



Grant Letter

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Project Name: [project title]

This is to establish an agreement between International Centre for Antimicrobial Resistance Solutions (ICARS) and the [Name of the appropriate Ministry] for the funding of the project [project title].

ICARS will provide the funding in the amount of USD [Amount] for the whole duration of the project, which is for the period of [type project start and end dates].

1. Grant Disbursement

The funding will be disbursed to the [Ministry] according to the schedule below:

1st Installment: by Date

2nd Installment: Specify Period after the request for funding is received by ICARS (Appendix B).

[Add/ delete as necessary]

Please enclose financial report with the funding request.

2. Grant Provisions

2.1 The research project must be completed within the financial framework of the approved grant.

The project implementation and its spending must be in compliance with the Grant Framework, which, along with the present Grant Letter, consists of the following:

- I. Framework for ICARS' Demonstration Projects
- II. Guideline for the Expression of Interest and appendices
- III. Guideline for the Project Proposal, the approved Project Proposal and appendices (budget, draft log frame, signature page and CV's from key researchers and participants)
- IV. Guideline for Project Administration
- V. The Partnership Agreement (prepared after project initiation)
- VI. Full log frame (prepared after project initiation)



- 2.2 A separate finance account/ activity for the grant is established in order to distinguish the project funds.
- 2.3 The project expenditure must be according to the approved budget enclosed in Appendix A and must not exceed the authorized amount.
- 2.4 Costs incurred after the project is completed will be considered ineligible for funding.
- 2.5 ICARS is under no obligation to provide an additional funding in excess of the approved budget.
- 2.6 This grant is subject to the submission of the progress and financial reports as outlined in the section below.
- 2.7 Any intellectual property claim to outputs related to the projects must first be cleared with ICARS in line with the ICARS' Intellectual Property Policy.
- 2.8 ICARS trusts the integrity, impartiality and honesty of its project partners. In line with ICARS' Policy on Conflict of Interest, the Responsible Ministry must ensure that participating research institutions, universities and stakeholders have in place proper practices to prevent and handle potential or actual Conflict of Interest and to immediately inform ICARS if such cases arise.

3. Reporting

You will provide:

- 3.1 Audited Financial Statements to ICARS on an annual basis. Audit must be conducted as outlined in the ICARS Audit Instructions
- 3.2 Financial Reports on [quarterly or biannual basis] by 30th of the following month. For example, Q1 quarterly report must be submitted to ICARS no later than 30th of April, biannual report for the 1st half of the year must be submitted no later than 30th of July, etc.
- 3.3 Progress reports to ICARS [outline criteria]
- 3.4 Completion Report and Audited Financial Statement within months of the completion of the project.
- 3.5 All Financial Reports must show the expenditures in both local currency and USD. The applicable foreign exchange rate should be calculated using weighted average method.

4. Provisions for Exceptional Cases

- 4.1 In exceptional cases, where there appears an evidence that the expenditures may exceed the approved budget, it will be necessary to contact ICARS as soon as possible and seek a budget revision approval prior to additional costs are incurred. If the Project Coordinator fails to notify ICARS in due time, the costs incurred above the authorized amount will be rejected and no additional funding will be provided.
- 4.2 ICARS must be notified in case project implementation is delayed. Any project extension must be well justified and approved by ICARS.

5. Warranties

In accepting this grant and any payment of it, you represent, warrant and undertake that:

- 5.1 You have full capacity and authority to undertake the Project and to agree to the terms and conditions of this letter and the ICARS Grant Framework.
- 5.2 You will obtain any consents and establish all partnerships necessary to undertake the Project.
- 5.3 The information and evidence contained or referred to in the Project Proposal remains true, complete and accurate.



5.4 You will comply with all terms and conditions of this letter and ICARS Grant Framework.

6. Signatures

Signed on behalf of ICARS

Name:

Position:

Date:

Signed on behalf of [Responsible Ministry]/ Financially responsible institution

Name:

Department/Position:

Telephone:



7. APPENDIX A – Approved Budget



8. APPENDIX B – Request for Funding

Project No: Request Date
 Project Title:
 Location:
 Project Manager:

ICARS Grant Reference	Start Date: End Date:
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a. Project approved budget	\$
b. Total grant funding received as at today	\$
c. Total project disbursements as at today	\$
d. Remaining balance (b-c)	
f. Drawdown Requested	\$
Total Drawdown Requested	\$

Submitted By:

Name
 Title
 Signature
 Date