|  |
| --- |
|  |
|  |
| DNR |
| 17-00439 |
|  |
| Date |
| [Publiceringsdatum] |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
|  |  | |
| Conditions for the 1325 grant provided by Folke Bernadotte Academy | |  |

**1. Applicability**

These conditions are applicable to Swedish and international non-profit organizations and foundations who apply for and receive project grants in support of implementing UN security council resolution 1325 (UNSCR 1325), provided by the Folke Bernadotte Academy, hereafter titled FBA.

**2. Requirements and eligibility**

The grant provider is FBA.

The grant holder is a legal entity that has been awarded a project grant from FBA. This legal entity can be a non-profit organisation or a foundation.

The grant is intended for projects promoting the implementation of UNSCR and that are compatible with current guidelines for development aid from OECD-DAC. Preference will be given to projects that promote women's equal participation in peace and security, have a strong local ownership and aim to support capacity building of women's organizations or women’s groups in conflict and post-conflict countries.

Funds can be granted to Swedish and international non-profit organizations and foundations implementing projects in accordance with the above.

Depending on the availability of funds, grants are primarily provided as project contributions. Applicants should not apply for less than SEK   
300 000. A grant holder cannot be granted more than SEK 3 000 000 during one round of applications.

A project grant cannot be awarded retroactively.

FBA will review all grant applications according to a set of predetermined criteria pertaining to the proposed project’s relevance, feasibility, organizational capacity and previous experience of the organization.

Funds shall not be awarded if the applicant has failed to report on *previously* approved FBA grants.

All the required application material, including appendices or attachments, shall be written in Swedish or English and application forms provided by FBA should be used. If the submitted application is deemed incomplete (without all required attachments) when the final date for applications has passed, the application will not be processed.

**3. The grant**

The approved project grant is awarded in Swedish Kronor (SEK).

If the project grant has been spent using a different currency than SEK, the grant holder should provide proof by submitting a copy of the bank statement specifying the received exchange rate.

The grant holder should be able to account for the approved project grant separately.

Any accrued interest should be used in accordance with FBA’s conditions and the grant holder’s decision for the project grant.

**4. Transfer of grant to third party**

Grant holders who wish to transfer the project grant (in whole or in part) to another organization or partner institution in Sweden or overseas must establish a contractual relationship with that party before the transfer of funds. The grant holder is solely responsible for ensuring that such an agreement corresponds to the conditions set up between FBA and the grant holder.

**5. Budget**

The applicant must state the total sum applied for in Swedish Kronor (SEK). The applicant shall specify all costs in the relevant boxes in the budget template provided by the grant provider.

The grant holder may revise budget posts without seeking the approval of FBA if the sum amounts to maximum 10 percent of the approved total budget and if this comes to 30 000 SEK or less. If the revisions exceed this amount, written permission from the FBA is required.

Cost for administration (overhead/OH) shall not exceed 10 % of the applied amount.

Administration (overhead/OH) may cover costs related to HR services, office administration, information and security, IT-systems and support, legal services and equivalent.

**6. Requisition**

In order to obtain the approved grant, the grant holder shall use the requisition form provided by FBA.

The grant is transferred when the requisition form has been received and approved by the FBA.

An authorised signatory at the grant holding organization/foundation must sign the requisition. The signed requisition, together with these conditions and the grant holder’s decision from FBA, form the binding agreement between the parties.

**7. Reporting**

All reporting shall be done in relation to the budget approved by FBA.

All reporting shall be done in Swedish or English.

Financial reporting shall be made in Swedish Kronor (SEK).

Any accrued interest on the received grant shall also be reported.

**7 a. Partial report**

FBA retains the right to demand a partial report. If applicable, this will be stated in the decision letter announcing the approval of the project grant.

The progress report shall contain a description of completed activities as well as a tentative budget outcome using the template form provided by the FBA. An authorised signatory at the grant holding organization/foundation must sign the partial report.

**7 b. Final report**

A final report shall be made available to the FBA at the latest 90 days after the end of the project period. Final reporting shall contain a narrative project report, a financial report, auditor’s report and the latest available yearly report of the organization/foundation.

The final report template provided by the FBA shall be used for the reporting. An authorised signatory at the grant holding organization/foundation must sign the final report. The FBA shall review and approve the report and communicate its decision to the grant holder.

**8. Audit**

The final report shall be audited and the auditor’s certificate shall be attached to the final report. Granted funds can be used to cover the cost for the audit. An authorized auditor shall review the final report and leave an auditor’s certificate if the grant exceeds five price base amounts.

The audit shall be conducted in accordance with the International Standards in Auditing established by International Federation of Accountants (IFAC). The audit shall be carried out in accordance with ISA 805. The auditor’s certificate shall express an opinion whether the financial report is in accordance with the approved budget and with the FBA’s conditions for the grant. The auditor shall also confirm the revised amount. FBA shall have the right to access the Management Letter provided to the grant holder by the auditor.

**9. Return of outstanding funds**

The grant holder is obligated to report on, and return, all outstanding funds available after the end of the project period to FBA.

Any outstanding funds shall be returned to FBA no later than 90 days after the end of the project period.

The grant holder can be held liable to return the granted funds if FBA’s conditions and the grant holder’s decision are not respected. The return of funds should then be made to FBA’s bank account.

**10. Extension and modifications**

The grant holder shall immediately contact FBA if the approved project cannot be implemented according to the approved project plan.

The grant holder shall provide a brief written motivation for any request for extension or modification. FBA will review and take a decision on the requested modification.

**11. Right to review and audit**

FBA has the right to review ongoing projects that have been awarded grants.

FBA has the right to demand copies of financial statements/receipts and other materials that concern how the grant has been utilized.

**12. Anti-corruption**

Whenever suspicion arises about corruption or other illegitimate practices, the FBA shall be contacted immediately.

The grant holder is obligated to prevent and mitigate the existence of corruption and should be able to provide information on how this is done.

The grant holder has the responsibility to investigate and, when applicable, take legal action against those that are, on solid grounds, suspected of corruption or other illegitimate practices.

**13. Procurement**

Procurement of goods and services related to the project shall take place according to best business practices.

**14. Acknowledgment**

The grant holder is obliged to acknowledge that the project has received funding from the FBA (in whole or in part) in external communication regarding the results of the project, for example on project websites, at conference presentations and in publications.

For use of FBA’s logotype, written permission from FBA is required.

**15. Documentation**

The grant holder must keep all documentation concerning the project accessible in its records for seven years after the project’s completion date.