

## ANNEX 4: PROJECT / GRANT AGREEMENTS WITH PARTNERS (CHECKLIST 4)

### DÓCHAS PARTNERSHIP CHECKLIST 4: ITEMS FOR INCLUSION IN A PROJECT OR GRANT AGREEMENT<sup>21</sup>

No.	Item	Details	Check
<b>A. Project Details</b>			
1.	Organisational Details	Names and Addresses, e-mails, faxes, phones, official registration numbers of both parties	
2.		Names & roles of individuals representing each organisation	
3.	Purpose	Purpose of Agreement: <ul style="list-style-type: none"> <li>To outline commitments and responsibilities of both parties in relation to a specific project /activity / programme of work.</li> <li>Set within context of the broader partnership agreement</li> </ul>	
4.	Project Description	Project Title	
5.		Reference No.	
6.		Full Narrative Proposal – Agreed Version (in Annex)	
7.		Full Project Budget – agreed version (in Annex)	
8.		Project Logframe (if required) – in Annex	
9.	Timing	Length of Project (months / years)	
10.		Proposed Start Date	
11.		Proposed End Date	
12.		Date of Approval of Project	
13.		Flexibility on start and end dates - clarify	
14.		Clarify policy on no-cost extensions	
<b>B. Commitments of Dóchas Member to Project</b>			
15.	Funding	Actual Funding Approved for Year 1, Year 2 & Year 3 (as relevant). <ul style="list-style-type: none"> <li>Multi-year agreements preferable for well established partnerships</li> <li>Usually one-year agreements for initial funding / new partnership</li> </ul>	

<sup>21</sup> Each project / grant agreement is developed within the broader context of a partnership agreement between the two agencies.

16.	Funding	<p>Sources of funds:</p> <ul style="list-style-type: none"> <li>• How much from Dóchas member?</li> <li>• How much from external donors?</li> <li>• Any conditions for release of funds by external donor?</li> <li>• External donor requirements during implementation?</li> <li>• Will Dóchas member fund all if external funding does not come through?</li> <li>• Clarify intentions / policy in relation to possible applications to other donors during implementation.</li> </ul>	
17.		<p>Clarify conditions for release of funding each year, e.g.</p> <ul style="list-style-type: none"> <li>• Subject to performance / reports;</li> <li>• Subject to funding being raised / available from Dóchas member or external donor;</li> <li>• Partnership and project in a position to continue (i.e. no dramatic changes in context);</li> <li>• Project still needed / makes sense.</li> </ul>	
18.		<p>Release of Funding:</p> <ul style="list-style-type: none"> <li>• Timely release of funds each year – within X days of receipt of satisfactory reports;</li> <li>• Release of funding in tranches e.g. quarterly / six monthly (include schedule of proposed funding);</li> <li>• Release of funds subject to expenditure progressing at agreed level;</li> <li>• Release of funds subject to no unauthorised expenditure.</li> </ul>	
19.	Project Support	<p>Clarify specific support to be provided by Dóchas member in relation to the project implementation (Checklist 3D):</p> <ul style="list-style-type: none"> <li>• Specific technical support for project</li> <li>• Advocacy / networking support</li> <li>• Research / learning support</li> <li>• Possible volunteers / secondment of staff</li> <li>• Institutional support e.g. funding of admin costs / overheads</li> <li>• Linkages / invitations to broader international / regional initiatives</li> </ul>	
20.	Programme Approach	<p>Clarify how project may fit within a broader programme including other partners (Checklist 3A):</p> <ul style="list-style-type: none"> <li>• Clarify how it adds value to the broader programme</li> <li>• Clarify expectation for participation with other partners</li> <li>• Clarify benefits to CSO from the broader programme</li> <li>• Check how it relates to other partnership commitments of local CSO (e.g. partnerships with other INGOs)</li> </ul>	
21.	Organisational Capacity Support	<p>Relate to broader organisational capacity support being provided by Dóchas member (Checklists 2 &amp; 3D) where relevant.</p>	

22.	Project Visits	<ul style="list-style-type: none"> <li>• Confirm frequency and nature of monitoring visits (preferably twice yearly at a minimum);</li> <li>• Confirm agreement on visits by other stakeholders e.g. supporters, donors, journalists, fundraisers.</li> </ul>	
23.	Reporting	<ul style="list-style-type: none"> <li>• Confirm details of reporting requirements (interim and final) to Dóchas member: with reference to initial objectives, activities, budgets and targets;</li> <li>• Commitment to keep reporting as light and practical as possible;</li> <li>• Streamline reporting requirements with other parties i.e. INGOs / external donors;</li> <li>• Commitment to providing onward reports to external donors, based on material provided by local CSO.</li> </ul>	
24.	Evaluation & Audit	<ul style="list-style-type: none"> <li>• Specify evaluation type (interim and final), timings and requirements;</li> <li>• Specify audits to be undertaken internally by CSO and / or externally commissioned by Dóchas member or external donor.</li> </ul>	
<b>C. Commitments of Local CSO to Project</b>			
25.	Implementation	<p>Commitment to implementation of project as described:</p> <ul style="list-style-type: none"> <li>• In line with the proposal, budget, this agreement and external donor requirements</li> <li>• Meeting agreed technical and quality standards;</li> <li>• Aiming for maximum benefit to beneficiaries.</li> </ul>	
26.	Financial Contributions	<ul style="list-style-type: none"> <li>• Clarification on CSO's own financial contribution;</li> <li>• Clarification on financial or in-kind contributions from communities / beneficiaries;</li> <li>• Confirmation of any other financial or material contributions sought or received;</li> <li>• Confirm that direct applications to additional donors will be subject to prior discussion with Dóchas member.</li> </ul>	
27.	Personnel	<ul style="list-style-type: none"> <li>• Commitment of personnel and resources to deliver project;</li> <li>• Commitment to safeguarding children and project participants (Checklist 1), including compliance with Dóchas member protection policy (Policy attached in Annex);</li> <li>• Specific security protocols for implementation.</li> </ul>	
28.	Wider Commitment	<ul style="list-style-type: none"> <li>• Confirm how this project or activities within it may contribute to the wider agenda of the Dóchas member at international level, as part of the broader partnership between the organisations (Checklist 3B)</li> </ul>	
29.	Support to Dóchas Member	<ul style="list-style-type: none"> <li>• Confirm how the local CSO may provide logistical support to the Dóchas member in-field (Checklist 3C).</li> </ul>	
30.	Compliance / Ethics	<ul style="list-style-type: none"> <li>• Compliance with national law / procedures;</li> <li>• Commitment to payment of taxes and social insurance;</li> <li>• Declaration on no conflicts of interest for organisation or individual staff.</li> </ul>	

31.	Co-ordination	<ul style="list-style-type: none"> <li>• Commitment to co-ordination within broader programme (No. 20, above);</li> <li>• Co-ordination with government agencies, other CSOs;</li> <li>• Co-ordination with other donors / capacity support agencies.</li> </ul>	
32.	Participation & Monitoring	<ul style="list-style-type: none"> <li>• Clarify role of community / beneficiaries in implementation and monitoring ;</li> <li>• Outline process for community feedback;</li> <li>• Confirm frequency and type of project monitoring by CSO itself;</li> <li>• Confirm support for monitoring visits by Dóchas - logistical or otherwise - (Checklist 3C) or other stakeholders as agreed (No.23 above);</li> <li>• Confirm policy on seeking permission for major changes to activities (to be agreed in writing).</li> </ul>	
33.	Reporting & Evaluation & Audit	<ul style="list-style-type: none"> <li>• Confirm commitments to reporting requirements (frequency, type and content);</li> <li>• Confirm commitment to facilitation of evaluations and audits (as per No. 24 above);</li> <li>• Ensure full participation of communities / beneficiaries in evaluation.</li> </ul>	
34.	Completion	<ul style="list-style-type: none"> <li>• Commit to a review discussion with Dóchas member on completion of final evaluation &amp; audit;</li> <li>• Keep all project documentation for a minimum period of six years, or as required otherwise by donors;</li> <li>• Retain or dispose of all project assets as agreed at start, and in compliance with legal requirements and donor policies.</li> </ul>	

#### D. Financial Requirements for Local CSO Partner

35.	Bank Account	<ul style="list-style-type: none"> <li>• Bank account details to be provided at time of agreement: name, type, sort code, swift code, IBAN, intermediary / correspondence bank (if required) etc;</li> <li>• Account type to be organisational (not personal) with at least two confirmed signatories who are board members / senior managers;</li> <li>• Agree and clarify currency of account (may depend on legal requirements);</li> <li>• Clarify other donor funds that may be in the same account;</li> <li>• Provide monthly account reconciliations that explain all transactions relating to funds from Dóchas member and other sources for project.</li> </ul>	
-----	--------------	---	--

36.	Requests & receipt of funds	<ul style="list-style-type: none"> <li>• All transfer of funds to be requested in writing from the Dóchas member;</li> <li>• Each request to include a new copy of the bank account details;</li> <li>• Requests to include a copy of a recent bank statement on each occasion;</li> <li>• Request to confirm preferred method of payment (e.g. transfer, cheque);</li> <li>• Any special instructions for transfer to be confirmed;</li> <li>• Receipt of funds to be confirmed to Dóchas member within X days – using a 'receipt of grant' form if required, with bank statement attached.</li> </ul>	
37.	Use of funds	<ul style="list-style-type: none"> <li>• Confirm funds will be used only for intended purposes as per agreement;</li> <li>• Costs incurred before signing agreement will not be allowed unless agreed in writing in advance;</li> <li>• Policy on gains or losses from currency fluctuations to be agreed in advance, including process for reporting on them;</li> <li>• Bank transfer costs to be included in overall budget of project and borne by the CSO;</li> <li>• Unspent funds at end of project will be returned to Dóchas member, unless otherwise agreed in writing. Unapproved spending to be refunded also.</li> </ul>	
38.	Financial Reports	<ul style="list-style-type: none"> <li>• All report to detail expenditure against each budget heading and sub-heading i.e. planned V actual;</li> <li>• Opening and closing balances on the account to be included in the report;</li> <li>• Details of currency gains / losses to be included in the report;</li> <li>• Confirm commitment to or facilitate external audits and submit audit reports, as required.</li> </ul>	
39.	Budget variations	<ul style="list-style-type: none"> <li>• Confirm level of variation on main budget lines that is acceptable (e.g. 10% up or down) – subject to donor requirements also;</li> <li>• Confirm whether greater variations can be agreed in writing in advance or not;</li> <li>• Confirm level of variation on budget sub-headings (e.g. no restriction subject to objectives and results not affected);</li> </ul>	

**E. Liability of Both Parties**

40.	Liability	<ul style="list-style-type: none"> <li>• No liability is usually accepted by either party against any losses or costs arising out of or connected with the project;</li> <li>• Neither party generally agrees to indemnify the other party against any losses or costs arising out of or connected with the project;</li> <li>• No liability or indemnity for either party due to accidents, death or injury arising from, or in connection with the project;</li> <li>• Both parties agree not to provide any support for individuals or organisations that are known to advocate for, sponsor or engage in unlawful activities, violence or terrorist activities.</li> </ul>
-----	-----------	--

**F. Termination or Extension of Project Agreement**

41.	Termination	<ul style="list-style-type: none"> <li>• Clarify minimum period of notice required in writing;</li> <li>• Clarify possible reasons for termination e.g. <ul style="list-style-type: none"> <li>○ Poor performance / lack of reporting</li> <li>○ Failure to commence / implement on time</li> <li>○ Lack of accountability (finance) / potential fraud / insolvency</li> <li>○ Unlawful or unapproved activities</li> <li>○ Intervention no longer relevant</li> <li>○ Intervention no longer feasible (e.g. war / conflict situation)</li> <li>○ Local CSO not in a position to continue.</li> </ul> </li> <li>• Clarify conditions on termination: <ul style="list-style-type: none"> <li>○ Return of all remaining funds within a specific timeline</li> <li>○ Full narrative and expenditure reports within specified period</li> <li>○ Return of all assets / equipment, or agreement on disposal.</li> </ul> </li> </ul>
42.	Extension	<ul style="list-style-type: none"> <li>• Any extension to be clarified in writing (in addendum);</li> <li>• Any new conditions / issues to be clarified;</li> <li>• Confirm whether no cost extension or specific additional funding.</li> </ul>

**G. Annexes to be included with Project Agreement**

43.	Annexes	<ul style="list-style-type: none"> <li>• Copy of the wider Programme Agreement between the two organisations</li> <li>• Copy of the full (approved) Project Proposal</li> <li>• Copy of the full (approved) Project Budget</li> <li>• Copy of the Project Logframe if required)</li> <li>• Funding and Reporting schedule</li> <li>• CSO Partner Bank Details</li> <li>• Copy of Safeguarding Children / Protection Policy of CSO.</li> </ul>
-----	---------	---