

# GRANT CONTRACT

ALF/CFP/2020/ICD/XXX

(the 'contract')

The Anna Lindh Euro-Mediterranean Foundation  
for the Dialogue between Cultures (ALF),  
Bibliotheca Alexandrina, Conference Center,  
El Chatby,  
Alexandria – Egypt,  
(the 'contracting authority')

of the one part,

and

<Full official name as mentioned in the LEF>

<Legal status (organisation)>

<Organisation official registration number>

<Full official address>

VAT number,

(the 'beneficiary')

of the other part,

(the 'Parties')

have agreed as follows:

## Special conditions

### Article 1 — Purpose

- 1.1 The purpose of this contract is the award of a grant by the contracting authority to finance the implementation of the project entitled: <title of the project> the ‘project’ described in Annex A.
- 1.2 The beneficiary shall be awarded the grant on the terms and conditions set out in this contract, which consists of these special conditions (the ‘special conditions’) and the annexes, which the beneficiary hereby declares it has noted and accepted.
- 1.3 The beneficiary accepts the grant and undertakes to be responsible for carrying out the project.

### Article 2 — Implementation period of the project

- 2.1 This contract shall enter into force on the date when the second of the two parties signs.
- 2.2 Implementation of the project shall begin on the day following that on which the second of the two parties signs.
- 2.3 The implementation period of the project, as laid down in Annex A, is <number of months> months.
- 2.4 The execution period of this contract shall end when the payment of the balance is made by the contracting authority and, in any event, at the latest 6 months after the end of the implementation period as stipulated in Article 2.3.

### Article 3 — Financing the project

- 3.1 The total eligible costs are estimated at EUR <amount>, as set out in Annex C.
- 3.2 The contracting authority undertakes to finance a maximum amount of EUR <amount>.  
The grant is further limited to <applicable percentage> of the total eligible cost of the project specified in Article 3.1.  
The final amount of the contracting authority’s contribution shall be determined in accordance with Articles 14 and 17 of Annex E.
- 3.3 Pursuant to Article 14.5 of Annex E, maximum 7% of the final amount of direct eligible costs of the project established in accordance with Articles 14 and 17 of Annex E, may be claimed as indirect costs.

### Article 4 — Reporting and payment arrangements

- 4.1 A final narrative report and a final financial report shall be produced in compliance with the templates provided in Annexes I, J and K and sent to the Contracting Authority within 45 days after the end of the implementation period, together with a payment request (Annexes G), in accordance with Articles 2, 14 and 15 of Annex E.
- 4.2 Payments shall be made in accordance with the following terms:
  - Initial pre-financing payment: EUR <amount>. (70% excluding contingencies)  
Upon the signature of the contract by both Contracting Parties.
  - Balance of the final amount of the grant: Maximum EUR <amount> (subject to the provisions of Articles 2, 15 and 17 of Annex E).
- 4.3 An email system will be used by the contracting authority and the beneficiary for different stages of implementation. With regard to final reports, the beneficiary will be expected to use the forms communicated to it by the contracting authority for submitting the reports.

### Article 5 — Contact addresses

- 5.1 Any communication relating to this contract shall be in writing, state the number and title of the project and be sent to the following addresses:  
For the contracting authority

Payment requests and attached reports, including requests for changes to bank account arrangements shall be sent to: .....

For the attention of <address of the finance unit >

Originals of the documents referred to above, and correspondence of any other nature, shall be sent to:

For the attention of <address of the management unit/section>

For the beneficiary

<address of the beneficiary for correspondence>

## **Article 6 — Annexes**

6.1 The following documents are annexed to these special conditions and form an integral part of the contract:

- Annex A. Submitted Application Form
- Annex A1. Simplified Logical Framework
- Annex B. Submitted Work Plan
- Annex C. Submitted Budget
- Annex D. Partnership Agreement and Sworn Statement
- Annex E. General Conditions
- Annex F. Financial Identification Form
- Annex G. Request for Payment Form
- Annex H. Final Narrative Report Form
- Annex I. Final Financial Report Form
- Annex J. List of participants Form
- Annex K. Implementation Report Template
- Annex L. Legal entity file Form (L1; Public bodies, L2; Private companies)

6.2 In the event of a conflict between the provisions of the present special conditions and any annex thereto, the special conditions shall take precedence. In the event of a conflict between the provisions of Annex E and those of the other annexes, those of Annex E shall take precedence.

## **Article 7 — Other specific conditions applying to the project**

7.1 The general conditions in Annex E are supplemented by the following:

7.1.1 Costs incurred by partners to the project may be accepted as eligible, provided the entities concerned abide by all the relevant rules applicable to the beneficiary under this contract.

7.1.2 Taxes, including VAT paid by the Beneficiary and/or its partner(s) under this contract may be accepted as eligible cost, provided that the Beneficiary provides proof that the entity incurring the tax expense is not tax exempted and that it cannot recover taxes under the applicable national law.

7.1.3 The total accepted cost of the project are estimated at [EUR] < amount >, as set out in Annex C.

The contracting authority's contribution set out in Article 3.2 is further limited to < applicable percentage > % of the estimated total accepted costs.

Where :

The final amount of the contracting authority's contribution shall be established in accordance with Articles 14 and 17 of Annex E. The percentages set with regard to the total eligible costs and total accepted costs shall apply cumulatively so that the contracting authority's contribution shall be limited to the lowest amount obtained by respectively applying the percentages to the final total eligible and

accepted costs approved by the contracting authority. In case that the total accepted costs are equal to the total eligible costs, the percentage applicable to the total accepted costs applies to the total eligible costs to ensure the required co-financing.

Done in English in three originals, two originals being for the contracting authority, one original being for the beneficiary.

**For the beneficiary**

Name

Title

Signature

Date

**For the contracting authority**

Name

Dr. Nabil Al-Sharif

Title

Executive Director

Signature

Date