

# **FINANCING AGREEMENT: GRANT**

**Between**

**THE UNITED NATIONS CAPITAL DEVELOPMENT  
FUND  
(UNCDF)**

**And**

**<Name>**

**Recipient Institution**

**Country**

**UNCDF/COUNTRYURLCODE/PBA/21/XX**

## A. GRANT AGREEMENT

### GRANT AGREEMENT BETWEEN UNCDF and **Recipient Institution** FOR THE PROVISION OF GRANT FUNDS

Grant Agreement (hereinafter referred to as the "Agreement") made between **the United Nations Capital Development Fund ("UNCDF" or "Grantor")**, and **Recipient Institution** (hereinafter referred to as the "**Recipient Institution**").

WHEREAS the **Grantor** desires to provide funding to the **Recipient Institution** in the context of a Programme and on the terms and conditions hereinafter set forth,

WHEREAS the **Recipient Institution** is ready and willing to accept such funds from the **Grantor** for the above-mentioned activities on the said terms and conditions.

NOW, therefore, the parties hereto agree as follows:

#### **I. Responsibilities of the Recipient Institution**

1.1 The **Recipient Institution** agrees to: complete the key results/milestones specified in the Section III below, including providing reports and statements to the **grantor** in accordance with the Monitoring Schedule. The **Recipient Institution** shall be responsible for verifying the accuracy of all reports. Funds provided pursuant to this Agreement shall be used to achieve these results/milestones. The **Recipient Institution** shall be free to reallocate resources as needed in order to produce the expected results.

1.2 If the **Recipient Institution** fails to meet the minimum performance indicators in Section III within ninety (90) days of the timeframe specified, the **Grantor** may suspend or terminate this agreement at its discretion. The suspension will remain in effect until the **Recipient Institution** has met the targets or until the **Grantor** has agreed in writing to modify the performance targets.

1.3 The **Recipient Institution** agrees to inform the **Grantor** about any problems it may face in a timely fashion or any anticipated failure to complete the activities or achieve the expected results. The **Recipient Institution** also agrees to immediately report any incidence of fraud, theft, or significant operational loss that negatively impact its ability to fulfill the terms of this Agreement or threaten or have a relevant impact on its ability to continue as a going concern.

1.4 The **Recipient Institution** agrees to notify the **Grantor** of any funds for the purpose of completing the Project it may receive prior to signature of this funding agreements. The Grantor reserves the right to adjust the amount of funding in this Agreement if it determines that its funds are no longer necessary as the result of other funding agreements.

1.5 The **Recipient Institution** agrees to endorse and adopt client protection best practices internationally recognized applicable to its core business, particularly, but not limited to, privacy, data protection, disclosure, and transparency.

**II. Duration**

2.1 This Agreement will come into effect on the **date of signature** and shall expire on **(Date and Year)** covering the anticipated term of the project. It can be extended, if necessary, by exchange of letters, noting the new expiration date.

**III. Key Results/Milestone and Payments**

3.1 The **Grantor** shall provide funds to the **Recipient Institution** of an amount of **<US\$XX>** according to the schedule set out below. Payments are subject to the **Recipient Institution** achieving the Detailed Results as set forth in Article 3.2, meeting reporting requirements as set forth in Article 3.3., as well as the disbursement conditions set forth in this article, if any.

Upon signature of this Agreement:

<b>Payment Date</b>	<b>% of total grant</b>	<b>Amount in USD</b>	<b>Results/Milestone to be Achieved</b>	<b>Disbursement Conditions</b>
TOTAL				

3.2 Detailed Results (outreach and performance) targets are as follows:

<b>Recipient Institution KPIs</b>	<b>BASELINE</b>	<b>End of Project</b>	
		<b>Proposed</b>	<b>Minimum Target</b>

3.3 Disbursement conditions shall include that the **Recipient Institution** must be current on all payments due under any existing loan agreement with UNCDF and meeting reporting requirements. By submitting data to UNCDF the **Recipient Institution** agrees that this data will be publicly available:

<b>Mechanism</b>	<b>Timing/Due Date</b>	<b>Scope</b>	<b>Responsibility</b>
------------------	------------------------	--------------	-----------------------

Quarterly progress report (narrative)	Quarterly / 30 days after end of calendar quarter	Annex 1 Report Format	<b>Recipient Institution</b>
Quarterly data reporting (quantitative)	Quarterly until 12 months after the end of the project / 30 days after end of calendar quarter	Annex 1 Report Format	<b>Recipient Institution</b>
Annual data report	Annual until 12 months after the end of the project	Annex 1 Report Format	<b>Recipient Institution</b>
Evaluation	Midterm and/or Final	Assess project results, identify lessons learnt and recommendations	UNCDF (primary), <b>Recipient Institution</b> to be available to UNCDF and external evaluators
Audited Financial Statements	Annual / 120 days after the end of the fiscal year	Institution's financial statements (publicly available)	<b>Recipient Institution</b>

3.4 The **Recipient Institution** shall request disbursements with the supporting information to show that disbursement conditions have been met by submission of a Certificate of Milestone Completion (Annex 2). All payments shall be deposited into the **Recipient Institution's** bank account of which the details are as follows:

- Name of the Bank:
- Bank Routing Number:
- SWIFT Code:
- Beneficiary Account Name:
- Beneficiary Account Number:
- Address of Bank:

3.5 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the **Recipient Institution** in the performance of the activities under this Agreement.

**IV. Records, Information and Reports**

4.1 The **Recipient Institution** shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.

4.2 The **Recipient Institution** agrees to provide reports and fulfill its obligations accordance with the Monitoring and Evaluation schedule (section III). It agrees to reasonable requests to make its personnel available to participate in on-site monitoring visits.

4.3 Within sixty (60) days after completion of project activities, the **Recipient Institution** shall provide the **Grantor** with a final financial report describing how the expenditures were utilized.

All further correspondence regarding the implementation of this Agreement should be addressed to:

For **UNCDF**:

(Please provide contact information)

For the **Recipient Institution**:

(Please provide contact information, including email address, of 2 main leaders)

## **V. General Provisions**

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between the **Recipient Institution**, and the **Grantor**, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The **Recipient Institution** shall carry out all activities described in paragraph 1.1 with due diligence and efficiency and shall have exclusive control over the administration and implementation of those activities. The **Grantor** shall not interfere in the exercise of such control. If in the **Grantor's** determination the **Recipient Institution** is not carrying out the activities described in paragraph 1.1, the **Grantor** may: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the **Recipient Institution** as described in paragraph 5.7 below; and /or seek any other remedy as may be necessary. The **Grantor's** determination shall be binding and conclusive upon the **Recipient Institution** insofar as payments are concerned.

5.3 The **Grantor** undertake no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the **Recipient Institution**.

5.4 The rights and obligations of the **Recipient Institution** are limited to the terms and conditions of this Agreement. Accordingly, the **Recipient Institution** and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The **Recipient Institution** shall be solely liable for claims by third parties arising from the **Recipient Institution's** acts or omissions in the course of performing this Agreement and under no circumstances shall the **Grantor** be held liable for such claims by third parties.

5.6 Grant funds disbursed to the **Recipient Institution** shall be considered to be the property of the **Grantor** and shall not become the property of the **Recipient Institution** until

one or more of the following conditions have been met: (i) the **Recipient Institution** has verifiably complied with all conditions in this grant agreement; (ii) the **Grantor** advises the **Recipient Institution** in writing that it has fulfilled the conditions to the **Grantors'** satisfaction; (iii) the **Grantor** otherwise notifies the **Recipient Institution** in writing that it releases the **Recipient Institution** from any obligation to repay funds. In the case of multiple payments in paragraph 3.1, the Grantor's approval of a payment shall be considered a notification of fulfillment of conditions for all previous payments. If within ninety (90) days after the end date of the Agreement there has been no written communication from the **Grantor** in regard to the disposition of the funds, the funds shall be considered the property of the **Recipient Institution**. In cases where the above conditions have not been met, the **Grantor** may at its discretion require the **Recipient Institution** to return of some or all of the funds and the **Recipient Institution** has thirty (30) days to comply with this request.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty-day (30) written notice to the other party. In the case of termination by the **Grantor**, the disposition of funds shall be governed by paragraph 5.6. In case of termination by the **Recipient Institution**, the **Grantor** may at its discretion require the **Recipient Institution** to return all or part of the funds. The **Recipient Institution** has thirty (30) days to comply with this request. If the **Grantor** fails to request the return of funds within ninety (90) days of the termination notice, the funds shall be considered the property of the **Recipient Institution**.

5.8 The **Recipient Institution** acknowledges that the **Grantor** has made no actual or implied promise of funding except for the amounts specified by this Agreement.

5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of the **Grantor**, and the **Recipient Institution**, respectively, have on behalf of the **Grantor** and the **Recipient Institution** signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

**On behalf of UNCDF:**

Name: Preeti Sinha

Title: Executive Secretary

Date: \_\_\_\_\_

**On behalf of the Recipient Institution:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Annex 1: Reporting formats

## Quarterly Quantitative reporting: data masterfile format

Targets		Data												Link to documentation	Notes
Month XX	End of project	Q1 YYYY	Q2 YYYY	Q3 YYYY	Q4 YYYY	Q1 YYYY	Q2 YYYY	Q3 YYYY	Q4 YYYY	Q1 YYYY	Q2 YYYY	Q3 YYYY	Q4 YYYY		



**Quarterly Qualitative reporting:**

**Quarterly Progress Report**

Partner Name:  
Reporting Period:  
Submitted by:

<b>Q1.</b>	Please describe (up to) 3 <b>key achievements</b> during this quarter.
Answer 1	<ul style="list-style-type: none"><li>•</li></ul>
<b>Q2.</b>	Please describe (up to) 3 <b>key challenges</b> faced during this quarter.
Answer 2	<ul style="list-style-type: none"><li>•</li></ul>
<b>Q3.</b>	Please describe (up to) 3 <b>key risks</b> which may impact the project and how you will address these risks.
Answer 3	<ul style="list-style-type: none"><li>•</li></ul>
<b>Q4.</b>	Please describe (up to) 3 <b>priorities</b> for the next quarter.
Answer 4	<ul style="list-style-type: none"><li>•</li></ul>
<b>Q5.</b>	Please share any other relevant information, e.g. changes in business model, opportunities and new partnerships.
Answer 5	<ul style="list-style-type: none"><li>•</li></ul>

## Certification of *Milestone* Completion (For Grant Agreements)

**1. To be Completed by the Unit Supervising the Financing Agreement**

Name: \_\_\_\_\_ Agreement Reference: \_\_\_\_\_  
 Agreement \_\_\_\_\_ Agreement Grantee Name: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ End date: \_\_\_\_\_

**2. To be completed by the Grantee**

(a) As per the agreement the grantee is expected to deliver and complete during this period the following outputs/milestones:

No.	Result/Milestone as Stated in the Financing Agreement	Target Payment Date of Completion	Agreement Payment Amount

(b) Accordingly, I certify that the results/milestones indicated below are an accurate account of the services completed under the terms of the agreement:

Actual Results/ Milestones Achieved	Date Completed	Amount and Currency Billed for this Certificate

(c) The discrepancies between the deliverables listed in (a) and (b) are hereby explained by the following factors/changes:  
*(Indicate N/A if there are none)*

Please make payment as indicated above to the bank account stated in the Financing Agreement.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 Name: \_\_\_\_\_

**3. To be completed by the Staff Supervising / Reviewing the Results/Milestones as per the Agreement.**

I certify that the work/deliverables/milestones listed above have been verified by me and are all satisfactorily performed during the above-mentioned dates. The results/milestones for this period are hereby: (Please check appropriate box)

Accepted  Not Accepted

The amount being billed by the Service Provider is therefore hereby: (Please check appropriate box)

Authorized  Not Authorized

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Annex 3: Project Description**