



Ministry for Foreign Affairs

Conditions for grants

1. Application

These conditions apply to grants pursuant to a decision taken by the Government or the Government Offices on grants to entities such as associations, foundations, other organisations or individuals, for projects or activities. Unless otherwise specified in the decision, these conditions apply to grants that are covered by central government budget appropriations and that are not regulated by law.

The ‘donor’ is the Government or the Government Offices.

The ‘recipient’ is the entity that applies for or receives the grant.

A ‘grant decision’ refers to the original decision by the Government or Government Offices in the Swedish language, which for foreign recipients is communicated in the form of a ‘pledging letter’.

The administrative authority – primarily Kammarkollegiet or the Swedish International Development Cooperation Agency (Sida) – specified in the grant decision handles administrative issues such as applications, requisitions and reporting, and pays grants that have been approved.

2. Budget

If the donor has approved a specific budget as the basis for the grant, that budget must be followed. Any changes in the approved budget that may occur thereafter must be approved by the donor. The extra cost entailed by the requirement that an auditor examine how the grant is used may be included in the budget.

3. Purpose

The grant is given for the purpose specified in the grant decision.

4. Requisition and payment

Approved funds are disbursed subject to a requisition. The requisition must be submitted to the administrative authority and include the information requested in the requisition form and must be signed by an authorised representative of the recipient.

The requisition must be submitted in accordance with the specifics of the grant decision. The right to a grant is forfeited if the requisition has not been submitted by the time limit specified in the grant decision.

The grant decision specifies whether it is necessary to submit interim activity reports and financial interim reports to the administrative authority before further grant payments are made.

The period of activity during which the requisitioned funds are intended to be used must be specified in the requisition.

5. Reporting and repayment

The donor and, if requested by the donor, the administrative authority have the right to visit, revise or evaluate each activity or initiative financed by funds provided by the donor. The donor and the administrative authority also have the right to request copies of the accounts and other data concerning the use of the grant.

Final report and, if applicable, any interim report(s) should include how a gender perspective has been integrated.

Final report and, if applicable, any interim report(s) must be signed by an authorised representative of the recipient.

The afore mentioned reporting must be submitted to the administrative authority and include information that is requested in the relevant reporting form.

5.1 Interim activity reports

If the grant decision states that reports of the activity must be submitted on occasions other than in the final report, i.e. interim activity reports, the appropriate form, preferably, should be used.

In the interim activity report, the recipient must include a detailed account of the activity conducted with the support of the grant.

If the report is not received within the time limit stated in the grant decision the donor may seek to recover the grant. If the grant decision states that an interim activity report must be submitted in connection with requisitioning, the grant will not be disbursed unless the report has been received and deemed satisfactory.

5.2 Financial interim reports

If the grant decision states that financial reports are to be submitted on occasions other than in the final report, i.e. financial interim reports, the appropriate form, preferably, to be used.

The recipient must provide a separate report of the activity the grant is intended to finance. If, in the grant decision, the donor has approved a specified budget for the activity, that budget must serve as the basis of the report and any deviations must be noted and commented on.

If the report is not received within the time limit stated in the grant decision, the donor may seek to recover the grant. If the grant decision states that a financial interim report must be submitted in connection with requisitioning, the grant will not be disbursed unless the report has been received and deemed satisfactory.

5.3 Final report

The final report is to be submitted using, preferably, the appropriate form and must include the information requested on the form. Unless otherwise specified in the grant decision, the final report must contain a report of the performed activities as well as a financial statement accompanied by a report from the auditor.

5.4 The auditor's examination of financial reports

An external, independent and qualified auditor shall review the financial statements in the final report and normally any financial interim reports. The auditor performs his assignment in accordance with SNT / ISRS 4400 *Engagements to perform Agreed-upon Procedures regarding Financial Information*. This means that the auditor performs the following auditing procedure and uses the evidence he or she provides as a basis for his / her report of actual observations. The auditor's report is attached to the financial statements and submitted in original or as a certified copy of the original to the administrative authority.

The auditor shall perform the following review procedures:

1. Verify that the financial statements are consistent with the recipient's accounting for the period covered by the grant.
2. Verify, for each budget line, that reported costs are, consistent with the content noted in the budget line.
3. Verify that there are supporting documents (receipts / invoices) that supports the costs.
4. Verify that the costs relate to the time period covered by the grant.
5. Verify that the costs are consistent with the activities described in the grant decision.
6. For wage-related costs, check that
 - a. Employment contracts exist for the period covered by the wage cost
 - b. time reports or other supporting evidence proving the time spent exists regarding the period covered by the wage costs

Costs examined in accordance with paragraphs 2 to 6 above shall amount to at least 70% of the costs for each budget line and always include a sample of at least 5 verifications. That is, if, for example, the grant recipient reports travel expenses of SEK 100,000, the auditor's review shall include verifications amounting to a total of SEK 70,000 or more. If there is a

verification amounting to SEK 70,000 among the travel costs, another four verifications will be examined.

The grant may be used to cover the extra cost entailed by the requirement that an auditor examine how the grant is used. When reporting, the recipient must be able to verify the cost entailed by the audit.

5.5 Repayment of unused funds

The recipient must repay any unused funds without being specially requested to do so in accordance with the specifics of the grant decision.

Repayment is to be made to the administrative authority. The grant decision's registration number must be given as a reference when making repayment.

5.6 Extending the period for using the funds

If the recipient is unable to use the funds within the specified time, the recipient may apply for an extension of the time limit in which the grant may be used. The application to extend the time limit in which the grant may be used must be submitted to the administrative authority as soon as the recipient realises that an extension is necessary and no later than the end of the period covered by the grant decision. The donor takes the decision on a possible extension.

6. Recovery

The donor may decide to recover all or part of the grant (recovery) if the recipient has not fulfilled their obligations.

6.1 Grounds for recovery

6.1.1 The funds have not been used within the specified time limit

A repayment demand may be made for funds that are not used within the time limit specified in the grant decision.

6.1.2 The grant's share of the total cost has grown too large in proportion to other funding

If the grant is only meant to cover part of the total cost of the activity and the total cost proves to be less than estimated and the grant therefore covers

a greater share of the costs than specified in the grant decision, a demand for repayment may be made for all or part of the grant.

6.1.3 The grant has been used for matters other than the intended purpose

A demand for repayment may be made for funds that have been used for purposes that were not specified in the grant decision.

6.1.4 The recipient has neglected the obligation to report

If the recipient neglects the obligation to submit, within the time limit stated in the grant decision, interim activity reports, financial interim reports or a final report, the donor may demand repayment of all or part of the grant.

6.1.5 The recipient has neglected the repayment obligation

If the recipient neglects the obligation to repay unused funds, within the time limit stated in the grant decision, the donor may demand repayment of all or part of the grant.

6.1.6 The recipient has submitted incorrect information

If the recipient, by submitting incorrect information or in some other way, has caused a grant to be awarded in error or in too high an amount, the donor may demand repayment of all or part of the grant. This applies regardless of whether the funds have been used.

6.2 Deferment

An application concerning deferment of recovery is to be submitted to the administrative authority and must have been received no later than the day on which repayment of the demanded funds is to be made. The donor takes decision on deferment.

6.3 Adjustment

An application concerning adjustment of recovery is to be submitted to the administrative authority and must have been received no later than the day on which repayment of the demanded funds is to be made. The donor can take a decision on adjustment of recovery if, for unforeseen reasons, other revenue in the activity is less than planned and, in view of the circumstances, it is unreasonable to request repayment of the full amount.

6.4 Waiver

An application concerning a waiver of recovery is to be submitted to the administrative authority and must have been received no later than the day on which repayment of the demanded funds is to be made. The donor can take a decision on a waiver of recovery if it is apparent that, for some reason, it is unreasonable to demand repayment.