

**«DATED»**

**(1) ELRHA**

**(2) «NAME\_OF\_ORG\_COVER»**

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**SUB-GRANT AGREEMENT**

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# GRANT AGREEMENT

This Agreement is between:

Elrha (the “**Grantor**”)

1<sup>st</sup> Johns Lane

London, EC1M 4AR

United Kingdom

and

«Name\_of\_Recipient» (the “**Recipient**”)

«Address\_1 »,

«Address\_2 »

each referred to separately as a “**Party**” and together, the “**Parties**”.

Reference: «CGA\_ref»

(hereafter referred to as the “**Project**”)

## FUNDING FROM DONOR

The grant provided under this Agreement is funded from grants made to the Grantor by «Donor\_Names» (the “**Donor**”).

**THE PARTIES HAVE AGREED** as follows:

### 1. DEFINITIONS AND INTERPRETATION

#### 1.1 Definitions:

In this Agreement:

“**Agreement**” means this document and each of the Appendices, as amended from time to time in accordance with Clause 23;

“**Appendix**” means an appendix to this Agreement;

“**Asset Register**” means the asset register set out in Appendix 6 (Asset Register);

“**Communication Guidelines**” means the guidelines set out in Appendix 5 (Communication Guidelines);

“**Data Protection Legislation**” means all applicable data protection laws, regulations and secondary legislation, as amended or updated from time to time, including, without limitation, (a) the Data Protection Act 1998 (“**DPA**”), (b) with effect

from 25 May 2018, the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”), (c) any legislation that, in respect of the United Kingdom, replaces the GDPR as a consequence of the United Kingdom leaving the European Union;

“**Deliverables**” means the deliverables outlined in the proposal in Appendix 1 (*Proposal/Application*);

“**Donor's Conditions**” means the Donor's grant conditions and policies and positions for grants as set out in Appendix 8 (*Donor's Conditions*);

“**Donor Funds**” means the funds made available by the Donor to the Grantee;

“**Effective Date**” means the date of this Agreement;

“**Foreground IPR**” means all discoveries, ideas, inventions, concepts, know-how, trade secrets, works of authorship, software (in both object code and source code forms), writings, drawings, designs, processes, techniques, formulas, data, specifications, technology, and other creations, developments and materials, whether or not patentable or copyrightable, that are conceived, created, developed, or reduced to practice by or on behalf of a party under or in connection with this Agreement, whether or not during regular business hours or prior to the Effective Date of this Agreement including all Intellectual Property Rights in the Deliverables (other than Recipient Input IPR);

“**Gifts**” means money, goods or services given by the Recipient in order to alter another person's behaviour in favour of the Recipient;

“**Grant Agreement End Date**” means the date when final reporting is submitted;

“**HMRC**” means Her Majesty's Revenue and Customs;

“**Input IPR**” means all Intellectual Property Rights, technology or materials that were owned, conceived, created, acquired or developed by a party independently of this Agreement prior to the Effective Date;

“**Intellectual Property Rights**” means all patents, design rights, trademarks, trade and business names and all associated goodwill, rights to sue for passing off, copyright, moral rights and related rights, rights in databases, domain names, rights in information (including know-how and trade secrets) and all other similar or equivalent rights existing now or in the future in any part of the world, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights for their full term;

“**IRB**” means the Institutional Review Board;

“**Principle Investigator**” means **[please enter their name]**;

“**Project Budget**” means the budget for the Project as agreed between the Grantor and the Recipient for the delivery of the outputs and outcomes as set out in Appendix 1 (*Proposal/Application*);

**“Project End Date”** means the date upon which the **Project is completed, the «Project\_End\_Date» as agreed by both parties;**

**“Project Funding”** means the amounts made available to the Recipient by the Grantor pursuant to Clause 3 of this Agreement;

**“Programme Manager”** means **[please enter their name];**

**“Project Proposal”** means the proposal [or application] set out in Appendix 1 (*Proposal/Application*);

**“Recipient Policies”** means the policies of the Recipient as set out in Appendix 4 (*Recipient Policies*);

**“Residual IPR”** means any general ideas, concepts, know-how, methodologies, processes, technologies, algorithms or techniques retained in the unaided mental impressions of either party relating to this Agreement, provided that they do not constitute Intellectual Property or Confidential Information as defined herein;

**“Safeguarding Incident”** means:

- (a) an incident of child abuse or sexual misconduct within the Recipient’s organisation or those of its partners in the Project; or
- (b) an allegation of the same, regardless of whether the allegation is confirmed or is suspected;

**“Sterling”** means the lawful currency of the UK.

**“UK”** means the United Kingdom;

**“UK Government”** means the government of the United Kingdom; and

**“VAT”** means value added tax.

## **1.2 Construction**

1.2.1 Unless a contrary indication appears, a reference in this Agreement to:

- (a) the **“Grantor”**, the **“Recipient”**, the **“Donor”**, any **“Party”** or any other person shall be construed so as to include its successors in title, permitted assigns and permitted transferees to, or of, its rights and/or obligations under this Agreement;
- (b) a "regulation" includes any regulation, rule, official directive, request or guideline (whether or not having the force of law) of any governmental, intergovernmental or supranational body, agency, department or of any regulatory, self-regulatory or other authority or organisation;
  - (i) a provision of law is a reference to that provision as amended or re-enacted; and

- (ii) headings in this Agreement are for convenience only and shall not affect the interpretation of this Agreement.

1.2.2 "£", "GBP" and "Sterling" denote the lawful currency of the UK.

### 1.3 Third party rights

Unless expressly provided to the contrary in this Agreement a person who is not a Party has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or enjoy the benefit of any term of this Agreement.

## SCOPE

### 2. PURPOSE

The overall purpose of this Agreement is to regulate the relations and responsibilities between the Grantor and the Recipient in terms of the implementation of the Project as set out in Appendix 1 (*Proposal/Application*).

### 3. PROJECT FUNDING

3.1 The Grantor has agreed to make available to the Recipient «Project\_Funding\_total» (the "**Project Funding**") subject to the terms of this Agreement and under the condition that the Recipient fulfils the obligations stated hereafter.

3.2 The Parties acknowledge that the Project Funding is to be used solely for the costs included in the Project Budget and will not be used to meet the costs of any other expenditure, in particular (but non-exhaustively) those items in the list below, unless otherwise agreed between the Grantor and the Recipient:

- 3.2.1 lobbying the UK Government, i.e. activities which aim to influence or attempt to influence Parliament, the UK Government or political activity, or the UK legislative or regulatory action;
- 3.2.2 activities which directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
- 3.2.3 petitioning the UK Government for additional funding;
- 3.2.4 input VAT reclaimable by the Recipient from HMRC;
- 3.2.5 activities which may lead to civil unrest;
- 3.2.6 activities which discriminate against any group on the basis of age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief;
- 3.2.7 interest payments or service charge payments for finance leases;
- 3.2.8 Gifts;

- 3.2.9 statutory fines, criminal fines or penalties;
  - 3.2.10 payments for works or activities which the grant Recipient [or any member of their Partnership] has a statutory duty to undertake, or that are fully funded by other sources;
  - 3.2.11 activities in breach of EU legislation on state aid;
  - 3.2.12 bad debts to related parties;
  - 3.2.13 payments for unfair dismissal or other compensation;
  - 3.2.14 to replace or refund any funds lost to fraud, corruption, bribery, theft, terrorist financing or other misuse of funds.
- 3.3 Additionally, the Parties acknowledge that unless explicitly agreed by the Grantor in writing in advance, the Project Funding will not be used to meet the cost of any import, customs duties or any other taxes or similar charges applied by local governments or by any local public authority.

#### 4. TERM

Unless terminated earlier under this Agreement or extended by mutual written agreement, **this Agreement shall have effect from the «Effective\_Date» and shall expire on the «Grant\_End\_Date».**

#### 5. FUND TRANSFERS

- 5.1 The Project Funding will be paid by the Grantor to the Recipient in Sterling in «Number\_of\_tranches\_in\_total» tranches:
- 5.1.1 the first tranche amounting to «First\_tranche\_»% of the total amount will be paid within 21 days of the date of both parties receiving the fully executed Agreement;
  - 5.1.2 the second tranche amounting to «Second\_Tranche\_»% of the total amount will be paid within 21 days of acceptance of the «Interim\_report\_number\_for\_second\_paymen» interim financial report;
  - 5.1.3 the third tranche amounting to «Third\_Tranche\_»% of the total amount will be paid within 21 days of acceptance of the final reports; [and]
  - 5.1.4 [«final4th\_tranche»],

provided that:

- (a) the Grantor has received such commitments from the Donor;  
and
- (b) the Recipient has complied with and is not in breach of the terms of this Agreement.

- 5.2 The Grantor's payment obligations will be reduced if more than 75% of the preceding payment has not been spent or contractually committed in full as at the date on which the next payment is due. Such deduction shall be equivalent to the unspent and/or uncommitted amount.
- 5.3 The Project Funding will not be awarded on a Full Economic Cost basis.
- 5.4 The Recipient will take responsibility for the possibility of exchange rate loss and prepare for the negative or positive fluctuation in budget design.
- 5.5 The Grantor reserves the right to withhold, and/or suspend part or all of a payment if, in the Grantor's reasonable opinion, one of more of the following circumstances arises:
- 5.5.1 pending a satisfactory response by the Recipient to adverse findings in an audit carried out under Clause 16;
  - 5.5.2 misuse of all or part of a previous payment;
  - 5.5.3 the Grantor is not satisfied with the progress of the Recipient in implementing the Project Proposal; and/or
  - 5.5.4 the Recipient has otherwise not complied with its obligations under this Agreement.
- 5.6 Where payments are suspended, the Grantor will agree with the Recipient an appropriate course of action which may include terminating the Project Funding if the Recipient is not able to provide a satisfactory response within a timeframe which meets the Grantor's and the Donor's reasonable requirements or reasonably concludes that it cannot continue the relationship with the Recipient without damaging the Grantor's reputation.
- 5.7 The Grantor will transfer the Project Funding in accordance with Clause 5.1 to:

Bank name:..... [Name]  
Bank address:..... [Address]  
Account holder name: ..... [Name]  
Account number:..... [Number]  
SWIFT code:..... [Code]  
Bank Sort code: ..... [Code]  
IBAN number: ..... [Code]  
BIC number:..... [Code]  
Routing details: ..... [Details]

## 6. RETURN OF UNUSED FUNDS

If the Recipient does not use any part of the Project Funding, or it becomes unable to complete the Project because it ceases to exist or cease operating or for any other reason, it must notify the Grantor immediately and the Grantor will be entitled to repayment of all unspent funds within [21] days of such notification.

## **APPLICABLE POLICIES**

### **7. DONOR'S CONDITIONS AND POLICIES, DATA SHARING AND PUBLICATION**

#### **7.1 DONOR'S CONDITIONS AND POLICIES**

The Donor's Conditions form part of this Agreement and the Recipient must comply with them to the extent they are applicable. If there is any difference and/or conflict between the terms of this Agreement and the Donor's Conditions (as amended from time to time), the Donor's Conditions will prevail. The Donor's Conditions can be found in Appendix 8.

#### **7.2 DATA SHARING AND PUBLICATION**

7.2.1 The Recipient:

- (a) agrees that personal and other data relating to its application and the Project provided to the Grantor may be shared with the Donor for review, monitoring and evaluation purposes and that the Project information may be shared on a reasonable basis with other external bodies by the Donor; and
- (b) acknowledges that the Donor and the Grantor will publicise summary information about the Project and Project Funding on their websites and elsewhere.

### **8. RESPONSIBILITY OF BOTH PARTIES**

During the implementation of the Project, the Parties will avoid jeopardising the good name and reputation of the other Party with statements or actions that may directly or indirectly affect that party.

### **9. GRANTOR GENERAL OBLIGATION**

9.1 With reference to this Agreement, the Grantor will:

- 9.1.1 be legally and solely responsible towards the Donor for the Project and be the sole party in direct communication with the Donor;
- 9.1.2 transfer the Project Funding to the Recipient in accordance with Clause 5 of this Agreement; and
- 9.1.3 provide guidance [and technical assistance] for the Recipient to implement the Project as described in the Project Proposal.

### **10. RECIPIENT GENERAL OBLIGATIONS**

10.1 The Recipient will:

- 10.1.1 only use the Project Funding for the approved Project and for the activities listed in Appendix 1 (*Proposal/Application*);

- 10.1.2 ensure that it has adequate and appropriate resources to complete the Project and use its best endeavors to ensure that the Project is completed by the Project End Date;
- 10.1.3 employ staff on contracts of employment which are compliant with relevant laws and regulations;
- 10.1.4 report immediately to the Grantor when becoming aware of:
  - (a) suspected or confirmed fraudulent activities, being carried out under this Project;
  - (b) any thefts, fraud, corrupt practices or other incidents in line with the Grantor's and/or the Recipient's anti-bribery and corruption policy; and
  - (c) any Safeguarding Incident, in line with Save the Children's and/or the Recipient's code of conduct, child safeguarding or other safeguarding policy.
- 10.1.5 inform the Grantor contact of a proposed change and submit an official amendment request before any changes are actioned and in any event, no later than 30 days before the Project End Date, if there is/are:
  - (a) a change to the overall goal, objectives, project location, or results set out in the Project Proposal;
  - (b) a change of Principle Investigator or Programme Manager;
  - (c) a change in the Recipient;
  - (d) any significant change to the information included in the Project Proposal;
  - (e) implementation delays of more than [30] days;
  - (f) budget variance of more than [15]% per budget category;
  - (g) changes to key project personnel;
  - (h) changes to the Project Budget;
  - (i) any other events which may or are likely to impact significantly the completion and delivery of the Project or adversely affect the reputation of the Grantor or that of the Donor; and
  - (j) any change to the items included in Appendix 4 (*Recipient Policies*).
- 10.1.6 plan, implement, report and monitor achievement of the Project activities set out in Appendix 1 (Proposal/Application);

- 10.1.7 be responsible for the financial and administrative management of the Project in the field, observing international conventions, applicable laws and good management practice, in accordance with the intentions of this Agreement;
  - 10.1.8 not communicate directly with the Donor about the Project and will notify the Grantor in the event of direct communication from the Donor and seek prior written approval from the Grantor for any resulting communication with the Donor;
  - 10.1.9 facilitate the Grantor and the Donor with their visits in connection with the Project when required;
  - 10.1.10 provide any information related to itself or the Project within [3] Business Day of the request of the Grantor;
  - 10.1.11 contribute positively to the Grantor's communications plan for the Project and comply with the visibility standards as set out in Appendix 5 (*Communication Guidelines*);
  - 10.1.12 ensure that appropriate consents are in place for collection, use, storage, sharing and publication of personal data to enable it to meet the open access obligations set out in this Agreement and comply with law and regulations governing data collection, storage and use in the countries where it is located and/or where Project activities take place;
  - 10.1.13 ensure that none of the funds or assets provided under this Agreement are made available or used to provide support to individuals, groups or entities associated with terrorism including those named on the following lists as updated from time to time:
    - (a) HM Treasury's Office of Financial Sanctions Implementation – Financial sanctions: consolidated list of targets;
    - (b) UK Home Office – Proscribed terrorist groups or organisations;
    - (c) European Union – Consolidated list of sanctions;
    - (d) United Nations – United Nations Security Council Sanctions List; and
    - (e) World Bank – World Bank Listing of Ineligible Firms & Individuals.
- 10.2 In case of any research conducted by the Recipient as part of the Project, the Recipient must:
- 10.2.1 endorse the commitments of the Concordat to Support Research Integrity which are available at: <http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2012/the-concordat-to-support-research-integrity.pdf>;

- 10.2.2 have in place formal written procedures for the handling of allegations of research misconduct, such as procedures to meet at least the minimum criteria set out in the Donor's statement on the handling of allegations of research misconduct as set out in Appendix 8 (*Donor's Conditions*);
- 10.2.3 ensure that it and the Project team are familiar with the requirements of the Donor's policy and positions on research involving human participants as set out in Appendix 8 (*Donor's Conditions*) and able to comply with them;
- 10.2.4 ensure that ethical approval is in place at all relevant times during the Project and will have in place formal written procedures for managing the process of obtaining any necessary or appropriate ethical approval for the Project. If no ethical approval is required, the Grantor must be informed through the Programme Manager;
- 10.2.5 obtain IRB approval or equivalent in all countries of implementation and submit the copies to the Grantor as soon as received. If ethical approval cannot be provided once the project activities have begun the Grantor can remove their support; and
- 10.2.6 ensure that it is familiar with and able to comply with the Donor's Open Access Policy as set out in Appendix 8 (*Donor's Conditions*).

## **REPORTING, MONITORING AND EVALUATION**

### **11. REPORTING**

- 11.1 The Recipient must submit the following reports in the formats as set out in Appendices 2 and 3 (as applicable) on the relevant submission dates as specified in the table below:
  - 11.1.1 a report on the project implementation and detailed statement of the costs incurred six months after the date of this Agreement;
  - 11.1.2 a narrative and financial report every «narrative\_and\_financial\_report\_evey\_mon» months from the date of this Agreement;
  - 11.1.3 a draft final narrative and financial report three months before the Project End Date;
  - 11.1.4 An Asset Register 14 days before the Project End Date; and
  - 11.1.5 a final narrative, financial report and other agreed outputs on the Grant Agreement End Date.

### **Reporting dates**

Stage	Type of report	Reporting Period	Submission Date
<b>Interim 1</b>	<b>Narrative and Financial</b>	[«Interim_1_reporting_period»]	[«Interim_1_Submission_date»]
<b>Interim 2</b>	<b>Narrative and Financial</b>	[«Interim_2_Reporting_period»]	[«Interim_2_Submission_date»]
<b>Draft Final</b>	<b>Narrative and Financial</b>	«Draft_Final_reporting_period»	[«Draft_Final_Submission_Date»]
<b>Miscellaneous</b>	<b>Asset Register</b>	Full project period	«Asset_Reg»
<b>Final</b>	<b>Narrative, Financial, Asset Register, other agreed outputs</b>	Full project period	[«Final_Submission_date»]

- 11.2 The Recipient must provide clarification or additional information on these reports if requested by the Grantor. The Recipient must respond within [10] working days.
- 11.3 If the Recipient fails to comply with these reporting requirements, the Grantor may not make any further grant payments until these reports have been received and approved. If there are reporting delays over three months or regularly missing reporting dates, the Grantor will review the Project and will consider terminating this Agreement due to committing a material breach.
- 11.4 If the Grantor is required to submit these reports to the Donor, the Grantor may require the Recipient to make specific changes to the reports to address any reasonable requirements the Donor may have as to the presentation of information before the final draft deadline. If the Grantor wishes to make a request for such changes, the Grantor shall make any request to the Recipient within [14] days of receipt. The Recipient shall make any changes to the reports to address the Grantor's request within [7] days of receipt of such request.

- 11.5 The Recipient must include an initial Project risk assessment in the Project Proposal or supply one within one calendar month from the date of the first grant payment made to it by the Grantor plus annually throughout the Project in the form set out at Appendix 7 (*Annual Risk Assessment Template*).

## **MEDIA, PUBLICITY AND USE OF LOGO**

### **12. MEDIA**

- 12.1 The Recipient will comply with the Communications Guidelines as set out in Appendix 5 (*Communication Guidelines*).
- 12.2 The Recipient acknowledges that all documents in whatever form or media produced as a result of the Project are intended to be publicly available documents for use and dissemination by the wider humanitarian community. The Recipient will therefore provide the Grantor with full access to any such documents and consents to the publication of such documents for free public use and access via the Grantor's website and by any other means that the Grantor reasonably requires.
- 12.3 The Recipient will ensure that the Grantor's and the Donor's logos are prominently displayed in all documents produced and published as a result of this Agreement. Certain set wording must also be used detailing the Grantor and the Donor. Instructions on use of these logos and wording shall be obtained from the Grantor through the Communication Guidelines (as set out in Appendix 5 (*Communication Guidelines*)).
- 12.4 Failure to follow the Communications Guidelines and the Donor Visibility Guidance and Evidence Collecting could lead to negative impact on the Project Budget by facing budget disallowances. Please review and follow the guidelines in Appendix 5 (*Communication Guidelines*) in details.

### **13. PUBLICITY AND USE OF LOGO**

- 13.1 The Recipient will:
- 13.1.1 write and submit two blogs on the Grantor's website as per the guidelines in Appendix 5 (*Communication Guidelines*);
  - 13.1.2 outputs must be published in an appropriate form (likely as papers in peer-reviewed journals); and
  - 13.1.3 not make any statements in the media (including online media) about the Project findings without the Grantor's prior written consent.
- 13.2 The Recipient should publish to the IATI standard on all its funding. The intention of this commitment is to allow traceability throughout the delivery chain. For more details on IATI standards see: <http://www.aidtransparency.net/>.

## **14. FINANCIAL MANAGEMENT**

- 14.1 The Recipient is responsible for all matters relating to the utilisation of the Project Funding pursuant to this Agreement.
- 14.2 The Recipient shall keep good accounting records and ensure that a qualified person is handling the day-to-day management of funds and book-keeping.
- 14.3 The Recipient shall ensure that all financial transactions, including bank transactions, related to the Project Funding are tracked and reported in a transparent manner including being able to isolate expenditures and permit the identification of all expenditures made.
- 14.4 Earned interest on spent funds may be retained by the Recipient for use within the Project.
- 14.5 The Recipient should ensure expenses are specified in the books in, at the very least, the same level of details as in the budget and in such a way that the items of the budget and the accounts are comparable.
- 14.6 The Recipient must provide promptly such financial information and copies of its records as the Grantor reasonably requires and agrees to these records being shared with the Donor.

## **15. PROCUREMENT, EQUIPMENT AND ASSET MANAGEMENT**

- 15.1 The Recipient will comply with best practice procurement process, equipment and asset management policies, designed to achieve value for money and have appropriate and clearly defined procedures included in Appendix 4 (*Recipient Policies*).
- 15.2 The Recipient is responsible for all costs related to regular maintenance of the equipment as well as for equipment insurance costs.
- 15.3 The Recipient will establish and maintain an up to date asset register of all equipment purchased with Project Funding over a value of £500 or equivalent in local funding in the required format (the “**Asset Register**”).
- 15.4 The Recipient will no later than 14 days before the Project End Date submit an Asset Register of all equipment purchased [over the value of £500] with Project Funding and the Grantor will indicate within 14 days which items are to be transferred to it and which may be kept or disposed of by the Recipient.
- 15.5 The Parties acknowledge that the Donor considers any equipment and/or supplies purchased in part or fully from Donor Funds as project assets if they have a useful life of more than one year and either
  - 15.5.1 the purchase price or development cost of the asset is in excess of £ 500 or the equivalent in local currency; or

- 15.5.2 is a group of lower value items (e.g. pharmaceutical products, food, relief packs, etc.) where the combined value is in excess of £ 500 or the equivalent in local currency; or
  - 15.5.3 can be considered an attractive item regardless of cost (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, etc.).
- 15.6 The Recipient will ensure that a physical check of all assets takes place on at least an annual basis and submit to the Grantor an up-to-date inventory in the form set out in Appendix 6 (*Asset Register*) alongside the annual accounts. Where possible, the Grantor may undertake these checks directly.
- 15.7 The Recipient will be accountable for the appropriate use and control of inventory items, in line with this Agreement.
- 15.8 The Recipient will manage the risk of assets being lost, stolen, damaged or destroyed under its own policies and procedures. The Grantor expects the Recipient to cover the cost of repairing or replacing lost, stolen, damaged or destroyed assets and should make a risk based decision on how best to do this. If the Recipient decides to take out commercial insurance to cover lost, stolen, damaged or destroyed assets, the Recipient shall not use the Project Funding to fund the premiums unless, by exception, explicitly agreed with the Grantor and the Donor in writing in advance.
- 15.9 The Grantor will retain ultimate ownership of all assets, specifically project assets, financial assets and information assets, until ownership transfer or asset disposal or otherwise agreed in writing by the Grantor at the end of this Agreement. The Recipient should propose an appropriate disposal schedule to the Grantor in writing no later than [14] days before the Project End Date.

## **16. AUDIT AND DONOR ACCESS TO FINANCIAL RECORDS**

- 16.1 The Recipient is responsible for and will have in place and follow its own internal auditing policies in relation to the Project, which shall comply with applicable law and regulations. The Grantor may request the Recipient to provide copies of such internal auditing policies from time to time.
- 16.2 The Grantor may carry out additional internal or external inspections and audits on reasonable notice at its own cost and the Recipient will allow access to both the Grantor and the Donor on reasonable notice to inspect its financial records, equipment and project facilities.

## **17. INTELLECTUAL PROPERTY OWNERSHIP AND USE**

### **17.1 OWNERSHIP**

- 17.1.1 The Recipient shall own the rights to any and all Intellectual Property Rights arising out of or in connection with this Agreement, including, but not limited to, all Foreground IPR.
- 17.1.2 Each party shall own its respective Residual IPR and Input IPR.

- 17.1.3 The Recipient hereby grants to the Grantor a non-exclusive, royalty-free, worldwide licence to use and modify the Recipient's Input IPR to the extent necessary to use the Foreground IPR.

## **17.2 LICENCE**

The Recipient hereby grants the Grantor and the Donor a non-exclusive, royalty-free, irrevocable licence to use, copy, modify, sub-license and distribute the Foreground IPR, including any Intellectual Property Rights in the Deliverables for any purpose (the "**Licence**").

## **17.3 WARRANTIES AND INDEMNITIES**

- 17.3.1 Each party hereby represents and warrants to the other party that, at all relevant times, it owns or has the right to use or otherwise exploit all of its respective Input IPR, including, but not limited to, any such Input IPR that is incorporated into the Deliverables or the Foreground IPR.
- 17.3.2 Each party (the "**Indemnifying Party**") shall indemnify and hold the other party (the "**Indemnified Party**"), its employees and suppliers harmless from and against any cost, losses, liabilities and expenses (including legal costs) suffered or incurred by the Indemnified Party arising out of or in connection with any claim made against the Indemnified Party for actual or alleged infringement of a third party's Intellectual Property Rights in connection with the normal operation, possession or use of any of the Indemnifying Party's Input IPR (including the incorporation of any such Input IPR into the Foreground IPR).
- 17.3.3 The Recipient must ensure that anyone it employs has in place employment contracts and written agreements with students, volunteers, visiting fellows and anyone else who is not an employee engaged in working on the Project which transfer Intellectual Property Rights generated by the Project in it and will assist the Grantor in taking appropriate steps to identify, protect, manage and exploit such Intellectual Property Rights.

## **LIABILITY AND INDEMNITY, REGULATORY AND INSURANCE**

### **18. LIABILITY AND INDEMNITY**

- 18.1 The Grantor shall not, in any circumstances or for any reason, be held responsible or liable directly or indirectly for any claims, costs or liabilities arising out of or in connection with this agreement, or for any loss or damage suffered by the Recipient, its employees and/or any third parties. Nothing in this agreement excludes or limits the Grantor's or the Recipient's liability in respect of death or personal injury caused by its negligence (including negligence of its employees, agents or contractors), or fraud or fraudulent misrepresentation.

- 18.2 The Recipient shall indemnify and keep indemnified the Grantor against any liability suffered or incurred by the Grantor in connection with the Project as a result of any default by the Recipient or otherwise.

## **19. REGULATORY**

The Recipient must ensure that, before the Project commences and during the full term of the Project, all the necessary legal and regulatory requirements, including United Nation Security Council resolutions, in order to conduct the Project are met, and all necessary licences and approvals have been obtained. Where any element of the Project is to be conducted outside the Recipient's host country, such legal and regulatory requirements, and such licences and approvals should include those applicable in the additional countries involved.

## **20. INSURANCE**

- 20.1 The Recipient shall be responsible for procuring a full and comprehensive insurance policy providing appropriate cover for activities undertaken during the Project, such insurance cover shall include but not be limited to, items of equipment.
- 20.2 The Recipient shall ensure that the Project Funding will not be used to fund any insurance premiums intended to cover medical expenses, injury or disablement, and death unless, by exception, explicitly agreed in writing in advance.

## **EXTERNAL IMPLEMENTING PARTNERS**

### **21. EXTERNAL IMPLEMENTING PARTNERS**

- 21.1 The Recipient may sub-grant part of the Project Funding to external implementing partners with the prior written consent of the Grantor.
- 21.2 The Recipient shall carry out a thorough due diligence process on the implementing partners prior to the sub-grant and shall remain responsible for any implementing partner and must ensure that it enters into a partnership agreement or a sub-grant agreement or a memorandum of understanding (as applicable) with the implementing partner which imposes on the implementing partner all obligations set out in this Agreement which are relevant to them. This includes (but is not limited to):
- 21.2.1 safeguarding the Project Funding and enable the Recipient to recover unspent or misused funds in accordance with this Agreement;
  - 21.2.2 ensuring that the implementing partner reports fully on their activities;
  - 21.2.3 complying with all the Grantor's and Donor's positions and policies referred to in this Agreement; and
  - 21.2.4 delivering a copy of the partnership agreement, sub-grant agreement or a memorandum of understanding to the Grantor upon request by the Grantor.

## **NO JOINT VENTURES**

### **22. NO JOINT VENTURE**

Nothing herein shall be deemed to create a joint venture, agency or partnership between the Parties and the employees of one shall not be deemed to be employees of the other. None of the Parties hereto shall have the power to obligate or bind the others in any manner whatsoever, except as specifically provided herein. The Parties are independent contractors with respect to each other.

## **CHANGES TO THIS AGREEMENT**

### **23. CHANGES TO THIS AGREEMENT**

- 23.1 Any amendments to this Agreement and the Appendices shall be made in writing by way of a separate agreement signed by both parties, which shall form part of this Agreement.
- 23.2 In addition, the Grantor may amend the terms of this Agreement to meet the Donor's requirements, because of changes in law, or to achieve the Grantor's objectives. The Grantor will inform the Recipient if any new conditions which it issues apply to the Project Funding.

## **ASSIGNMENT**

### **24. ASSIGNMENT**

The Recipient may not, without the prior consent of the Grantor, assign or transfer, or purport to assign or transfer, or cause to be assigned or transferred, any interest in this Agreement, or any part, share or interest therein.

## **TERMINATION**

### **25. TERMINATION OF THE AGREEMENT**

- 25.1 Subject to the remainder of this Clause 25, this Agreement may be terminated by either party giving to the other not less than [30] days' notice in writing.
- 25.2 The Grantor may terminate this Agreement and cancel part or all of the unspent part of the Project Funding if the Donor reduces or cancels its grant to the Grantor. The Grantor will endeavour to give the Recipient as much notice as possible, but how much notice will depend upon the notice given to it, if any, by the Donor.
- 25.3 Notwithstanding the above, the Grantor may terminate this Agreement if the Project Investigator is no longer employed by the Recipient and the Recipient will use best endeavours to assist in transferring the Project at the request of the Grantor.
- 25.4 The Grantor may terminate this Agreement by written notice with immediate effect and claim any losses (including all associated costs, liabilities and expenses including legal costs) from the Recipient at any time if:
  - 25.4.1 the Recipient is in material or repeated breach of this Agreement;

- 25.4.2 the Recipient breaches this Agreement and fails to remedy such breach (where the breach is capable of remedy) within [15] days of written request;
  - 25.4.3 the Recipient requests or obtains financial resources from other sources for Project activities which are already funded;
  - 25.4.4 the Recipient becomes insolvent or makes any voluntary agreement with its creditors or becomes subject to an administration order or goes into liquidation or the Recipient ceases, or threatens to cease, to carry on business; or
  - 25.4.5 the Grantor reasonably believes that continuing the contractual relations with the Recipient may damage the reputation of the Grantor or the Donor.
- 25.5 Any payments due to the Recipient under this Agreement will be made for Project activities, inputs and outputs delivered to the Grantor's satisfaction up to the termination. The Grantor shall not be obligated to make any further payments or pay for any expenses incurred by the Recipient after termination.
- 25.6 The Grantor may recover any sums which have been paid in advance and which are unspent (and not committed irrevocably in good faith) at the termination or to offset such sums against any payments due.
- 25.7 Upon termination, the Recipient shall stop working and take all reasonable steps to preserve and protect all work produced to date and comply with instructions from the Grantor. The Recipient shall prepare and submit any final Reports required by the Grantor.
- 25.8 Where this Agreement is terminated in accordance with Clause 29.1, the Recipient shall pay to the Grantor within [10] days of notification by the Grantor such amount as the Grantor determines as representing any loss to the Grantor resulting from such termination together with the amount or value of any gift, consideration or commission concerned.
- 25.9 Any provision of this Agreement that expressly or by implication is intended to come into or continue in force on or after termination or expiry of this Agreement will remain in full force and effect.

## **CONFIDENTIALITY**

### **26. CONFIDENTIALITY**

- 26.1 Neither party shall disclose any Confidential Information relating to any other party which is identified as being confidential without the disclosing party's written permission (other than by law or by Court Order), except to those members of the Project team and other employees with a need to know in order to run the Project. This obligation does not apply to information which is already in the public domain,

was already known to any Party at the time it received it from or was otherwise disclosed to the receiving party by a third party which was free to disclose it.

26.2 For the purposes of this clause “**Confidential Information**” means without limitation all information in whatever form stored or maintained, whether in oral, written, magnetic, digital or any other form, which relates to (i) business, financial, operational, personal data (as defined in the Data Protection Legislation) or other information or data whatsoever (including without limitation trade secrets, know-how and client contact or Donor details) relating to Recipient, their employees, trustees, Donor or volunteers; and (ii) any other information which is expressly notified to any Party as confidential.

26.3 For the purposes of clarity, Confidential Information does not include information: (i) in the public domain (ii) which was already known to any Party at the time it received it from or on behalf of the other; or (iii) disclosed to any Party without any obligation of confidence by a third party.

26.4 For the avoidance of doubt, this clause shall not prevent any Party disclosing information if and to the extent required by any law, statute or regulation, or by any governmental or regulatory authority acting in pursuance of its powers, to which any Party is subject, provided that the Party uses all reasonable endeavours to obtain protective agreements satisfactory to the others.

26.5 The terms of this confidentiality provision shall survive the termination or expiration of this Agreement.

## **27. RECORD KEEPING**

Project narrative and financial plans and reports, including financial transactions, evidence collected and audit reports shall be retained for no less than 7 years following the final report of the Project

## **28. NOTICES**

28.1 In order to facilitate the flow of information, the Parties agree that one person per each organisation is appointed as the contact person for this Project. The contact person’s responsibilities and authority is limited to Project implementation issues and cannot act as an official representative of their respective organisations for contractual issues. If the contact person changes then the Parties agree to notify the other party as soon as is reasonable.

Grantor Contact Person  
Lucy Kingsbury  
Grants Manager  
+44 (0)203 763 0731  
l.kingsbury@elrha.org

[Project Contact Person]

[Insert Name]

[Position]

Tel number with country and area code:  
Fax number with country and area code:  
Email Address:

Recipient Contact Person  
[Insert Name]  
[Position]  
Tel number with country and area code:  
Fax number with country and area code:  
Email Address:

## MISCELLANEOUS

### 29. INTERNAL CONTROL AND WHISTLE-BLOWING

- 29.1 The Parties shall not offer to third parties or seek or accept from or be promised by third parties, for itself or for any other party, any gift, remuneration, compensation or benefit of any kind whatsoever, which could be interpreted as illegal, fraudulent or corrupt practice. Such practices may provide grounds for termination of this Agreement.
- 29.2 In case of any evidence or suspicion of negligence or intentional misconduct (including but not limited to fraud, misuse of funds, suspicion or allegation of breach of conventions, protocols, code of conducts) by any Party or approved external implementing partners, the Parties shall take adequate measures and inform the other Parties in writing immediately.
- 29.3 The Grantor has an obligation because of its charity registration in the UK to ensure that its funds are not used by partners to fund groups or individuals who are perceived to be linked to terrorism, even if the implementing partner themselves does not appear on the proscribed lists. The Recipient will check the names of the groups who will receive funds as a sub grantee as part of this Project against relevant prohibited lists and inform the Grantor if any of the groups appear on the lists. The following two lists must be checked, the United Kingdom Treasury list and the United States OFAC list.

### 30. LAW, DISPUTE RESOLUTION AND JURISDICTION

- 30.1 This Agreement shall be governed by, and constructed in accordance with, the laws of England and Wales.
- 30.2 The Parties will refer any dispute for informal resolution by one senior manager for each party, to be nominated at the time of the dispute.
- 30.3 If the dispute is not resolved within thirty (30) business days, either party may refer it for mediation:

- 30.3.1 if the Recipient is UK registered or located, under the Alternative Dispute Resolution (ADR) Rules of the Centre for Alternative Dispute resolution or such other mediation process as the parties agree.
- 30.3.2 if the Recipient is not UK registered or located, under the Alternative Dispute Resolution (ADR) Rules of the International Chamber of Commerce (ICC).
- 30.4 Only if the dispute cannot be resolved by the methods set out above within three months, the parties may submit to the jurisdiction of the courts of England and Wales or the relevant courts of the jurisdiction of the headquarter or main operation of the Recipient to issue legal proceedings.

Having read this Agreement in all its parts, and aware of its legal effects, the Parties declare to approve the Agreement and sign.

**Programme Managers name**  
**R2HC/HIF Programme Manager**  
**[Elrha]**

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**[Insert name]**

**[Position]**

**[Name of Recipient]**

**[Insert Address]**

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## **Appendices**

**Appendix 1: Proposal/Application**

**Appendix 2: Narrative Reporting Template**

**Appendix 3: Financial Reporting Template**

**Appendix 4: Recipient Policies**

**Appendix 5: Communications Guidelines**

**Appendix 6: Asset Register**

**Appendix 7: Annual Risk Assessment Template**

**Appendix 8: Donor's Conditions**