

**GRANT AGREEMENT**

**between**

**THE CENTRAL EUROPEAN INITIATIVE EXECUTIVE SECRETARIAT**

**and**

**[THE GRANTEE'S NAME]**

**RELATING TO THE IMPLEMENTATION OF THE PROJECT TITLED**

**[TITLE OF THE PROJECT]**

**[(REF. NO.)]**

**TO BE PARTLY-FINANCED UNDER THE KNOW-HOW EXCHANGE PROGRAMME OF THE CENTRAL EUROPEAN INITIATIVE**

The Central European Initiative Executive Secretariat (CEI-ES), hereinafter called the GRANTOR with its main office located in Via Genova 9, 34121, Trieste, Italy, on behalf of the Office for the CEI Fund at the EBRD, located at the same address as the CEI-ES – who assumes all the responsibilities of the GRANTOR throughout the implementation of the project entitled 'title of the project' Ref. No XXX.

on one side,

and

the grantee's name (called Applicant in the Project Application Form and hereinafter called the GRANTEE).....  
with its main office located .....

on the other side,

have agreed as follows:

**1. GENERAL PROVISIONS**

1.1 The GRANTEE commits itself to undertake all the activities specified in the attached Application Form for the Know-how Exchange Programme (KEP), dated DAY/MONTH/YEAR, duly signed by the GRANTEE and by name of the know-how beneficiary (hereinafter called the KNOW-HOW BENEFICIARY) with its main office located XXX. The GRANTOR agrees to co-finance the activities of the project with a grant contribution amounting to a maximum of [amount in EURO in number and in words],

which constitutes [percentage of the total budget cost] of the total project cost amounting to [amount of total budget cost in EURO in number and in words]. The portion to be co-financed by the GRANTEE from its own and/or external resources will be of at least [amount in EURO in number and in words] [percentage of the total budget cost], while the amount contributed by the KNOW-HOW BENEFICIARY will be of at least [amount in EURO in number and in words] [percentage of the total budget cost] as detailed in paragraph 7.1 of the Application Form.

1.2 By signing this Grant Agreement, the GRANTEE acknowledges its sole responsibility for the implementation and financial management of the project in accordance with the project Application Form and KEP Rules and Procedures, which are both attached to this Grant Agreement. In case the GRANTEE delegates part of the implementation and/or the financial management of the project to a qualified partner, such delegation cannot and must not restrict or remove the legal responsibility of the GRANTEE for the implementation of the project and the sound management of the CEI grant.

## **2. IMPLEMENTATION, MODIFICATION AND TERMINATION OF THE PROJECT**

2.1 THE GRANTEE commits itself to fully implement the project and to conclude all related operations at the latest by XXX, as detailed in paragraph 1.5 of the Application Form.

2.2 THE GRANTEE undertakes to satisfy additional requirements put forward by the GRANTOR during the grant approval process, namely:

a) [recommendations]

2.3 If after the approval of the CEI contribution any changes occur with regard to the dates, venue, title, scope of activities, participation, budget, personnel involved in the project, or any other project aspects described in the Application Form, the GRANTEE will promptly inform the GRANTOR and obtain its written approval before implementing any such modifications. The implementation of activities or payment of expenses in a form not authorised by the GRANTOR may result in the reduction or cancellation of the grant. If such a situation arises, the GRANTEE will return the amounts received within fourteen (14) days upon receiving a written request from the GRANTOR.

2.4 In case the implementation of the project has to be stopped for Force Majeure, as defined below, and the GRANTEE submits relevant explanatory documentation, and none of the situations described in article 3.4 of the present Agreement occurred, the GRANTOR will disburse the amount of the grant proportional to the completed project activities. The disbursement of the grant will take place upon submission by the GRANTEE of satisfactory final implementation documentation as described in articles 4.2 and 4.3 of the present Agreement. For the purpose of the present Agreement, "Force Majeure" means an event which is beyond the reasonable control of the GRANTEE, is not foreseeable, is unavoidable, and which makes the GRANTEE's performance of its duties hereunder

impossible or so impractical as reasonably to be considered impossible in the circumstances. Force Majeure may include, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial actions. Force Majeure shall not include any event which is caused by the negligence or intentional action of the GRANTEE, nor any event which a diligent GRANTEE could have been expected to take into account at the time of the signing of the present Agreement.

### **3. PAYMENTS TO THE GRANTEE**

3.1 The GRANTOR's contribution to the implementation of the project will be paid as follows:

- a) Advance Payment. The GRANTEE is entitled to an Advance Payment of up to fifty (50) per cent of the eligible grant contribution. The Advance Payment will be paid to the GRANTEE within thirty (30) days upon receipt of the Request for Advance Payment. The GRANTEE can submit to the GRANTOR the request for Advance Payment only after all of the following conditions have been satisfactorily met:
  - i. An original copy of the present Grant Agreement signed by the parties has been received by the GRANTOR.
  - ii. The GRANTOR has approved by written communication the following documentation in English submitted by the GRANTEE: the detailed working schedule of the project's activities, and the Curricula of professional personnel involved in the project. The documentation must be submitted by the GRANTEE within seven (7) days upon receipt of the communication issued by the GRANTOR about the award of the grant. The GRANTOR must approve the documentation within seven (7) days upon receiving it.
  
- b) Final Payment. The GRANTEE is entitled to a Final Payment in the amount that constitutes the difference between the amount of the eligible expenses and the amount already disbursed to the GRANTEE as Advance Payment. The GRANTEE shall bear in mind that the sum of Advance and Final payments must not exceed the maximum grant contribution authorised by the GRANTOR as described in article 1 of the present Agreement. The Final Payment will be paid to the GRANTEE within thirty (30) days upon approval of the GRANTOR of the complete project implementation documentation and the Final Payment Request. The GRANTOR will communicate its decision in written format within sixty (60) days of receiving documentation or observing the conditions described in article 3.4. The Final Payment will be disbursed to the GRANTEE after all of the following conditions have been satisfactorily met:
  - i. The GRANTEE has prepared and submitted a narrative Final Implementation Report along with supporting documents as described in article 4.2 of the present Agreement. The Report must be submitted to the GRANTOR within sixty (60) days upon conclusion of project activities.
  - ii. The GRANTEE has prepared and submitted a Final Financial Report along with supporting documents as described in article 4.3 of the present Agreement. The

Report must be submitted to the GRANTOR within sixty (60) days upon conclusion of project activities.

- 3.2 Should the actual expenditures for the project be lower than the envisaged total budget, the CEI grant contribution will be proportionally reduced to maintain the originally approved percentage of the grant in the total project budget (per cent of total budget of €).
- 3.3 The GRANTEE recognises the fact that the GRANTOR requires its grant to be spent exclusively on the budget items authorised by the CEI Committee of National Coordinators (CNC) in their grant approval decision and not exceeding the amounts authorised by the CNC for each eligible budget item. Any variation in the purpose of the GRANTOR's grant or any alterations to the amounts of the GRANTOR's grant allotted to the budget items are subject to prior written consent of the GRANTOR. In case the GRANTEE fails to obtain such consent, adequate deductions will be made by the GRANTOR from the Final Payment in accordance with the budget approved by the GRANTOR.
- 3.4 At any stage of the implementation of the project the GRANTOR will be allowed to request the restitution of the amounts already disbursed to the GRANTEE in one or more of the following cases:
- a) The Progress Report (as described in article 4.1 of the present Agreement) or monitoring of the project implementation by the GRANTOR have revealed serious obstacles in the implementation of the project that cannot be mitigated and are likely to have a major negative impact on the results of the project. Such obstacles may include, but are not limited to, the refusal of the KNOW-HOW BENEFICIARY to participate in project activities, proof that initial assumptions of the project were mistaken, and insufficiency of funds.
  - b) The activities carried out by the GRANTEE show reasonable indications that they would not meet the objectives of the project due to the negligence of the GRANTEE.
  - c) The expenses of the project have not been adequately documented, as described in article 4.3 of this Agreement.
  - d) The scope of activities and/or project budget have been modified without prior written authorisation of the GRANTOR, as described in articles 2.3 and 3.3 of the present Agreement.
  - e) The GRANTEE has failed to provide proper visibility to the GRANTOR by not displaying the GRANTOR's logo and not referring to the GRANTOR's role in the project throughout its implementation as described in point 5.2 of the Application Form and article 5 of the present Agreement.
- 3.5 The amounts withheld by the GRANTOR as a result of the failure of the GRANTEE to meet any of the conditions described in article 3.4 of the present Agreement will rest at the sole discretion of the GRANTOR based on its fair judgement of the points outlined in the

above article 3.1b. The GRANTOR will communicate its decision in written format within sixty (60) days of receiving documentation or observing the conditions described in article 3.4. In this communication the GRANTOR will advise the GRANTEE on the amounts of the contribution to be withheld and reasons for such a decision. Upon receipt of such communication, the GRANTEE will have thirty (30) days to make any corrections or submit additional project documentation to the GRANTOR or will lose all rights to claims over the deducted amounts. The GRANTOR will review the additional documentation and will communicate its final decision to the GRANTEE within fourteen (14) days of receipt of supplemental documentation.

3.6 Both the Final Implementation Report and the Final Financial Report along with the accompanying documents must be submitted to the GRANTOR within sixty (60) days upon completion of the project activities. Failure to do so may result in the GRANTOR's cancellation of the Final Payment and the request for the restitution of the Advance Payment in its full amount. If such a situation arises, the GRANTEE will return the amount of the Advance Payment within fourteen (14) days upon receiving written request from the GRANTOR.

#### **4. DOCUMENTATION, REPORTING, AND MONITORING**

4.1 The GRANTEE undertakes the duty to provide the GRANTOR with Progress Implementation Report(s). A Progress Implementation Report has to outline project activities undertaken as well as a list of expenditures incurred. A Progress Implementation Report must cover all project activities that have been implemented or are being implemented at the time of the drafting of the Report. Regardless of the duration of the implementation period of the project, any project lasting less than a year requires the mandatory submission of one progress report. The report should be submitted at the midpoint of the implementation period. In case of projects lasting more than twelve months, Progress Reports must be submitted at least every six months.

4.2 The Final Implementation Report duly signed by the GRANTEE and by the KNOW-HOW BENEFICIARY will provide the following information:

- a) Summary report on implemented activities and results achieved, including information on any difficulties occurred during implementation of the project as well as on planned follow-up activities. The GRANTEE shall include in the Report (in Microsoft Excel format) the lists of participants, experts, consultants, and all other stakeholders, who took part in the project's implementation, including their contact details (email addresses and telephone numbers), capacity in which they participated in project activities, and qualifications.
- b) Copies of all materials produced during the implementation of the project (e.g. programmes, analyses, reports, reviews, press releases, presentations, and others).

- c) Assessment of the achieved results by the KNOW-HOW BENEFICIARY (i.e. usefulness and effectiveness of the project, ownership, collaboration with the GRANTEE, required follow-up actions, and others).
- d) Information on the project's publicity and CEI visibility, including information on prepared press releases, articles, websites, mailing campaigns, and others; and the use of CEI logo and references to the CEI's role in the project.
- e) Whenever appropriate, photographic material for possible publications.

4.3 The Final Financial Report will provide the following detailed information:

- a) Justification of expenses for the entire project budget, including items paid by the CEI grant.
- b) Invoices or equivalent proof of payments made. Such documents shall be submitted to the GRANTEE in original or authenticated copies in the English language or accompanied by an appropriate translation into English.
- c) With regard to personnel expenditures, the GRANTEE will submit the following documentation:
  - i. Curricula of professional personnel involved in the project
  - ii. Copies of payslips (or the work Terms of Reference and proof of payment made in the case of external consultants)
  - iii. The detailed working time sheets.
- d) With regard to accommodations and travel expenses, the GRANTEE shall provide individualised invoices or equivalent proof of payments made (hotel bills and travel air tickets shall contain names of guests/ passengers).
- e) With regard to in-kind contributions (with the exception of the personnel costs which must be justified as outlined in article 4.3c of the present Agreement), the GRANTEE will provide accounting documents having a probative value equivalent to an invoice.

4.4 At any time during project implementation, upon request of the GRANTOR, the GRANTEE will provide information on the status of the execution of the project, implemented activities, encountered difficulties, work schedule, as well as on all other project aspects.

4.5 The GRANTOR reserves the right to appoint its staff members or an external consultant to monitor the implementation of the project, and the GRANTEE undertakes to invite representatives of the GRANTOR to all project activities and public events organised in the context of the project.

4.6 All project documentation must be submitted by the GRANTEE to the GRANTOR in the English language.

## **5. GRANTOR'S VISIBILITY**

5.1 The GRANTEE undertakes to acknowledge the CEI contribution and thus ensure appropriate CEI visibility, in particular by displaying the CEI logo on all materials (e.g. billboards, posters, captions, programme, leaflets, advertisements, invitations, and others) produced in the course of the project as well as at all public events organised in the context of project activities. The GRANTEE recognises that the disbursement of the grant will be subject to the proper use of the CEI logo and references to the CEI's role in the project.

## **6. COPYRIGHT**

6.1 The GRANTEE acknowledges the GRANTOR's right to copy, use in any appropriate way, and distribute, for non profitable purposes, any documents produced within the framework of the activities funded within the project.

## **7. FAIRNESS AND GOOD FAITH**

7.1 The GRANTOR and the GRANTEE undertake to act in good faith with respect to each other's rights under this Grant Agreement and to adopt all reasonable measures to ensure the execution of the project to the highest success level.

## **8. SETTLEMENT OF DISPUTES**

8.1 The GRANTOR and the GRANTEE agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the present Agreement and the success of the assignment. The GRANTOR and the GRANTEE shall use their best efforts to settle amicably all disputes arising out of or in connection with the present Agreement or its interpretation, including mediation using a Mediator acceptable to both parties.

8.2 Any dispute between the GRANTOR and the GRANTEE as to matters arising pursuant to the present Agreement that cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party's request in written communication for such amicable settlement may be submitted to an Arbitrator chosen by the GRANTOR. The dispute will be settled under the provisions of Italian law.

8.3 In the event of a conflict between the provisions of the present Grant Agreement and the attached Application Form and/or KEP Rules and Procedures, the provisions of the present Agreement shall prevail over the other two in the following order of precedence:

- a) Grant Agreement
- b) KEP Application Form
- c) KEP Rules and Procedures

Attachments:

- 1. *KEP Application form dated Day/Month/year*
- 2. *Rules and Procedures for the Applicants of the CEI Know-How Exchange Programme*
- 3. *Letter of approval dated DAY/MONTH/YEAR*

Signed by:

**For the Central European Initiative Executive Secretariat (the GRANTOR)**

\_\_\_\_\_  
(Legal representative)

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

**For XXXXXXXXXXXX (the GRANTEE)**

\_\_\_\_\_  
(Legal representative)

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