

DEVELOPMENT AWARENESS FUND

RECEIVED

01 JUN 2005

D.A.F

**GRANT ARRANGEMENT BETWEEN THE DEPARTMENT FOR
INTERNATIONAL DEVELOPMENT AND INTERNATIONAL
BROADCASTING TRUST**

PROJECT TITLE: THE REAL WORLD BROADCASTING PROJECT
2005/07

DAF REFERENCE: DAF 135

(this **MUST** be quoted in **ALL** correspondence)

I am pleased to inform you that the Department for International Development (DFID) is prepared to make a Grant not exceeding £67,404 (sixty seven thousand, four hundred and four pounds sterling) to International Broadcasting Trust for the purposes set out in your project proposal.

FUNDING UNDER THE ARRANGEMENT

2. The maximum funding set for each year of this project is:

Year 1 (1 April 2005 – 31 March 2006): £35,019.50

Year 2 (1 April 2006 – 31 March 2007): £32,384.50

TOTAL: £67,404

PAYMENT OF FUNDS

3. Claims for reimbursement of expenditure should be sent to [REDACTED] Information and Civil Society Department, DFID, Abercrombie House, Eaglesham Road, East Kilbride, Glasgow G75 8EA.

4. We will make funds available at quarterly intervals in arrears. However, if you wish to claim funds in advance you must provide written justification for your request when returning the signed copy of this arrangement.

5. The Grant is to be used in respect of the project detailed in the project proposal originally submitted under cover of Mark Galloway's plus any subsequent amendments which have been approved by DFID in writing.

6. The Financial, Reporting and Annual Audit Accounts requirements which will apply to the DFID Grant are at Annexes A, B and C respectively. Signing of this Arrangement will be deemed to constitute acceptance of these requirements.

CONDITIONS OF THE DFID GRANT

7. This DFID Grant is made subject to the following conditions:
- a. that your organisation will comply with the requirements contained in this letter and the accompanying Annexes;
 - b. that your organisation will allow DFID or its representatives access to project sites and to relevant records for the purpose of monitoring and evaluation;
 - c. that if any circumstances should occur which may impair the developmental value of the project, DFID and your organisation will consult about any actions which may be required. In such circumstances, DFID reserves the right to modify or terminate the grant;
 - d. that funds will not be used for any purpose other than those set out in the project proposal;
 - e. that the purpose and outputs of the project as set out in the project proposal will not be altered in any way without the prior approval of DFID. Any requests for such changes should be directed in the first instance to [REDACTED] Information and Civil Society Department, DFID, Abercrombie House, Eaglesham Road, East Kilbride, Glasgow G75 8EA;
 - f. that narrative reporting requirements are completed as detailed in Annex B.

TERMINATION

8. DFID may terminate the DFID grant at any time by giving three (3) months notice in writing to your organisation. In such an event, your organisation will be entitled to claim all costs properly and necessarily incurred and paid in connection with the project prior to the date of termination, together with all costs properly and necessarily committed and paid beyond the date of termination, provided that such commitments are made prior to receipt of the notice of termination.
9. Your organisation will use its best endeavours to minimise such costs.
10. DFID may terminate this arrangement immediately and will be under no obligation to pay all or any part of the DFID grant and may, at its discretion, require all or any part of the DFID grant to be repaid if:

- a. without the prior written consent of DFID a change is made in the project which DFID considers substantial;
- b. any claim for the DFID grant is based on misleading information or falsified documentation or is made in respect of costs which have not actually been incurred after the date on which this arrangement was made, and discharged by payment by your organisation on or before the date of claim;
- c. your organisation fails to inform DFID of any other funding received in relation to the project to assist towards or otherwise defray the costs of the project in addition to those already disclosed to DFID.
- d. your organisation at any time during the project goes into liquidation, is dissolved or enters into any arrangements with its creditors;
- e. your organisation, without the consent in writing of DFID, assigns or transfers to causes to be assigned or transferred, whether actually or as a result of a take-over, merger, change of ownership or control, or other change in identity or character of your organisation, this arrangement or any part, share or interest therein;
- f. the project is terminated without having been satisfactorily completed;
- g. your organisation either directly or through its servants, agents or sub-contractors commits any material breach of its commitments under this arrangement fails to comply with any provisions of this arrangement;
- h. your organisation uses the funding for any purpose other than the purpose set down in this arrangement; or
- i. (if applicable) the match funding becomes no longer available.

INDEMNITY

11. DFID will bear no responsibility in respect of any loss incurred by your organisation or any third party as a result of your organisation undertaking the project or as a result of any activity undertaken or investment made as part of the project. DFID will not be responsible for the employment of any person engaged by your organisation whether as an employee or a consultant in connection with the project including any costs incurred by your organisation in terminating the employment or engagement of such person nor will DFID be responsible for the activities of any such person.

12. Your organisation will indemnify DFID in respect of any claims (including legal costs incurred in defending such a claim) made by any third party against DFID, including but not limited to any claim made by an employee of your organisation whether relating to redundancy, unfair dismissal or otherwise, arising in connection with the project.

ACKNOWLEDGEMENT

13. Please confirm your organisation's acceptance of the provisions and conditions of this Arrangement (including Annexes) by signing both copies and returning one copy to [redacted] within 30 days from the date of this Grant Arrangement.

For and on behalf of the
Secretary of State for International Development

Name: [redacted]

Position: Programme Officer

Signature: [redacted]

Date: 27 May 2005

For and on behalf of:

Name: MARIC GALLOWAY

Position: Director

Signature: [redacted]

Date: 31-5-05

ATTACHMENTS:

- Annex A Accounting Requirements
- Annex B Reporting Requirements
- Annex C Annual Audited Accounts (AAAs) Requirements

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Annex A

DEVELOPMENT AWARENESS FUND

GRANT ARRANGEMENT BETWEEN THE DEPARTMENT FOR INTERNATIONAL DEVELOPMENT AND INTERNATIONAL BROADCASTING TRUST

PROJECT TITLE: THE REAL WORLD BROADCASTING PROJECT
2005/07

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FINANCIAL REQUIREMENTS

HOW TO CLAIM YOUR GRANT

1. Claims for reimbursement of expenditure and advances should be made in DFID financial quarters i.e. April-June, July-September, October-December and January-March. The claims should be sent to [REDACTED] Information and Civil Society Department, DFID, Abercrombie House, Eaglesham Road, East Kilbride, Glasgow G75 8EA.

CURRENCY USED

2. The claim and any accompanying statements of expenditure **must be** in UK sterling.

STATEMENT OF ACCOUNTS

3. We will make funds available at quarterly intervals in arrears. However, upon request, we can make funds available at quarterly intervals in advance, based on estimated expenditure for the period to be covered by the advance, and the actual expenditure incurred during the previous period where appropriate. As soon as possible after the end of the quarter, you will submit a statement detailing actual expenditure incurred during that quarter. This will be accompanied by a detailed request for an advance to cover the following period's estimated cost. It is **of the utmost importance** that you submit the statement of actual expenditure incurred up to the end of February by 15 March at the latest **to enable charges against the grant to be registered against the financial year in which they fell.**

4. Please note any unclaimed portion of a grant may not be carried forward to a subsequent year.

ALL DOCUMENTS MUST BE IN AN ORIGINAL FORMAT (FAXED OR COPIES DOCUMENTS WILL NOT BE ACCEPTED).

CERTIFICATION

5. An appropriate officer in your organisation must certify each statement using the following wording:

"I certify that all the amounts detailed above have been actually and necessarily expended under the Grant, in accordance with the terms and conditions outlined in the grant arrangement and accompanying annexes."

If an advance payment is requested a further sentence should be included:

"..... and, the estimated figures are a realistic forecast of the payments likely to be made to the end of the current period."

ALL STATEMENTS MUST BE SIGNED AND DATED.

6. Statements so certified will be accepted as a proper discharge for the monies provided from Government funds and documentary evidence of the various payments made by you will not normally be required. However, DFID reserves the right to call for and examine such evidence. The statements should quote the unspent balance held.

AUDIT INSPECTION

7. DFID reserves the right for the National Audit Office and DFID's own Internal Audit Department or DFID appointee at any time to inspect the books and accounts relating to the project. In addition, the National Audit Office may carry out examinations into the economy, efficiency and effectiveness with which your organisation has used its resources in discharging its functions under the Development Awareness Fund.

REPAYMENT OF FUNDS

8. The whole or part of any DFID grant funds will be repaid on demand if the project accounts show, to our satisfaction, that the DFID grant funds have been directly or indirectly, misapplied or misappropriated, by your organisation or agents employed, or otherwise employed by your organisation.

BALANCES

9. Any unspent balance from DFID's grant on completion of the project must be refunded to DFID.

EQUIPMENT

10. An inventory of all equipment costing £1000 or more and a useful life of more than one year at the time of purchase and wholly or partly funded by DFID should be maintained and provided to DFID if required. An up to date copy of the inventory should be supplied to the DFID programme officer who must be advised, periodically, of any changes. Entries of the inventory must include the following:

- description;
- specific identification (eg serial number);
- date of purchase;
- original value (including VAT if paid);
- location and/or user;
- person responsible for it.

Equipment must remain the property of the project and should not be disposed of without the prior approval of DFID.

BANK ACCOUNTS

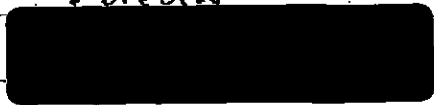
11. It is DFID's policy to make payments direct to a nominated Bank Account using the BACS system. Can you therefore supply details of your organisation's Bank Account Name, Bank Account Number and Sort Code. **For audit purposes the bank details need to be supplied on your headed notepaper.** If during the lifetime of the project any of these details change then please inform me of the details.

No payments can be made until you return a signed copy of this arrangement to me.

12. I confirm that I fully understand and accept the provisions under which the DFID grant is made as set out in the Development Awareness Fund Arrangement. For and on behalf of:

Name: MARK GALLOWAY

Position: Director

Signature: 

Date: 31-5-05

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NARRATIVE REPORTING REQUIREMENTS

Please complete the following details:

Narrative reporting year for this project will be January 1st to December 31st

ANNUAL REPORTS

1. You are responsible for ensuring that annual reports for this project are submitted to DFID within 3 months of the end of the reporting period. The annual report must be no more than 6 sides of A4. The content and format of annual reports must be along the following lines:

a. **Top sheet** including the following information:

- Organisation Name
- Project Name and DAF reference number
- Author and date of report
- Reporting Period

b. **Executive Summary:** What are the main points of interest in the report, and what recommendations have been put forward?

Are any decisions required from DFID? If so, by what deadline?

- c. **Wider Context:** Apart from project activities, what significant events and changes have occurred in the broader context in which the project is operating? How have these affected the project?

What impact has the project had on this wider context?

- d. **Achievements:** What progress has been made towards achieving project objectives, what impact has the project had on its intended target audience?

- e. **Problems:** What problems have been encountered and what steps are being taken to overcome these?

- f. **Changes:** What changes in objectives, targets for outputs, activities and inputs (participants, materials, staff) have occurred or are proposed and why?

- g. **Lessons:** What lessons have been learned in the process of implementation?

- h. **Target Audiences:** How are the target audiences contributing to the assessment of achievements, what are their views?

- i. **Organisational Linkages:** In what ways does the project maintain communications with other organisations working on related activities?

How do project staff ensure that they complement and exchange information rather than duplicate the activities of other organisations?

- j. **Budget:** The report must contain an income and expenditure report for the period. Budget heading variances of more than 10% must be explained.

- k. **Recommendations:** Based on the experience of implementing this project, what recommendations can be provided which would guide policy, project planning and research of future projects?

What steps can be taken to ensure that these recommendations are available to relevant organisations?

2. Please note that the following may also be helpful, either within the main text or as annexes:

Acronym guides, maps, graphs, tables, diagrams, photos and other illustrations, case studies of events, examples of written output from workshops or informal discussion groups.

Copies of any materials produced as part of the project.

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3. The report must say how far the project has gone towards achieving the agreed purpose. You must use the following scoring:

- 1. = likely to be completely achieved
- 2. = likely to be largely achieved
- 3. = likely to be partially achieved
- 4. = only likely to be achieved to a very limited extent
- 5. = unlikely to be realised
- X = too early to judge the extent of achievement.

4. Whilst DFID accepts that, as the project progresses, there may be reasons for changing some elements - it is essential that we are kept informed. Any significant changes should be brought to DFID's attention at the earliest opportunity and should not be left to the next progress report.

IT IS IMPORTANT YOU SEND A WORD VERSION OF YOUR ANNUAL REPORT BY E-MAIL TO [REDACTED]@dfid.gov.uk], DEVELOPMENT AWARENESS FUND

PROJECT COMPLETION REPORT (PCRs)

5. You are responsible for ensuring that Project Completion Reports (PCRs) are submitted to DFID within 4 months of the end of the project. PCRs contribute to good project management, providing a useful record of what has been achieved by your project (ie extent to which planned outputs have been achieved). They also enable a conclusion to be drawn and lessons learned from implementation - useful for sharing with others, and which may be very valuable when designing projects with similar characteristics. It also provides an "initial" opportunity to assess the likely impact (in the short and longer term) of the project, although the primary tool for assessing impact should always be through evaluations.

6. The content and format of progress reports must be along the following lines:

MAXIMUM LENGTH 10 PAGES

a. **Top sheet:** should include the following information:

- Organisation Name
- Project Name and DAF reference number
- Author and date of report
- Reporting Period
- Total cost of the project
- DFID expenditure

- b. **Content:** Should provide a summary of the implementation, management and results of the entire project, including lessons learnt. Given the focus of the Development Awareness Fund, we are particularly interested in how the project has strengthened the target audiences' confidence in, and support for, the fight against global poverty.
- c. **Executive Summary (1 page maximum):** Should be divided into two sections:
- Project description:
 - Development Education value and effectiveness of project
- d. **Changes to Project:** Changes which may have arisen since the original proposal, including details of why these were necessary and how these changes were made...
- e. **Management and Implementation:** Described your role in the project implementation and management process.
- f. **Performance Assessment:** There should be a summary of the achievement of the project. There should also be some assessment made on inputs and activities undertaken, in terms of quality, quantity and timeliness. The rating as defined for Annual Reports (para 4) should be used for this purpose. In assessing achievement of the project, there should be a focus on the following issues of relevance to the objectives of the DAF:
- Knowledge and understanding of the major challenges and prospects for development, in particular the poverty reduction agenda; but also of developing countries themselves.
 - Understanding of our global interdependence, and in particular that failure to reduce global poverty levels will have serious consequences for us all.
 - Understanding of and support for international efforts to reduce poverty and promote development including the international development targets. Recognition of progress made, and that further progress is both affordable and achievable.
 - Understanding of the role that individuals can play; enabling them to make informed choices.
- g. **Monitoring, Evaluation and Learning:** To include arrangements and responsibilities, and processes in place for ensuring new knowledge and best practise arising from the project are incorporated into future projects.
- h. **Information, Dissemination and Networking:** To include mechanisms for dissemination outside project stakeholders.

i. **Financial Report:** The financial report for the duration of the project should be included as an Annex.

IT IS IMPORTANT YOU SEND A WORD VERSION OF YOUR PROJECT COMPLETION REPORT BY E-MAIL TO [REDACTED]@dfid.gov.uk], DEVELOPMENT AWARENESS FUND.