information by [specify deadline] each year. Contributions from the Donor shall be disclosed in the annual report, preferably in the notes to the financial statements.
- f) A **final report** for the Support Period shall be submitted no later than [specify number] months after the end of the Support Period. The final report shall include the content listed in article 4 of the General Conditions. <The Donor's reporting <guidelines/format> shall be followed.>

6.2 If the Grant Recipient is unable to meet the deadlines set out above, the Donor must be informed immediately.

6.3 All Project reports shall be approved in writing by the Donor. The Donor may request additional information from the Grant Recipient at any time.

## 7 AUDIT

7.1 The annual financial statements of the Project shall be audited in accordance with International Standards of Auditing (ISA). The Auditor shall comply with ISA 800 (Special Considerations - Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks), ISA 805 (Special Considerations audits of single financial statements and specific elements, accounts or items of a financial statement) and all ISAs relevant to the Project audit. Additional requirements applicable to the auditor and the audit report are included in article 5 of the General Conditions.

## 8 FORMAL MEETINGS

8.1 <The Parties shall hold formal meetings <once/twice> per year, tentatively in [specify month] <and [specify month]> to discuss e.g. the results achieved by the Project during the Support Period. The meetings shall be called and chaired by the Grant Recipient.

8.2 The Grant Recipient shall submit a draft agenda to the Donor no later than <two weeks/ [other deadline]> before the meeting. Unless otherwise agreed, the Parties shall discuss, such as but not limited to, the latest progress report and financial report, and/or the work plan and budget for the upcoming period.

8.3 The Grant Recipient shall record main issues discussed, points of view expressed, and decisions made, in minutes from the meeting. The Grant Recipient shall submit the minutes to the Donor no later than two weeks after the meeting for comments. The agreed minutes shall be endorsed by both Parties.>

8.4 <The Parties shall hold <additional> formal meetings if/when requested by the Donor. Details regarding agenda and procedures will be agreed upon by the Parties.>

## 9 REVIEWS AND OTHER FOLLOW-UP MEASURES

9.1 <An external mid-term review focusing on <progress to date/ [specify other topic for the review]> shall be carried out by [specify deadline]. <The Grant Recipient shall draft the terms of reference for the review and submit them to the Donor for approval. / The Donor shall draft the terms of reference for the review and submit them to the Grant Recipient for comments.> The costs of the review shall be included in the Project budget.

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- 9.2 <An external end review focusing on <results achieved by the Project/ [specify other topic for the review]> shall be carried out by [specify deadline]. <The Grant Recipient shall draft the terms of reference for the review and submit them to the Donor for approval. / The Donor shall draft the terms of reference for the review and submit them to the Grant Recipient for comments.> The costs of the review shall be included in the Project budget.
- 9.3 < [Specify any other follow-up measures to be implemented, including deadline and information on cost coverage.]>
- 9.4 If the Grant Recipient or another interested party initiates a review or evaluation of activities wholly or partly funded by the Grant, the Donor shall be informed. The Grant Recipient shall forward a copy of the report of any such review or evaluation to the Donor without undue delay.

## 10 PROCUREMENT

- 10.1 All procurement under the Project shall be completed in accordance with the Procurement Provisions in Part III of this Agreement.
- 10.2 <If the total value of a contract exceeds NOK [specify threshold amount], the procurement protocol, as set out in the Agreement's Part III Procurement Provision article 12, and the awarded contract shall be submitted to the Donor for information.
- 10.3 <If the total value of a contract exceeds NOK [specify threshold amount], <the call for tenders/the shortlist of suppliers/the award criteria and their weighting/the procurement protocol> and the draft contract shall be submitted to the Donor for approval before being finalized.>

## 11 REPAYMENT OF INTEREST AND UNUSED FUNDS

- 11.1 Upon the end of the Support Period or upon termination of this Agreement, any unused funds that total NOK 500 or more shall in its entirety be repaid to the Donor as soon as possible and at the latest within 6 months. The repayment shall include any interest which has not been used for Project purposes, and other financial gain accrued on the Grant.
- 11.2 Repayments shall be made to the following bank account:
- Name of the account:  
Account no.:  
IBAN no.:  
Name and address of the bank:  
Swift/BIC code:
- 11.3 The transaction shall be clearly marked: "Unused funds". The name of the Grant Recipient shall be stated, along with the Donor's agreement number and agreement title.

## 12 SPECIAL PROVISIONS

- 12.1 <The following additional terms and conditions shall apply for this Project/Programme:
- a) [Specify any additional obligations or conditions.]>

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12.2 <The following deviation from the General Conditions shall apply for this Project/Programme:>

- a) <General Conditions article [insert number] shall be replaced with the following: [insert new text]>
- b) <General Conditions article [insert number] shall not be applied.>

### 13 NOTICES

13.1 All communication to the Donor concerning the Agreement shall be directed to the following e-mail address: [insert email address as decided by the Donor] <with a copy to [insert individual grant manager's email]>.

13.2 All communication to the Grant Recipient concerning the Agreement shall be directed to [specify] at the following e-mail address: [specify].

13.3 The Donor agreement number and agreement title shall be stated in all correspondence regarding this Agreement, including disbursement requests and repayment of unused funds.

### 14 SIGNATURES

14.1 By signing part I of the Agreement, the Parties also confirm receipt and acceptance of part II; General Conditions, and part III; Procurement Provisions, which all form an integral part of the Agreement.

14.2 This Agreement in the English language has been signed by both Parties. In the event of any discrepancies between this English language version and any later translations, the English language version shall prevail.

Place:

Date:

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for the Norwegian <Ministry of Foreign  
Affairs/Agency for Development Cooperation>,

[Name]

[Title]

[Embassy or section]

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for [name of the Grant Recipient],

[Name]

[Title]

[Unit]

#### Attachments:

Annex A: Approved budget for the Project

Annex B: Results framework