

## **The Folke Bernadotte Academy's conditions for grants to projects promoting the implementation of UN Security Council Resolution 1325**

### **Application**

1 § These conditions regulate grants to projects that promote the implementation of UN Security Council Resolution 1325 (hereafter resolution 1325) in accordance with the approval letter from the Folke Bernadotte Academy.

2 § The grant is intended for projects promoting the implementation of resolution 1325 and are compatible with current guidelines for development aid. Activities that promote women's equal participation and activities aiming to support capacity building of women's organisations in conflict and post-conflict countries are considered to be particularly relevant.

3 § Funds can be granted to Swedish and international organisations and foundations implementing projects in accordance with 1 § and 2 §.

4 § The donor is the Folke Bernadotte Academy. The donor handles all issues related to the grant. The recipient is the organisation that applies for and receives a grant.

5 § Grants are primarily provided, depending on the availability of funds, in the form of larger contributions. An application for a grant should not be for less than SEK 300,000. The maximum amount that a principal applicant can be granted during a calendar year is SEK 3,000,000. The applicant is the organisation or foundation responsible for a project. The applicant is responsible for submitting partial, financial and final reports to the donor. An application can only have one applicant.

### **Conditions for receiving funds**

6 § A project that is initiated or have been implemented when an application is submitted cannot be granted funds. Organisations or foundations that have failed to report on previously received funds will not be granted new funds.

7 § Applications shall be submitted to the donor by using the application form provided by the donor. If the submitted application is not complete with all attachments when the final date for applications has passed, the application will be considered incomplete and will not be processed. If the application is complete but clarifications have been requested by the donor, the applicant shall submit these clarifications within the time frame given by the donor.

8 § Applied grants shall primarily focus on activities. Personnel costs shall be specified in the application and should be related to specific project activities. Costs for administration may not exceed 10 % of the total requested amount.

9 § The donor processes the application by reviewing the relevance of the project and the organization's/foundation's deemed capacity to implement the project. Results and quality

of previous project implementation as well as the organisation's/foundation's earlier handling of funds is also taken in consideration.

## Activities

10 § The approved grant shall be used for the activities as outlined in the approval letter.

## Budget

11 § The budget that has been approved by the donor shall be adhered to. However, some redistribution between the project's budget posts is allowed without consulting the donor. These redistributions may not exceed SEK 30,000 or. If the recipient wishes to redistribute more than SEK 30,000, the recipient shall contact the donor and submit a written request. The donor decides if the request shall be approved.

## Requisition of funds and payment

12 § Unless otherwise stated in the approval letter, the recipient shall submit a requisition form within one month following the date of the approval letter. The donor will then consider the project to have started one month after the requisition form has been submitted. If an initial requisition form has not been submitted within one month of the approval letter, the approval may become null and void.

13 § Approved funds are processed when the requisition form has been received by the donor in original. Funds shall be requested using the contribution request form provided by the donor. The requisition shall be signed by two authorised signatories, whereas one shall be entitled to enter agreements on behalf of the organisation/foundation. The donor may request that the recipient shall verify the authorised signatory with minutes, certificate of registration or equivalent documentation that confirms the authorised signatory.

14 § Approved funds are paid in Swedish kronor. Any interest accrued on disbursed funds shall be used for the same purpose as the contribution.

15 § Approved funds will be paid in instalments. The conditions are stated in the approval letter.

## Reporting on results, financial accounting and reporting

16 § The recipient shall submit reports to the donor. The reporting shall be submitted in accordance with the donor's conditions for the grant. If adequate reports are not submitted according to the conditions stated in the approval letter, additional funds will not be disbursed and the recipient may be required to repay disbursed funds. The donor notifies the recipient whether the reports in question have been approved or not and if additional information is necessary.

17 § The donor has the right to visit and evaluate the activities financed by funds provided by the donor. The donor also has the right to request copies of the accounts and other data related to the use of the grant.

18 § Partial reports shall be submitted on the form provided by the donor and in accordance with the conditions in the approval letter. Partial reports shall be signed by an authorised signatory of the recipient. The donor may request that the recipient shall verify the authorised signatory with minutes, certificate of registration or equivalent documentation that confirms the authorised signatory

19 § The final report shall be submitted to the donor in accordance with the approval letter. The final report shall include a summary account of the total use of the grant and the activities undertaken. The form provided by the donor shall be used. The final report shall consist of an activity report and a financial report. The report must be signed by an authorised signatory of the recipient. The donor may request that the recipient shall verify the authorised signatory with minutes, certificate of registration or equivalent documentation that confirms the authorised signatory

#### ***Activity report***

20 § Unless otherwise stated in the approval letter, an activity report shall be submitted to the donor together with the final report. The activity report shall describe the activities that have been carried out with the approved funds. The activity report shall be submitted on the form provided by the donor.

#### ***Financial report***

21 § A financial report is to be submitted to the donor in accordance with the approval letter. The recipient is to be able to give a separate account on the activities that the grant is intended to fund. Reporting on the activities is to be done with reference to the budget approved by the donor. Any discrepancies shall be pointed out and commented on. The report shall also cover the use of the actual or, if this cannot be determined, the estimated income from interest. The report shall be signed by an authorised signatory of the recipient.

22 § The financial report shall be audited and the auditor's certificate shall be attached to the final report. The audit shall be conducted in accordance with the International Standards in Auditing established by International Federation of Accountant's (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 standards the Folke Bernadotte Academy's conditions for the grant.

23 § A lay auditor is accepted when the approved grant is less than SEK 300 000 and if there are no special reasons for requiring a professional auditor. This is to be decided by the donor. The lay auditor shall be independent and not directly related to the organisation receiving funds, its board of representatives or those responsible for handling the received funds. The lay auditor may not have any personal financial interest in the supported activities. The auditor's certificate shall be submitted with the final report.

24 § If the grant exceeds SEK 300 000, the report shall be audited by a professional auditor. Professional auditor means an approved or authorised public accountant. The auditor's certificate shall be sent to the donor with the final report. The extra cost that the requirement for a professional audit entails may be deducted from the grant if the cost has been included in the budget. The cost for the audit is to be confirmed when reporting.

25 § If the auditor's review is not ready when the financial report is to be submitted, a deferment may be granted. A deferment request shall be submitted to the donor no later than one month before the date on which the report is to be submitted to the donor. Deferments of reports are generally allowed for a maximum of three months. In special cases, deferments of reports may be granted so that the audit is able to take place in conjunction with the recipient's annual report. Decisions on deferments of reports are taken by the donor.

#### **Repayment of funds**

26 § Funds that have not been used in accordance with the approval letter shall be reported and repaid to the donor. The repayment shall be made no later than the date on which the

final report shall be submitted. If funds are to be repaid to the donor, the interest accrued on the disbursed funds shall be included.

27 § If the recipient is unable to repay the total amount due within this period of time, the donor may, in certain cases, grant a deferment of the repayment. A deferment application is to be submitted to the donor no later than one month before the date on which the funds are to be reported and the unused funds repaid. The application shall include a repayment plan. Decisions on payment deferments are taken by the donor. If the application is rejected, unused funds shall be repaid in accordance with the original plan.

28 § The recipient may apply for a waiver of the repayment obligation. The application is to be submitted to the donor who considers applications in accordance with the Ordinance (1993:1138) on the management of state claims.

29 § The donor decides whether the total amount of unused funds, or only parts of it, shall be repaid. If the donor has decided that the recipient must repay all or part of the unused funds, the repayment shall be made within the period stated by the donor.

***If the recipient is unable to use the funds within the time provided***

30 § The recipient should contact the donor if the approved project cannot be implemented according to the approved project plan.

31 § Funds that has not been used or that clearly will not be used within the period determined in the approval letter should be repaid. 32 § The recipient may apply to extend the period in which the grant can be used. This is in order to give the recipient the opportunity to, without any additional funding, implement the activities that were approved in the approval letter. The application for a no-cost extension shall be submitted no later than one month before the final date for using the funds. The donor decides if the extension is approved or not. If the application is rejected, funds shall be repaid when submitting the final report.

***If the grant's share of the total cost has grown too large in proportion to other funding***

33 § If the grant is only intended to cover parts of the total cost of the activities, funds shall be repaid if the total cost is less than anticipated and the grant has thus covered a larger share of the total cost than intended in the approval letter.

34 § The donor can take a decision to adjust the repayment obligation if, for unforeseen reasons, other revenue in the project is less than planned and, in view of the circumstances, it is unreasonable to request that the recipient shall repay the entire amount. Applications concerning adjustments are to be submitted to the donor no later than two weeks after the recipient has received a claim regarding repayment of funds.

35 § The donor may agree to defer repayment of funds. An application shall be submitted to the donor no later than two weeks after the date when the recipient has received a demand to repay the funds. The donor decides whether the application shall be approved.

***If the grant has been used for a purpose other than that intended or if the stated conditions have been ignored***

36 § Funds that have been used for other purposes than those agreed in the approval letter must be repaid. The donor can decide that the granted funds shall be repaid, entirely or in part, if the recipient does not follow the donor's conditions for the grant or if the recipient disregards a condition stated in the approval letter.

***If the recipient neglects the obligation to submit reports***

37 § If the recipient neglects the obligation to submit reports in accordance with the conditions or the approval letter, the donor may decide that all or part of the grant must be repaid.

***If the recipient submits incorrect information***

38 § If the recipient, by submitting incorrect information or in some other way, has caused grants to be awarded improperly or in too high an amount, the grant, or part of it, shall be repaid.

39 § If the recipient realised or should have realised that incorrect information was provided, the recipient shall repay the entire amount that has been disbursed. This applies even if the entire grant, or part of it, has been used.

40 § If the recipient did not realise or could not have been expected to realise the error, the obligation to repay the grant only applies to unused funds. The donor can also decide that the obligation to repay does not apply to funds needed to cover future, inevitable costs if the recipient has assumed responsibility for these costs while unaware of the error.

41 § The obligation to repay may be adjusted if the error only has a negligible impact on the size of the grant. Decisions on adjustments of this kind are taken by the donor.