

Terms and Conditions for the Grant

Projects funded by DUF's International Pool

1. Purpose of this Document

This document outlines the terms and conditions that the DUF Member Organisation must adhere to in order to receive a grant from DUF's International Pool. It is furthermore the responsibility of the DUF Member Organisation to ensure that the partner organisation is informed about their responsibilities and obligations, which also concern them.

The content of this document follows the Danish Ministry of Foreign Affairs' administrative guidelines for pooled funds and networks. The grant is based on the submitted application and the requirements outlined in: "International Projects and Partnerships: Guidelines for DUF's International Pool." By signing the contract with DUF, the DUF Member Organisation commits to fulfilling the responsibilities stated in this document.

2. Responsibilities of the DUF Member Organisation

By accepting the grant, the DUF Member Organisation agrees to:

- A. Be financially responsible for the granted funds and ensure that the allocated funds are deposited into a separate bank account, distinct from the organisation's own funds (this also applies in the partner country).
- B. Obtain DUF's prior approval for budget revisions that exceed the specified thresholds outlined in the "Financial Guidelines for DUF's International Pool."
- C. Ensure that the selected auditor is familiar with the Danish Ministry of Foreign Affairs' Audit Instructions for State grant financed activities administered by pooled funds (for projects below and above DKK 500,000) and DUF's international guidelines before the project begins (see duf.dk).
- D. Ensure that the project is implemented in accordance with the goals, timeline, and budget specified in the project application, and commit to keeping DUF informed of the project's progress and immediately reporting any irregularities or changes.
- E. Provide DUF, the Danish Ministry of Foreign Affairs, Rigsrevisionen, or any person authorised by the Danish Ministry of Foreign Affairs access to all relevant information about the activity upon request. DUF reserves the right to monitor the activity and intervene in cases of irregularities.
- F. Comply with any potential additional conditions outlined in the grant letter.



3. Financial and Reporting Responsibilities of the DUF Member Organisation

The DUF Member Organisation is responsible for submitting the audited final financial statement and narrative report for the project by the specified reporting deadline.

In agreement with the Danish Ministry of Foreign Affairs, DUF (and thereby the DUF Member Organisations) deviates from the Ministry's administrative guidelines for grant management in the following areas:

- A. If it is decided to do the accounting by having the foreign partner to send receipts for incurred expenses to Denmark, it is generally not necessary to involve a local auditor.
- B. Unannounced cash audits abroad are not required. However, DUF's auditors must continuously verify that the auditors of the DUF member organisations have conducted unannounced cash audits.

Failure to meet deadlines for financial statements, reporting, or repayment of unused funds constitutes a breach of the terms. Such breaches may result in the DUF Member Organisation being required to repay the entire grant to DUF. Reporting on the project is a prerequisite for applying for a new activity or project, except for Network Activities, Partnership Developments, Engagement Activities, and Youth Leader Exchanges which can be applied for during an active project.

4. Joint Responsibilities and Obligations in the Partnership

The DUF Member Organisation also agrees that it is responsible for informing the Partner Organisation and together ensuring compliance within the partnership with:

- A. The project application and its outlined obligations.
- B. The guidelines for DUF's International Pool and the Danish Ministry of Foreign Affairs' audit instructions for State grant financed activities administered by pooled funds below and above DKK 500,000 (see en.duf.dk).
- C. DUF's "Financial Guidelines for DUF's International Pool" (see en.duf.dk).
- D. DUF's "Code of Conduct" (see en.duf.dk), which outlines zero tolerance for corruption, SHEA (Sexual Harassment, Exploitation, and Abuse), child labour, and terrorism in projects and activities supported by DUF. In case of a breach of the Code, any party in the partnership must use DUF's reporting function for anonymous submissions. Reports can be made in Danish or English via the provided links.
- E. The requirement to sign a transfer document, which must be attached to the financial statement if equipment, inventory, or buildings are transferred (see en.duf.dk).
- F. The requirement of attending a joint evaluation meeting hosted by DUF by the end of the project period for Pilot Projects, Partnership Projects and Youth Leader Exchanges.



5. Safety

The DUF Member Organisation is responsible for ensuring safety during project implementation. When sending Danish representatives to the partner country, the partnership is responsible for adhering to the Danish Ministry of Foreign Affairs' travel advisories. Furthermore, the partnership is responsible for creating a plan for how to handle critical incidents during the project. DUF's safety and responsibility tools, available at en.duf.dk, can be used.

