

UNISON International Development Fund

Standard Terms and Conditions of Grant

The Terms and Conditions attached to the awarding of a grant set out below are designed to help the Organisation receiving the UNISON International Development Fund (UIDF) grant, in the successful implementation of the Project. If there's anything that you would like to clarify or require further information on, please feel free to contact UIDF staff at any time.

All grants are subject to the following terms and conditions:

1. General conditions

- 1.1 The UIDF was set up to promote the union's international objectives by working in partnership with trade unions and labour movement organisations outside of the UK on long term development issues. Thus the grant must be used exclusively for the Project and only by the Organisation receiving the UIDF grant and only in accordance with the details set out in the application form agreed by the members of International Committee (hereinafter, IC).
- 1.2 The Organisations must not make significant changes in any aspect of the Project, including the timetable and budget without the prior consent in writing of the IC. Failure to seek prior approval for any changes may result in the grant being withdrawn.
- 1.3 No expenditure incurred prior to the date of the offer letter can be paid for out of grant funds.
- 1.4 The grant will not increase in the event of an overspend on the Project or any changes in exchange rates between pounds sterling and the local currency.
- 1.5 The Organisation must take up the grant offer within three (3) months of the date of the grant offer letter otherwise it will automatically be withdrawn, unless an extension is agreed in writing by the IC.
- 1.6 Any unspent amount must be returned promptly if the Organisation spends less than the entire grant on the Project.
- 1.7 Any grant awarded for research or a feasibility study does not represent any commitment by UIDF to fund any subsequent Project.
- 1.8 The Organisation must show the grant in its annual accounts as restricted funds and not included under general funds. The unspent funds and/or assets in respect of this grant must be shown separately in the Organisation's accounts.

- 1.9 If the Project is to be delivered by a partner organisation(s), the Organisation must provide UIDF copies of Memorandum of Understanding (MOUs) agreed and signed by its partner organisations.

2. Monitoring

- 2.1 Projects will be evaluated on a regular basis. The Organisation is required to take steps to monitor the success of the Project and complete regular progress reports on the Project. If the Project will run for more than six (6) months, a standard Mid-term Progress Report Form will be provided for the Organisation to complete at the mid-point of their project
- 2.2 The Organisation will be asked to complete a standard End of Grant Report Form on the Project, which confirms that the Project has been completed properly.
- 2.3 All records, invoices, receipts and up to date accounts relevant to the Project must be kept by the Organisation. A Financial report should be submitted to the UIDF together with the standard report forms. In order to assist the Organisation in monitoring their monthly expenses, the Monthly Financial Monitoring Form (Appendix 1) is provided for the Organisation to complete on a regular basis. If you have any items of payments over £50.00, then you must provide receipts or copies of receipts for these payments. If your grant will be used to employ members of staff these receipts should include evidence of the payment of wages.
- 2.4 The Organisation may be asked to provide additional financial or other information to help the UIDF monitor and evaluate the Project and its programme. The Organisation must provide copies of financial records on request and allow access to any representatives of the UIDF for the inspection of and copying of original receipts and invoices.

3. Grant payments, duration and withholding

3.1 Payments

- 3.1.1 Payment of the grant will be made by bank transfer to the bank account bearing the Organisation's name. The Organisation must confirm it has received all payments within two weeks of receipt.
- 3.1.2 The Organisation must provide the bank account details of the Organisation and the authorised signatories to the accounts. The UIDF will provide a standard Bank Details form (Appendix 2) for the Organisation to complete.
- 3.1.3 The schedule of payment of the total approved grant, as set out in the enclosed "Confirmation of Budget Details" (Appendix 3), will be discussed and agreed

with the Organisation. The first payment will be subject to the Organisation providing a written notification of the start date of the Project and the return of the signed Terms and Conditions of Grant. In all cases, 20% of the grant will be held by the UIDF. This means the Organisation agrees to bear the cost of the last part of the Project until reimbursement. This remaining 20% will be paid upon completion of the Project and receipt of the completed End of Grant report.

- 3.1.4 If a grant is agreed which involves payment in instalments over two or more years, the UIDF will have to be sent and to have approved a Mid-Term Progress Report. This report must be submitted before the anniversary of the date that the first payment was made, before the payment in the second year or any subsequent payment can be authorised. The UIDF will provide a standard End of Year Progress Report form for the Organisation to complete.
- 3.1.5 Grants approved for purchase of one or more capital items such as computers, equipment or vehicles will normally be paid on receipt of confirmation that an order has been placed with the supplier(s).
- 3.1.6 If grants are to be used to pay for salaries, please provide UIDF with names of the staff to be employed, their job description, copies of their contracts of employment and the date they will start.
- 3.1.7 It is the Organisation's responsibility to establish adequate provision to pay for statutory obligations to any employees who may be made redundant at the end of the funding.

3.2 Duration of this Grant Agreement

The terms and conditions of this Grant Agreement will prevail and remain in force as follows:

- 3.2.1 For the period of 12 months (or three years, as the case maybe) from the agreed start date with the Organisation.
 - 3.2.2 For the period of one year following payment of the last instalment of funds.
 - 3.2.3 So long as any grant funds remain unspent and/or any terms and conditions of this Grant Agreement remain unperformed
 - 3.2.4 In the case of capital assets, for the normal usable life of the asset concerned.
- ### 3.3 Withholding or repayment of grant may be required in the following circumstances: (at the discretion of the International Committee)
- 3.3.1 If the Organisation ceases to operate, is dissolved or insolvent.

- 3.3.2 If the members of the governing body, officers and staff acted dishonestly during the duration of the Project period and directly and indirectly to its detriment.
- 3.3.3 If the Organisation is found to have instituted discriminatory practices in delivering the Project.
- 3.3.4 If there is any serious breach of these terms and conditions, including failure to complete the Project on time or within a reasonable period.
- 3.3.5 If the application form was completed dishonestly and/or if the Organisation receives duplicate funding from any other sources for the same Project and failed to notify the UIDF.
- 3.3.6 If the Organisation failed to provide reports and proper annual accounts within the prescribed period.
- 3.3.7 If the Organisation does anything which will bring UNISON into disrepute.

4. Public Relations

- 4.1 The Organisation’s annual report must acknowledge the support of UIDF covering the period of the Project.
- 4.2 All materials and publicity used for the Project must acknowledge the support provided by the UIDF by using the UIDF logo. These materials might include leaflets, brochures, posters or advertisements. However, the Organisation should **not** use the UIDF logo in a way that would confuse your Organisation with UNISON. Therefore you should **not** put the UNISON logo on your Organisation’s letterhead, business cards, receipts, payment forms or other legal documents.
- 4.3 The UIDF may use the name of the Organisation and its Project in its publicity materials but due care will be exercised in sensitive situations.

Declaration:

I am authorised on behalf of the Organisation to accept the offer of the grant under the stated terms and conditions. I understand that the UIDF may require repayment of all or part of the grant if we do not keep to the terms of this Agreement.

Amount agreed: £ _____

Project start date: _____

Project end date: _____

Name of authorised signatory (capitals):

Signed (for the applicant Organisation):

Date:

Signed (for UIDF):



Date: 7th February 2006

Appendix 2

UNISON International Development Fund BANK TRANSFER FORM

Name of Organisation:	
Name of Project for which funding is required:	
Address of Organisation:	
Telephone Number of Organisation:	
Email address of Organisation (if applicable):	

Preferred currency of payment:	
Name of Bank:	
Address of Bank:	
Name on Account:	
Account Number:	
Swift Code:	
Sort Code (if applicable):	
IBAN Number (if applicable):	
Names of signatories of the account (please provide at least two names)	

Please fill out this form as carefully and fully as possible and return to:

UIDF Project Assistant

UNISON International Unit, 1 Mabledon Place London, WC1H 9AJ, UK

Email: uidf@unison.co.uk

Fax: +44 (0) 20 7551 1471

Tel: +44 (0) 20 7551 1777

CONTINUED: CONFIRMATION OF BUDGET DETAILS

Expenditure items	Project Budget for the year (£ sterling)	Amount of funding from UIDF (£ sterling)	Amount of funding from UIDF in local currency where the project is based

Name: _____

Position: _____

Signed: _____

Date completed: _____