



Accountable Grant Arrangement

Between

The Government of the United Kingdom of Great Britain and Northern Ireland acting through the Foreign, Commonwealth & Development Office (“FCDO”)

and

**{INSERT NAME OF PARTNER ORGANISATION}** (“The Partner”)

together called “the Participants”

FCDO Project Name: **[INSERT NAME OF PROJECT USED ON THE AID MANAGEMENT PLATFORM]**

FCDO Project Number: **[INSERT PROJECT NUMBER USED ON THE AID MANAGEMENT PLATFORM]**

1. In any correspondence with FCDO with regard to this Arrangement, reference must be made to the Project Name and Project Number shown above.

2. The FCDO has agreed to pay the Partner a Grant for the delivery of the Project on the understanding that the Partner uses the Grant in accordance with, and continues to fulfil the provisions of, this Accountable Grant Arrangement, its annexes (including [Annex 1: Project Definitions](#)) and the corresponding Proposal, **{Insert Business Case title or specify the Project Document}** and Project Budget. Together these documents form “the Arrangement” and set out the purpose for which the Grant will be used and the provisions that apply to the Partner.

3. FCDO, will make available a sum not exceeding **{£ x, (amount in words) pounds sterling}**. The amount is expected to be paid in the following tranches.

FCDO Financial Year	Allocation (£GBP)
<b>{1 Apr 20XX – 31 Mar 20XX}</b> :	<b>£{XXX}</b>



<b>{1 Apr 20XX – 31 Mar 20XX}:</b>	<b>£{XXX}</b>
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4. The funding amount is subject to revision and will depend on the fulfilment of the provisions of this arrangement, any revisions to budgets, actual expenditure and need and the continuing availability of resources to FCDO.

5. The Project to which this Arrangement relates will start on **{Date}** and is expected to end on **{Date}** (“Project End Date”) unless terminated earlier.

6. The Partner confirms that it is registered as a **not for profit organisation** and has the capacity to comply with the requirements set out in this Arrangement. If not previously provided the organisation must provide evidence of their status to FCDO. The Partner and any person, organisation, company or other third-party representative engaged as part of this project (“Downstream Partners”) will at all times comply with all applicable legislation, regulations and rules both in the countries they are registered and operating in.

### **Disbursement and Financial Reporting**

7. The Partner will ensure that all goods and services financed from the Grant will continue to be used for the purpose set out within this arrangement. In the event of such goods or services being used for other purposes, the Partner must notify FCDO in writing and FCDO may seek to recover from the Partner the value of the goods and services concerned. FCDO funding will not be used to meet the costs of any other expenditure. In particular the Grant cannot be used to pay any of the ineligible items set out in FCDO’s [Eligible Cost Guidance for Accountable Grants](#) as amended from time to time, unless they are expressly agreed in advance and in writing by FCDO and included in the Project Budget. In case of any doubt on the eligibility of any item of expenditure, the Partner will consult FCDO prior to incurring or committing to incur the cost.



8. When requesting payment the Partner should complete [Annex 2](#), Payment Request Form. Payment will be made to the bank account details provided. The Partner will ensure that these details are shared with the key contact in the FCDO Programme Team and provide updates as needed if bank details change. Partner should confirm these details within the Payment Request Form.

9. In line with UK Government financial regulations, FCDO will not pay in advance of operational need and justification will be required for any FCDO payment prior to partner disbursement. Where a payment in advance is approved and the Partner is holding FCDO funds, prior to disbursement, funds should be held in a minimum risk interest bearing account. Any interest accruing from these investments will be re-invested within the project.

10. FCDO's preferred currency for disbursements is in Great British Pounds (GBP). FCDO's funding amount is agreed as per the GBP value, as at the date of agreement. FCDO's preferred currency for disbursements is in GBP, however where it is more efficient to pay in foreign currency, FCDO is prepared to do so. The funding amount will however still be that agreed in GBP and any exchange rate fluctuations will be treated in a similar manner to other project budget changes.

## Performance Reporting

11. The Partner will provide FCDO with **{INSERT FREQUENCY AND TIMESCALES}** progress reports on the execution of the projects, programmes and activities that describe performance against indicators contained in the FCDO logframe and, where possible, the associated receipt and utilisation of the resources used to deliver these.

12. The Partner will immediately notify FCDO of any delay, obstruction or event which interferes with or threatens to interfere with this Arrangement. This includes any



delay, obstruction or event which damages or is capable of damaging the reputation or integrity of FCDO or that of the Project.

## **Due Diligence**

13. In utilising the resources the Partner will exercise the same care in the discharge of its functions under this arrangement as it exercises with respect to the administration and management of its own resources and affairs. The Partner shall co-operate fully with any due diligence assessment by FCDO or its agents, of the Partners own internal controls and system prior to or during the implementation of the project and take appropriate action on any recommendations arising. Due Diligence assessments will be proportionate to the amount of funding being disbursed and will last for 3 years, unless there is a significant change to the Partner's procedures and controls or operating environment.

14. Additionally, the Partner shall take the necessary steps at the commencement of the project and at regular intervals throughout the implementation to assess the internal controls and systems of any Downstream Partners. These assessments will be shared with FCDO, upon request and should determine, relative to programme risk the:

- Reliability and integrity of the Downstream Partners financial controls, systems and processes
- Effectiveness and efficiency of their project operations
- Procedures for safeguarding project assets
- Compliance with national legislation, regulation, rules, policies and procedures.

15. The Partner is accountable for ensuring Downstream Partner assessments are completed, however it may choose to pass all or part of its responsibility for conducting these assessments down the delivery chain. Where it does so, the Partner will ensure that the Downstream Partner conducting the assessment has



sufficient capacity and capability to conduct these assessments in a manner consistent with the Partner's obligations under this Arrangement.

### **Audit and assurance**

16. In line with UK financial management requirements FCDO must obtain independent audit assurance that funds have been used appropriately. Audit arrangement should be tailored to programmes to ensure that it provides effective assurance to FCDO but is also efficient. Original supporting invoices or substantive expenditure documentation will generally provide adequate assurance to FCDO.

### **Information and data protection obligations**

17. The Partner acknowledges that FCDO is subject to the requirements of the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the UK General Data Protection Regulation (UKGDPR), the Data Protection Act 2018 (DPA), subordinate legislation and guidance and codes of practice issued by the Information Commissioner and relevant Government Departments. The Partner will assist and co-operate with FCDO to enable FCDO to comply with its information disclosure and data protection obligations.

18. The Partner is the controller of any data created or processed and will perform its obligations under this Arrangement in such a way as to protect the personal information of individuals.

19. **[OPTIONAL IF PARTNER IS A UK-BASED ENTITY]** The Partner will comply at all times with its obligations under the UKGDPR and DPA.

### **Transparency**

20. The Partner will publish to the International Aid Transparency Initiative (IATI) standard on all its FCDO funding within six months of the start of this Arrangement. For further advice please go to [FCDO IATI Guidelines - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/674222/FCDO_IATI_Guidelines_-_GOV.UK.pdf).



21. The Partner gives consent for this Arrangement (and any subsequent amendments) and associated funding information to be published on FCDO's website.

### **Responsibility**

22. FCDO will not be responsible for the activities of any person, organisation or company engaged by the Partner or its agencies as a result of this arrangement, nor will FCDO be responsible for any costs incurred by the Partner or its agencies in terminating the engagement of the aforementioned persons, organisations or companies.

23. Although accountable to FCDO for the appropriate use of funding and delivery of project objectives, the Partner will retain ultimate responsibility for the use of funding and will as such be solely responsible for any adverse effects of aid expenditure that have an undesired or unexpected result upon recipients.

### **Procurement**

24. Procurement of goods and services may be carried out by the Partner throughout this funding. The partner will manage such procurement through its own internal systems, process and controls. The Partner should ensure that any procurement using grant funds adheres to international best practice and that it is transparent, fair and open. FCDO funds will not be used, unless explicitly approved by FCDO in writing in advance, to meet the cost of any import, customs duties or any other taxes or similar charges applied by local Governments or by any local public authority. Records of all procurement activity must be kept by the partner and made available to FCDO, upon request. FCDO reserves the ability to assess the procurement capacity and capability of the Partner at any time.

### **Intellectual Property**



25. Intellectual property in all material (including, but not limited to, reports, data and designs, whether or not electronically stored) produced by the Partner or its personnel, members or representatives in the course of this Arrangement (“the Material”) will be the property of the Partner.

26. In signing this Arrangement, the Partner hereby grants to FCDO a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where “use” shall mean, without limitation, the reproduction, publication and sub-licence of all the Material and the intellectual property therein, including the reproduction of the Material and products incorporating the same, for use by any person or for sale or other dealing anywhere in the world.

27. FCDO shall inform the Partner before it seeks to sub-license or reproduce any Material and the intellectual property therein, for use by any person or other dealing anywhere in the world in relation to the license agreed in paragraph 27.

28. Ownership of Third-Party software or other intellectual property necessary to deliver the activities funded by this Arrangement remains with the relevant Third-Party. The Partner must ensure they have obtained relevant agreement from the third-party before any additions or variations are made to the standard ‘off-the-shelf’ versions of any Third-Party software or other intellectual property. The Partner will be responsible for obtaining and maintaining any appropriate licences to use the Third-Party software.

### **Aid Diversion**

29. The Participants will immediately and without undue delay inform each other of any event which interferes or threatens to interfere with this Arrangement, whether financed in full or in part by FCDO, including credible suspicions of, or actual Aid Diversion. The Partner should assess credibility based on the source of the allegation, the content, and the level of detail or evidence provided.



30. The Partner should immediately contact FCDO's Counter Fraud Section at [reportingconcerns@fcdo.gov.uk](mailto:reportingconcerns@fcdo.gov.uk) or +44 (0)1355 843747 if they have any cause to suspect a case of fraud or misuse of funds. All information will be treated with the utmost confidentiality. Information can also be reported directly to the FCDO programme team managing where appropriate; this will be immediately passed on to FCDO's Investigations Department. The Partner should also ensure Downstream Partners are aware of how to contact FCDO's Investigations Department.

31. The Participants have a zero-tolerance approach towards inaction or mishandling of Aid Diversion. Both Participants will fully co-operate with investigations into such events, whether led by FCDO or the Partner.

32. Notwithstanding any provisions in this Arrangement or other contractual requirements, FCDO may recover from the Partner all or part of the funds paid under this Arrangement in the event of actual or suspected Aid Diversion.

33. It is the policy of the FCDO to prevent and suppress the financing of terrorist acts and to refrain from providing support to those organisations and individuals involved in them. In accordance with this policy, the FCDO expects the Partner to take all reasonable steps to ensure that activities funded by the Grant comply with relevant United Nations Security Council resolutions, including S/RES/1267 (1999) and S/RES/1373 (2001), and related resolutions S/RES/2462 (2019) and S/RES/2664 (2022).

34. The FCDO expects the Partner to take a risk-based approach and consider its likely exposure to UK sanctions and terrorism legislation and to take all reasonable steps to mitigate the associated risks, including in relation to making funds available to designated persons or entities, or proscribed groups, including those on the following lists as updated from time to time:

[Consolidated List of Financial Sanctions Targets in the UK\[1\]](#) - HMT Treasury  
[Proscribed Terrorist Organisations in the UK\[2\]](#) - UK Home Office



The Partner shall not be in breach of this paragraph if it conducts activities under this Arrangement which are covered by an exception contained in UK law or by a general licence issued by the UK Government.

35. The need to respect relevant UK terrorism legislation and sanctions regulations should not impede the timely delivery of humanitarian assistance or other activities that support basic human needs in accordance with humanitarian principles, international humanitarian law and human rights law, and S/RES/2462 and S/RES/2664. The Partner is therefore not expected to screen end-beneficiaries. The Partner and any Downstream Partners are also not precluded from liaising with designated persons or members of designated entities and proscribed groups to implement the activities funded by this Arrangement.

### **Safeguarding for the prevention of sexual exploitation and abuse and sexual harassment**

36. The Participants have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and sexual harassment (“SEAH”) and agree the terms set out in [Annex 5](#). This means the Partner, and its implementing partners, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this Memorandum by both its employees and any implementing partner and respond appropriately when reports of SEAH arise. The Partner will apply the IASC [Six Core Principles](#) relating to Sexual Exploitation and Abuse and will adhere to the IASC Minimum Operating Standards on PSEA and/or the Core Humanitarian Standard on Quality and Accountability.

37. When the Partner becomes aware of suspicions or complaints of SEAH, the Partner will take swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for criminal matters) when safe to do so and after considering the wishes of the survivor. The Partner will also promptly contact FCDO at [reportingconcerns@FCDO.gov.uk](mailto:reportingconcerns@FCDO.gov.uk) to report any allegation credible enough to



warrant an investigation of SEAH related to this Memorandum. The Partner will promptly report to FCDO any allegation credible enough to warrant an investigation of SEAH that are not directly related to this Memorandum but would be of significant impact to the partnership with FCDO. It is understood and accepted that the Partner's arrangement to report on SEAH is subject to not compromising the safety, security, privacy and due process rights of any concerned person.

### **General Provisions**

38. This arrangement places on record the understanding of the Participants and will come into operation on the date of signature below. In the event of translation the English text of this document will prevail. Any amendments to the provisions contained within this arrangement will be set out in writing and approved by the authorised personnel through FCDO's standard amendment letter or, where significant, a revised arrangement.

39. The Partner will explicitly acknowledge FCDO's funding through use, where appropriate, of FCDO's UK International Development or UK Aid logo in accordance with [FCDO Branding Guidance for ODA funded programmes](#). The Partner will provide a visibility statement using the template provided in [Annex 6](#), unless otherwise agreed by FCDO.

### **Termination and Closure**

40. To allow for final payments, this Arrangement will terminate six months after the Project End Date unless terminated earlier in accordance with the provisions in this Arrangement. All outstanding claims must be submitted within three months of the project end date.

41. If FCDO is concerned that the provisions of this Arrangement have not been fulfilled by the Partner, or if any activities occur which will significantly impair the implementation or development value of the project, FCDO will discuss its concerns with



the Partner in an attempt to resolve any issues. Following such negotiation, this Arrangement may be amended, suspended or terminated in accordance with the relevant provisions in this Arrangement.

42. This Arrangement can be terminated at any time by three months' written notice by either Participant. All unspent funds other than those irrevocably committed in good faith before receipt of a written notice of termination, in line with this Arrangement and approved between the Participants as being required to finalise activities, will be returned to FCDO within 30 days of the date of receipt of a written notice of termination. At any time when returning funds, the Partner must quote the relevant Sales Invoice reference number.

43. Notwithstanding any provisions in this Arrangement or other contractual requirements, FCDO may suspend or terminate this Arrangement with immediate effect, in preference to the standard notice period, and at its discretion may recover all or part of the funds paid under this Arrangement if there is any material breach of the provisions of this Arrangement.

44. Unspent funds remaining at the scheduled end of a project, must be returned to FCDO unless specifically decided between both participants, in writing. At any time when returning funds, the Partner should use the template in [Annex 3](#).

**[PLEASE ENSURE THE PARTNER SIGNS BEFORE THE FCDO.]**

<b>Signed on behalf of FCDO:</b>	
<b>Name:</b>	
<b>Position:</b>	



<b>Address/Contact Details:</b>	
<b>Date:</b>	

<b>Signed on behalf of the Partner:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Address/Contact Details:</b>	
<b>Date:</b>	

## ANNEX 1: PROJECT DEFINITIONS



<b>AID DIVERSION</b>	Any event, including fraud, corruption, bribery, theft, terrorist financing, money laundering and other mishandling of funds that prevents funds being used to achieve the Project outputs and outcomes or reach the intended recipients.
<b>ANNEX(ES)</b>	The Annexes attached as part of this Arrangement, including the Proposal, Results Framework and Project Budget
<b>ANNUAL ALLOCATION</b>	The maximum amount of the Grant that has been allocated to be paid/spent in each Financial Year
<b>ANNUAL REPORT</b>	A report submitted annually that describes performance against the output and outcome indicators in the Results Framework and the utilisation of the Grant to deliver, covering the previous 12 months
<b>ARRANGEMENT END DATE</b>	Six months after the Project End Date
<b>BENEFICIARIES</b>	The people, communities, populations and constituents that the Project intends to benefit as defined in the Proposal and Results Framework.
<b>BENEFICIARY ENGAGEMENT</b>	The two-way process of involving beneficiaries in the design, delivery, monitoring, review and evaluation of the Project.
<b>CONFIDENTIAL INFORMATION</b>	<p>Confidential information means any information (however conveyed, recorded or preserved) disclosed by a party or its personnel to another party (and/or that party's personnel) whether before or after the date of this arrangement, including but not limited to:</p> <ul style="list-style-type: none"><li>• Any information that ought reasonably to be considered to be confidential (whether or not it is so marked) relating to:<ul style="list-style-type: none"><li>○ the business, affairs, customers, clients, suppliers or plans of the disclosing party; and</li><li>○ the operations, processes, product information, know-how, designs, trade secrets or software of the disclosing party; and</li></ul></li><li>• Any information developed by the parties in the course of delivering the project</li><li>• The FCDO's Personal Data;</li><li>• Any information derived from any of the above.</li></ul> <p>Confidential information shall not include information which:</p> <ul style="list-style-type: none"><li>• Was public knowledge at the time of disclosure (otherwise than by breach of the confidentiality section of these conditions);</li><li>• Was in the possession of the receiving party, without restriction as to its disclosure, before receiving it from the disclosing party;</li><li>• Is received from a third party (who lawfully acquired it) without restriction as to its disclosure; or</li><li>• Is independently developed without access to the confidential information.</li></ul>
<b>DELIVERY CHAIN</b>	The chain of all partners involved in the delivery of the outputs and outcomes of the Project from the Partner, through Downstream Partners, to the Beneficiaries.



<b>DELIVERY CHAIN RISK MAP</b>	A visual depiction of the Project's delivery chain that should to the extent possible include: <ul style="list-style-type: none"> <li>• The name of all downstream delivery partners and their functions.</li> <li>• Funding flows (e.g. amount, type) to each delivery partner.</li> <li>• Risks involved in programme delivery, mitigating measures and associated controls.</li> </ul>
<b>DIGITAL SPEND</b>	Any external-facing service provided through the internet to citizens, businesses, civil society or non-government organisations, including any spend on web-based or mobile information services, websites, knowledge or open data portals, transactional services such as cash transfers, web applications and mobile phone apps.
<b>DOWNSTREAM PARTNER</b>	Any person, organisation or entity within the Partner's delivery chain that receives an allocation of the Grant either directly or indirectly to deliver the outputs and outcomes of the Project.
<b>DUPLICATE FUNDING</b>	Using the Grant to pay for costs which have been or will be paid from another Third Party source.
<b>ELIGIBLE EXPENDITURE</b>	Any cost or item of expenditure which has been agreed as part of the Project Budget
<b>FCDO</b>	The Foreign Commonwealth and Development Office, including any third party representative or agent it duly authorises to act on its behalf
<b>FINANCIAL YEAR</b>	The standard UK Government Financial Year, 1 April to 31 March
<b>GRANT</b>	The funding amount FCDO will pay to the Partner to deliver the Project
<b>GRANT COMPLETION REPORT</b>	A final report submitted at the end of the grant that describes performance against the output and outcome indicators in the Results Framework and the utilisation of the Grant to deliver, covering the full grant duration
<b>INFORMATION AND DATA PROTECTION LEGISLATION</b>	Any applicable law relating to the processing of Personal Data and privacy including the General Data Protection Regulation (GDPR); the Data Protection Act 2018; the Environmental Information Regulations 2004; the Freedom of Information Act 2000; relevant subordinate legislation, guidance and codes of practice issued by the <a href="#">Information Commissioner</a> and relevant government departments.
<b>INTELLECTUAL PROPERTY MATERIAL</b>	All material produced by the Partner or its representatives in relation to the Project in the course of this Arrangement (including, but not limited to, reports, data and designs, whether or not electronically stored)
<b>NON-PROJECT ATTRIBUTABLE COSTS (NPAC)</b>	Costs incurred by an organisation in order to support the projects that it runs that are not feasibly allocable to a single project.
<b>PARTICIPANTS</b>	Both the FCDO and the Partner together
<b>PARTNER</b>	The direct Grant recipient named in the Accountable Grant Arrangement
<b>PERSONAL DATA</b>	has the meaning given to it in the Information and Data Protection Legislation as amended from time to time



<b>PRE-PAYMENT</b>	A payment made by FCDO in advance of the Partner incurring expenditure but where operational or commercial need for the payment has been justified and agreed
<b>PROJECT</b>	The set of activities, outputs and outcomes to which the Grant relates as named in the Accountable Grant Arrangement and described in the corresponding Proposal, Results Framework and Project Budget.
<b>PROJECT ASSET</b>	Equipment or supplies purchased in part of or fully by the Grant which have a useful life of more than one year from purchase. This applies to: <ul style="list-style-type: none"> <li>• an individual asset with a purchase price or development cost in excess of £500 or equivalent in local currency; or</li> <li>• lower value items that are mobile and considered attractive (e.g. Mobile phones, cameras, laptops, tablets, satellite phones, vehicles, food, pharmaceutical products, relief packs, etc.) With a combined purchase price or development cost in excess of £500 or equivalent in local currency.</li> </ul>
<b>PROJECT BUDGET</b>	The most recent Budget for the Project which has been agreed in writing with FCDO
<b>PROJECT END DATE</b>	The date on which the Grant ends either as noted in the Accountable Grant Arrangement or an earlier date as noted in formal termination communication in accordance with the Termination section of this Arrangement. This indicates the latest point at which the Partner may incur costs that can be paid from the Grant.
<b>PROJECT NUMBER</b>	The FCDO reference number for the Project to be delivered
<b>PROJECT START DATE</b>	The date on which the Grant begins. This cannot be earlier than the date the Arrangement comes into operation (i.e. is signed by both Participants) and indicates the earliest point at which the Partner may incur, or commit to incur, costs that can be paid from the Grant.
<b>PROJECT TITLE</b>	The FCDO name for the Project to be delivered
<b>PROPOSAL</b>	The document written and submitted by the Partner setting out the Project
<b>RESULTS FRAMEWORK</b>	The logframe or other results framework that contains the expected outputs, outcomes and impact along with measurable indicators and milestones to assess progress against a defined baseline.
<b>THE/THIS ARRANGEMENT</b>	The provisions within this document, its Annexes including the corresponding Proposal, Results Framework and Project Budget, and any subsequent amendments
<b>THIRD PARTY</b>	Any person, organisation or entity other than the Partner or FCDO
<b>UK GOVERNMENT</b>	The Government of the United Kingdom of Great Britain and Northern Ireland
<b>UNSPENT FUNDS</b>	Any part of the Grant paid to the Partner that remains unspent and uncommitted at the end of the Grant Period
<b>VALUE FOR MONEY</b>	Making the best possible use of our resources to maximise our impact. This means driving cost efficiency, throughout the life of the programme by budgeting and pricing realistically and



	<p>appropriately to reflect delivery requirements and levels of risk over the life of the programme. It also entails managing uncertainty and change by regularly monitoring and updating programme plans and budgets, and building appropriate contingency levels therein, to protect value in the often-challenging environments that both parties work in.</p>
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**ANNEX 2: PARTNER PAYMENT REQUEST FORM**

\*If the bank details are not completed in full this will delay payment. \*

<b>To:</b>	<b>[INSERT {FCDO PROJECT MANAGER}, {COUNTRY/DEPARTMENT}]</b>
<p>When submitting this payment request the Partner must include the following supporting documentation:</p> <ol style="list-style-type: none"> <li>1) Detailed project financial reports that set out in both cash and resource terms actual expenditure to date against the approved project budget and quarterly forecast expenditure for FCDOs financial year (1 April-31 March).</li> <li>2) Reports must be in Sterling (GBP). Foreign currency reports should be converted using the relevant exchange rate in OANDA (<a href="http://www.oanda.com">www.oanda.com</a>).</li> <li>3) In multi-donor arrangements, reports should clearly segregate the FCDO proportion of funding.</li> <li>4) For payments in advance, a copy of the Partner's justification and FCDOs agreement.</li> </ol>	

**Project Details and Summary of Funding Period**

Partner organisation name			
Title of Grant / Project name			
Project Location			
FCDO Project Code / Purchase Order No.			
Date of Claim			
Period of detailed Statement of Expenditure <i>(Date finance report covers actual expenditure)</i>	{dd/mm/yyyy}	to	{dd/mm/yyyy}
Period of detailed Forecast of Expenditure <i>(Date detailed forecast covers)</i>	{dd/mm/yyyy}	to	{dd/mm/yyyy}

**Partner Bank Details**

Bank Name:	
Bank Postal Address:	
Bank Account Country:	
Name of Account:	
Bank Account Number:	
Sort Code:	



Currency of Bank Account:	
IBAN number: [required for bank accounts within Europe]	
SWIFT number:	
ABA or BIC Number: [BIC required for bank accounts within Europe]	
Intermediary bank details:	
Bank Email Address:	

**Payment Request Details**

<i>For Payments in Arrears</i>	
(a) Unspent balance of FCDO funds for the finance period ending {dd/mm/yyyy}	
(b) Partner Expenditure for the finance period ending {dd/mm/yyyy}	
<b>Payment being requested for previous finance period (actuals)</b> {(b)-(a)}	

**OR**

<i>For Payments in Advance</i>	
(c) Unspent balance of FCDO funds for the finance period ending {dd/mm/yyyy}	
(d) Forecast of Expenditure for next finance period ending {dd/mm/yyyy}	
<b>Payment requested for next finance period</b> {(d)-(c)}	

<i>Expenditure Forecasts</i>	
<b>Partner Forecast Expenditure to 31 December</b> {20XX}	
<b>Partner Forecast Expenditure to 31 March</b> {20XX}	



**Certification**

I certify that this claim is correct and that the sum requested is properly due on the basis of the information provided, project outputs and outcomes and on the work carried out or future work plans. I confirm that receipt of this payment will not result in double funding of the work carried out or future activities. I have the authority to sign this on behalf of the **{PARTNER NAME}**

<b>Signature:</b>	
<b>Date:</b>	
<b>Name:</b>	
<b>Job title:</b>	
<b>Address &amp; Contact Details:</b>	



### ANNEX 3: NOTIFICATION OF RETURN OF FUNDS TO FCDO

<b>To:</b>	<b>[FCDO Project Manager Country / Department X]</b>
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#### Project Details

Partner Name	
FCDO Project name	
Purchase Order / Component Code	
Payment Date	
Payment Amount to FCDO	

#### Payment Method

For UK Payments under £10,000 we recommend the use of BACS. For UK Payments in excess of £10,000 we recommend the use of CHAPS. Cheques should be made payable to 'Foreign, Commonwealth & Development Office' and sent to the FCDO Programme Manager.

#### Bank Details

For payments in GBP pounds sterling (£):

Account Name:	FCDO Multi Vote
FCDO Bank:	National Westminster Bank
Bank Address:	Government Banking, CST, PO Box 2027, Parkland, De Havilland Way, Horwich, Bolton, BL6 4YU
FCDO Sort code:	60-70-80
FCDO Account number:	10012362
IBAN:	GB56NWBK60708010012362
SWIFT/BIC:	NWBKGB2L

For payments in Euros (€):

Account Name:	FCDO – Milton Keynes
FCDO Bank:	Standard Chartered Bank
Bank Address:	1 Aldermanbury Square, London, EC2V 7SB
FCDO Sort code:	60-91-04
FCDO Account number:	01725957396
IBAN:	GB85SCBL60910417259573
SWIFT/BIC:	SCBLGB2L

For payments in US dollars (\$):

Account Name:	FCDO – Milton Keynes USD A/C
FCDO Bank:	Standard Chartered Bank
Bank Address:	1 Aldermanbury Square, London, EC2V 7SB
FCDO Sort code:	60-91-04
FCDO Account number:	01271410850
IBAN:	GB39SCBL60910412714108
SWIFT/BIC:	SCBLGB2L



Partner Contact Details	
Name:	
Position:	
Address:	
E-mail:	



**ANNEX 4: NOTIFICATION OF PAYMENT BY FCDO**

To:	{Name of Partner, (Country Office)}
CC:	{FCDO Department / Country Office}

Partner Name	
FCDO Project name	
Purchase order / Component Code	
Payment Date	
Payment Amount	

Payment has been made to the bank account as detailed on the FCDO portal, confirmed below:

Bank Name:	
Bank Postal Address:	
Name of Account:	
Bank Account Number:	
Sort Code:	
Currency of Bank Account:	
IBAN number: [required for bank accounts within Europe]	
SWIFT number:	
ABA or BIC Number: [BIC required for bank accounts within Europe]	
Intermediary bank details	

FCDO Contact Details	
Name:	
Position:	
Address:	
E-mail:	



## ANNEX 5: JOINT DONOR LANGUAGE ON SEAH

1. The Participants have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (“SEAH”).<sup>1</sup> This means the Partner, and its implementing partners, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this Memorandum by both its employees and any implementing partner and respond appropriately when reports of SEAH arise. The Partner must apply the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and the following principles and practices when implementing this programme and provide evidence to demonstrate this where required:

- a) Adherence to the IASC-Minimum Operation Standards and/or SEA elements of the Core Humanitarian Standard on Quality and Accountability;
- b) A survivor-centred approach<sup>2</sup> to SEAH issues;
- c) Strong leadership and signalling on tackling SEAH;
- d) Make all reasonable and adequate efforts to address gender inequality and other power imbalances;
- e) Robust reporting to enhance accountability and transparency;
- f) Ensure that SEAH standards from this arrangement are reflected in funding templates with implementing partners, [for UN entities: by means such as, but not limited to, adherence to the United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners.]

2. The Partner will adhere to the following reporting requirements:

- a. The Partner will promptly contact through written notice to [reportingconcerns@fcdo.gov.uk](mailto:reportingconcerns@fcdo.gov.uk) to report any allegation credible enough to warrant an investigation of SEAH related to this Memorandum.
- b. The Partner should also promptly report to [reportingconcerns@fcdo.gov.uk](mailto:reportingconcerns@fcdo.gov.uk) any allegation credible enough to warrant an investigation of SEAH that are not directly related to this Memorandum but would be of significant impact to the partnership.
- c. [For UN entities] The Partner will report all allegation credible enough to warrant an investigation of sexual exploitation and abuse and, where relevant, the action taken, with regard to its governance and operations, regardless of the relation to this memorandum, to the Secretary-General’s public reporting mechanism on SEA.

3. The report, as referred to in paragraph 2.a and 2.b, will indicate: [agreement/arrangement number], nature of the alleged misconduct, date of alleged misconduct, date of first report to Partner, location [as/if specified by [donor]], involvement of implementing partner, state of affairs concerning the investigation and the action that will be taken by the Partner, and whether the case is referred to law enforcement. The organisation will provide updates on the status of the case. The notice will be given in writing and delivered to the point of contact mentioned in paragraph 2.a and 2.b.

<sup>1</sup> See UNGA Resolution A/RES/73/148 for the definition of sexual harassment and UNSG Bulletin ST/SGB/2003/13 for the definition of sexual exploitation and abuse. Both definitions are included in the DAC Recommendation on Ending Sexual Exploitation, Abuse, and Harassment in Development Co-operation and Humanitarian Assistance: Key Pillars of Prevention and Response.

<sup>2</sup> A survivor-centred approach is one for which the survivor’s dignity, experiences, considerations, needs, and resiliencies are placed at the centre of the process, from the initial program design to investigating and responding to potential incidents. Consistent with the [UN Protocol on Allegations of SEA Involving Implementing Partners](#), the survivor should be informed, participate in the decision-making process, and provide consent on the possible use and disclosure of their information. Those interacting with the survivor and/or handling information regarding the allegation must maintain confidentiality, ensure safety of the survivor, and apply survivor-centred principles which are safety, confidentiality, respect, and non-discrimination. When the survivor is a child, the approach must consider the best interests of the child and engage with the family/caregivers as appropriate. Staff and partners should comply with host country and local child welfare and protection legislation and international standards, whichever gives greater protection.



4. It is understood and accepted that the Partner's arrangement to report on SEAH is subject to not compromising the safety, security, privacy and due process rights of any concerned persons.

5. When the Partner becomes aware of suspicions or complaints of SEAH, the Partner will take swift and appropriate action to stop harm occurring, investigate and report to relevant authorities (for criminal matters) when safe to do so and after considering the wishes of the survivor.

6. The donor or any of its duly authorised representatives may at all times carry out reviews, evaluations or other control measures to verify the Partner's zero tolerance for SEAH. The Partner shall fully cooperate with the donor or any of its duly authorized representatives or agents to carry out such control measures.



## ANNEX 6: UK INTERNATIONAL DEVELOPMENT AND UK AID VISIBILITY STATEMENT

As part of this Arrangement with FCDO, the Partner is required to acknowledge funding from the UK government on ODA funded programmes, in written materials and verbal statements and through use of the UK International Development (UK Dev) or UK Aid logo on programme assets. Please refer to the UK Dev branding guidance for further information on how to acknowledge ODA funding from the UK government. Please note that from 27 April 2023, the UK Aid logo will be used mainly for humanitarian and rapid onset disaster responses. If the Partner is not clear on which logo to use, they should check with the FCDO programme manager.

The Partner may be asked to provide, as part of the agreed reporting requirements, evidence of the branding in use, including photographs of the logo in the field and examples of communications materials. Branding Guidance and details of how to access the UK Dev or UK Aid logo files can be found here: [Official Development Assistance \(ODA\) funded programmes: branding guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/official-development-assistance-oda-funded-programmes-branding-guidance).

By completing and signing this statement the Partner agrees to fulfil these requirements.

<b>Partner Name</b>	<b>{PARTNER NAME}</b>
<b>Project Title and brief description of what it will deliver:</b>	<b>{PROJECT TITLE}</b>
<b>Please list the assets that will be delivered by the programme that will carry the UK International Development or UK Aid logo or acknowledgement of UK International Development funding</b>	
<i>List <u>all</u> assets including physical items and supplies, and other non-physical items that will be delivered as part of the programme e.g. annual reports, research reports, press releases, websites, other communication or event materials (refer to Sections 5 &amp; 6 of the branding guidance for more information on where UK International Development branding should / should not appear)</i>	
<b>Please list the assets that will be delivered by the programme that will not carry the UK International Development or UK aid logo and/or acknowledgement of funding and explain clearly why these items will not carry UK International Development or UK Aid branding</b>	
<i>All exceptions require approval by the Head of Department of the team in whose portfolio the programme sits and a record of this approval, e.g. an email, should be kept along with the programme documentation (refer to Section 6 of the UK Dev branding guidance for more information on branding exceptions)</i>	

### Declaration

I understand that no UK International Development funds may be used to procure any promotional communications goods or activities that do not have a direct impact on the successful delivery of this programme or serve to increase the transparency of funding.

By signing this statement, the Partner agrees to fulfil the commitments stated above.



Foreign, Commonwealth  
& Development Office

Updated September 2025

**{PARTNER NAME} Representative:**

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Agreed by FCDO programme manager:**

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_