

GRANT AGREEMENT

between the International Labour Organization and [*name of the Grantee*]

Whereas the International Labour Organization, represented by the International Labour Office (ILO), [through *if applicable name grant scheme*] pursues the goal of [*ILO goals related to the grant or scheme*]; and

Whereas the proposal submitted by the [*name of Grantee*] (the "Grantee") has been selected for the award of a grant on the terms set out in this grant agreement (in its final approved form, the "Grant Activity");

The ILO and the Grantee (the "Parties") agree as follows:

GRANT AWARD

I. Scope of the Agreement

I.I. The following documents, listed in their order of precedence, conform the entire agreement between the Parties (the "Agreement") and supersede any prior oral or written agreements or communications between them on the matter:

- Grant Award
- General Terms and Conditions Applicable to ILO Grants (Annex A)

[*Add supplementary documents/forms as needed, e.g. the project document and budget, indicators matrix, etc.*]

II. General Obligations

II.I. The ILO will provide the Grantee, subject to the ILO having received necessary funds from its donor(s), with a grant of [*amount*] US Dollars (the "Grant"). Payment of the Grant will be made [*in one instalment*]¹ as soon after the signature of this Agreement as practicable under the circumstances, by bank transfer [*in US Dollars*] to the following bank account of the Grantee: [*FINANCE to fill*]

II.II The Grantee will use the Grant only for the Grant Activity [*consisting in ... in case of simple awards/activities describe here the Grant Activity*] [*for more complex awards/activities include project document as supplementary document in section I above and just state here*: in accordance with the Agreement]. The Grantee will carry out the Grant Activity with due diligence and efficiency. The Grantee agrees to use the grant funds only for the Project in the manner described in the Project Document (Annex A), subject to the terms and conditions of this Agreement, without prejudice to the ILO's constitutional mandate relating to international labour standards. Any changes in the scope or content of the Grant Activity must be agreed in writing between the Grantee and the ILO and appended to this Agreement.

II.III The Grantee shall be responsible for providing annual financial statements; the accuracy of such financial statements and any other reports may be subject to verification. Funds provided pursuant to this Agreement shall be used according to the Project Budget.

II.IV. All correspondence regarding the implementation of this Agreement should be addressed to:

For the ILO:
[*ILO contact information*]

For the Grantee:
[*Grantee contact information*]

II.V. The Grant Activity will be performed from [*date*] and will be completed by [*date*] or other date fixed by any extension approved by the ILO (the "Grant Period"). Any funds unexpended from the Grant after completion of the Grant Activity will be disposed of in accordance with the ILO's instructions.²

II.VI. No later than one month after the end of the Grant Period, the Grantee will submit to the satisfaction of the ILO:

- a) a narrative report on the Grant Activity and use of the Grant [*if particular format state: as per format attached in ..*]; and
- b) a certification attesting to the utilisation of the Grant in accordance with the Agreement.³

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of the ILO, and the Grantee, have signed this Agreement.

For the ILO:

Name:
Title:
Place and Date:
Signature:

For the Grantee:

Name:
Title:
Place and Date:
Signature:

¹ If payment in more than one instalment please consult BUDFIN.

² Note that these instructions will need to conform to any applicable rules and conditions on the use of funds, e.g. as set out in the donor agreement.

³ If other reporting obligations apply, e.g. when required by the donor, please consult BUDFIN.