



Department
for International
Development



Vault ID No. 18002962.

Accountable Grant Arrangement

Between

The Government of the United Kingdom of Great Britain and Northern Ireland acting
through the Department for International Development ("DFID")

and

Water Aid ("The Partner")
together called "the Participants"

Project Name: Improving access to and use of, sustainable water, sanitation and hygiene services in health facilities in marginalised districts of Ethiopia, Malawi and Rwanda, UK Aid Match R4

Project Number: 203559-157

Purchase Order Number: PO 40098597

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

Provision of grant

2. The arrangements and the purpose for which the grant will be used are set out in this Accountable Grant Arrangement and its annexes and the corresponding proposal, "Improving access to and use of, sustainable water, sanitation and hygiene services in health facilities in marginalised districts of Ethiopia, Malawi and Rwanda", logframe and budget, collectively referred to as "this Arrangement".

3. The project to which this Arrangement relates will start on **1 April 2016** and end on **31 March 2019** ("Project End Date") unless terminated earlier. DFID will make available an amount not exceeding **£4,034,128, (four million and thirty four thousand one hundred and twenty eight pounds sterling)**. The amount is expected to be allocated across the following years.

DFID Financial Year

Annual Allocation (£ GBP)

1 Apr 2016 – 31 Mar 2017:

£1,451,182



1 Apr 2017 – 31 Mar 2018:	£1,629,218
1 Apr 2018 – 31 Mar 2019:	£953,728

4. The funding amount is subject to revision and is 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 DFID.

Status and compliance with the law

5. The Partner is registered as a not for profit organisation and has the capacity to comply with the provisions set out in this Arrangement. If not previously provided, the Partner must provide evidence of its status to DFID. The Partner must notify DFID immediately if its status changes in any way.

6. 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 relevant legislation, regulations and rules both in the UK and locally in the countries in which it is operating. All Partners will comply with their reporting obligations to relevant national and international bodies such as the Charity Commission for England and Wales.

Prevailing language and amendments

7. In the event of translation, the English text of this document will prevail.

8. Any amendments to this Arrangement will be set out in writing and approved through DFID’s standard amendment letter or, where appropriate, a revised Arrangement.

Eligible expenditure

9. The funding amount is to be used solely for costs included as part of the budget agreed with DFID for the delivery of the outputs and outcomes set out in the **logframe** included as part of this Arrangement.

10. DFID funding will not be used to meet the costs of any other expenditure, in particular (but non-exhaustively) those items in the list below. This list does not override activities which are deemed eligible and explicitly agreed as part of this Arrangement:



- lobbying UK government, i.e. activities which aim to influence or attempt to influence Parliament, UK government or political activity, or UK legislative or regulatory action;
- activities which directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant;
- to petition UK Government for additional funding;
- input VAT reclaimable by the grant recipient from HMRC;
- activities which may lead to civil unrest;
- activities which discriminate against any group on the basis of age, gender reassignment, disability, race, colour, ethnicity, sex and sexual orientation, pregnancy and maternity, religion or belief;
- interest payments or service charge payments for finance leases;
- gifts;
- statutory fines, criminal fines or penalties;
- payments for works or activities which the grant recipient, or any member of their Partnership has a statutory duty to undertake, or that are fully funded by other sources;
- activities in breach of EU legislation on State Aid;
- bad debts to related parties;
- payments for unfair dismissal or other compensation;
- to replace or refund any funds lost to fraud, corruption, bribery, theft, terrorist financing or other misuse of funds.

11. DFID Smart Rules provide further details on how aid funds can and cannot be spent. In case of any doubt, the Partner should consult DFID in advance. Smart Rules are available online: <https://www.gov.uk/government/publications/dfid-smart-rules-better-programme-delivery>.

12. Additionally, DFID funds will not be used, unless explicitly agreed by DFID 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.

Disbursement and reporting

13. The funding amount is agreed as per the Sterling (GBP) value, as at the date of agreement. DFID's preferred currency for disbursements is in GBP. Where it is more efficient to pay in foreign currency, DFID may do so, however, the funding amount will still be that agreed in GBP as at the date of agreement.



14. The Partner is responsible for monitoring and managing any exchange rate fluctuations across the life of the project. Where significant exchange rate gains or losses are being accumulated the Partner should agree with DFID how these are managed.

15. Where costs are incurred in foreign currency the Partner will use the exchange rate stated in OANDA (www.oanda.com) for the date on which the purchase was made or services acquired by the Partner, unless, by exception, explicitly agreed in writing in advance.

16. In line with UK Government financial regulations, DFID will not pay in advance of operational need and justification will be required for any DFID payment prior to partner disbursement. Where a payment in advance is approved and the Partner is holding DFID 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.

17. When requesting payment the Partner should complete *Annex 1, Payment Request Form*. Along with the request the Partner should provide 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 DFID's financial year (1 April-31 March). Where payment in advance has been agreed, a copy of the Partner's justification and DFID's agreement should be included with each payment. In multi-donor arrangements, these reports should clearly segregate the DFID proportion of funding.

18. DFID may, from time to time, request project financial reports for the calendar year in line with Official Development Assistance reporting requirements.

19. Payment will be made to the bank account details provided on the DFID supplier portal: <https://supplierportal.dfid.gov.uk/selfservice/>. Where payment is to go to a different account from the one already registered, the Partner must set up an additional entry on the portal. It is the Partner's responsibility to ensure that their bank details on the DFID portal remain accurate and the Partner should confirm the details for this Arrangement within the Payment Request Form for each payment.

20. All outstanding claims must be submitted within six months of the Project End Date.

21. Where it is found that any overpayment or erroneous payment has been made by DFID, the Partner shall reimburse DFID the additional or erroneous amount within 14 days of receiving a Sales Invoice.



22. The Partner will provide DFID with **six monthly** progress reports on the execution of this Arrangement that describe performance against indicators contained in the **logframe** and, where possible, the associated receipt and utilisation of the resources used to deliver these. Continuation of this Arrangement after year one will be dependent upon satisfactory progress and value for money being achieved each previous year.

23. DFID funds must be separately accounted for by the Partner and therefore readily identifiable at all times unless explicitly agreed otherwise and in writing by DFID.

24. As part of the regular reporting requirements outlined above, the Partner will provide a proportionate and meaningful assessment of how the project is contributing to reducing gender inequality including a specific assessment on progress against any gender related commitments made as part of this Arrangement.

25. The Partner will immediately notify DFID 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 DFID or that of the project.

26. The Partner will seek to ensure that beneficiary feedback is integrated at appropriate stages in project design, mobilisation, delivery, monitoring, evaluation and annual review processes and takes account of the voices of both women and men. The Partner should work with, through and represent the diversity of communities in order to respond to their needs more effectively and strengthen accountability.

Due diligence

27. 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 will co-operate fully with any due diligence assessment by DFID or its agents, of the Partner's own internal controls and system prior to or during the implementation of this Arrangement and take appropriate action on any recommendations arising. Due diligence assessments may be conducted every 3 years or earlier if there is a significant change to the Partner's procedures and controls or operating environment. A range of tools may be used to conduct the assessment and continuation of this Arrangement will be dependent on the DFID being satisfied that the Partner has sufficient capacity and capability to deliver the project and manage DFID funds.



28. The Partner will undertake suitable due diligence and take the necessary steps prior to transferring DFID funds and at regular intervals throughout the implementation to assess the internal controls and systems of any Downstream Partners. These assessments will be shared with DFID, upon request and should determine, relative to project risk:

- the reliability, integrity and efficiency of the Downstream Partners' controls, systems and processes including compliance with relevant legislation, regulations, rules, policies and procedures;
- whether the Downstream Partner can successfully deliver the relevant outputs based on its processes, past experience and whether they have the sufficient staff capacity and capability available;
- the Downstream Partners' ability to correctly manage and account for aid monies and assets as well as its financial health; and
- where appropriate, whether the Downstream Partner has sufficient capacity and capability to properly monitor and control their implementing partners.

Delivery chain mapping

29. The Partner will maintain an up to date and accurate record of Downstream Partners in receipt of DFID funds and/or DFID funded inventory or assets. This delivery risk map should demonstrate how funds flow from the initial source to end beneficiaries, and the risks and potential risks along the chain.

30. The delivery chain risk map should be updated regularly by the Partner and when there are material changes to the project risk assessment and/or to delivery partners in the chain. As a minimum the Partner will provide DFID with an updated delivery risk map at the following intervals:

- within 180 days of the commencement of this Arrangement;
- annually, as part of the annual review Process; and
- at the end of the project, as part of the project completion review process

Audit and assurance

31. The Partner will within six months of the end of their financial year provide DFID with independent assurance that DFID funds have been used for the intended purposes. This includes for all financial years in which they receive and/or spend DFID funds under this Arrangement even where the end of the financial year is beyond the life of this Arrangement. The Partner will provide, annual accounts audited by an independent and appropriately qualified auditor where DFID project funding is clearly segregated from other funds.



32. DFID may at any time during, and up to five years after the end of, this Arrangement, conduct additional audits or ascertain additional information where DFID considers it necessary. DFID or its agents will be granted access, as required, to all project sites and relevant records. The Partner will ensure that necessary information and access rights are explicitly included within all arrangements with Downstream Partners.

33. The Partner will ensure that all goods and services financed either fully or in part from DFID funds 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 DFID immediately and in writing and DFID may seek to recover from the Partner the value of the goods and services concerned. ✂

34. The Partner will retain all records associated with this Arrangement for a period of not less than 5 years after the end of this Arrangement.

Information rights

35. The Partner acknowledges that DFID is subject to the requirements of the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Data Protection Act 1998 (DPA), subordinate legislation and guidance and codes of practice issued by the Information Commissioner and relevant Government Departments.

36. The Partner will assist and co-operate with DFID to enable DFID to comply with its information disclosure and data protection obligations.

37. The Partner will perform its obligations under this Arrangement in such a way as to protect the personal information of individuals.

38. The Partner will comply at all times with its obligations under the DPA.

Transparency

39. The Partner will publish to the International Aid Transparency Initiative (IATI) standard on all its DFID funding within six months of the start of this Arrangement. DFID expects the Partner to publish to the IATI standard on all its non-DFID funding and for Downstream Partners to publish to the IATI standard on their funding. The intention of this commitment is to allow traceability throughout the delivery chain. For more details on IATI standards see: <http://www.aidtransparency.net/>



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

Responsibility

41. The Partner is solely accountable for compliance with the provisions of this Arrangement including where the Partner engages any Downstream Partner(s). The Partner will reflect the provisions of this Arrangement as necessary in any arrangement(s) with any Downstream Partner(s) to ensure both the Partner and Downstream Partner(s) are compliant with the provisions of this Arrangement.

42. DFID will not be responsible for the activities of the Partner or any Downstream Partner(s) in connection to this Arrangement, nor will DFID be responsible for any costs incurred by the Partner or its Downstream Partner(s) in terminating their engagement or the engagement of any other person, company or organisation.

43. The Partner will be accountable for the appropriate use of DFID funds, management of risk and delivery of project outputs and outcomes, including any adverse effects of aid expenditure that have an undesired or unexpected result upon recipients including any adverse gender related impacts.

Risk management

44. The Partner will develop and maintain an up to date risk register that, as a minimum, enables individual risks to be clearly identified, an assessment of their likelihood and impact, how they will be dealt with and escalated and who is responsible for monitoring and reporting on them.

45. The Partner will manage all risks in relation to this project unless otherwise agreed as part of the risk register and in writing with DFID. Where the Partner transfers risk to any Downstream Partner, the Partner will remain accountable to DFID for the effective management of that risk.

Procurement

46. The Partner will ensure that any procurement using DFID funds adheres to international best practice and applicable regulations, is transparent, fair and open and is designed to achieve value for money. Where the Partner does not have the skills or capacity to carry out high value procurement (>£100k), the DFID approved procurement supplier should be used.



47. Records of all procurement activity must be kept by the Partner and made available to DFID, upon request. DFID reserves the right to assess the procurement capacity and capability of the Partner at any time.

Assets and inventory

48. DFID considers any equipment and/or supplies purchased in part or fully from DFID funds as project assets if they have a useful life of more than one year; and either (1) the purchase price or development cost of the asset is in excess of £500 or equivalent in local currency; or (2) is a group of lower value items (e.g. pharmaceutical products, food, relief packs, etc.) where the combined value is in excess of £500 or equivalent in local currency; or (3) can be considered an attractive item regardless of cost (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, etc.).

49. The Partner will establish and maintain an inventory of all such assets.

50. The Partner will ensure that a physical check of all assets takes place on at least an annual basis and submit to DFID an up to date inventory template (Annex 2), providing confirmation of the checks, alongside the annual accounts. Where possible the Partner should undertake these checks directly.

51. The Partner will be accountable for the appropriate use and control of inventory items, in line with this Arrangement.

52. The Partner will manage the risk of assets being lost, stolen, damaged or destroyed under its own policies and procedures. DFID expects the Partner to cover the cost of repairing or replacing lost, stolen, damaged or destroyed assets and should make a risk based decision on how best to do this. If the Partner decides to take out commercial insurance to cover lost, stolen, damaged or destroyed assets, DFID funds cannot be used to fund the premiums unless, by exception, explicitly agreed in writing in advance.

53. DFID will retain ultimate ownership of all assets, specifically project assets, financial assets and information assets, until ownership transfer or asset disposal is otherwise agreed in writing by DFID normally at the end of this Arrangement. The Partner should propose an appropriate disposal schedule to DFID in writing no later than 14 days before the Project End Date.



Health, safety and security

54. The Partner is responsible for all security arrangements in relation to this Arrangement including the health, safety and security of any person employed or otherwise engaged as part of this Arrangement, including those employed or engaged by any Downstream Partners.

55. DFID funds cannot be used to fund any insurance premiums intended to cover medical expenses, injury or disablement, and death unless, by exception, explicitly agreed in writing in advance.

Communication and branding

56. The Partner will collaborate with DFID and proactively look for ways to build support for development and raise awareness of DFID's funding. The Partner will explicitly acknowledge DFID's funding, in written and verbal communications about activities related to the funding, to the public or third parties, including in announcements, and through use, where appropriate, of DFID's "UK aid – from the British people" logo ("UK aid logo") in accordance with DFID standards for use of the UK aid logo, unless otherwise agreed in advance by DFID and in all cases subject to security and safety considerations of the Partner.

57. The Partner will provide a visibility statement (Annex 3) of how and when they will acknowledge funding from DFID and where they will use the UK aid logo, which should be approved by DFID prior to the Partner releasing any public communications. The Partner will include reference to this in its progress reports and annual reviews.

58. The Partner may use the UK aid logo in conjunction with other donor logos, and where the number of donors to a project is such as to make co-branding impractical, acknowledgement of funding from DFID should be equal to that of other co-donors making contributions of equivalent amounts to the project.

Intellectual property

59. 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.

60. In signing this Arrangement, the Partner hereby grants to DFID 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 and sale of the Material and products incorporating the same, for use by any person or for sale or other dealing anywhere in the world.

Conflict of interest

61. Neither the Partner nor any individual employed or contracted by the Partner shall engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations in relation to this Arrangement.

Fraud, corruption, bribery, theft, terrorist financing and other misuse of funds

62. DFID and the Partner will immediately and without undue delay inform the other participant of any event which interferes or threatens to materially interfere with this Arrangement, whether financed in full or in part by DFID, including suspicion of or actual fraud, corruption, bribery, theft, terrorist financing or other misuse of funds.

63. DFID have an expert fraud investigation unit, that should be contacted in the first instance at fraud@dfid.gov.uk or +44 (0)1355 84 3747. All information will be treated with the upmost confidentiality. Information can also be reported directly to the DFID programme team where appropriate; these will be immediately passed on to DFID's Counter Fraud Section.

64. DFID and the Partner have a zero tolerance approach towards fraud, corruption, bribery, theft, terrorist financing and other misuse of funds including any associated inappropriate behaviour. Both Participants will fully co-operate with any investigation into such events, whether led by DFID or the Partner. DFID may at any time during, and up to five years after the end of, this Arrangement, arrange for additional audits, on-the spot checks and/or inspections to be carried out. These may be carried out by DFID, or any of its duly authorised representatives.

65. Notwithstanding any provisions in this Arrangement or other contractual requirements, DFID may suspend funding or terminate this Arrangement with immediate effect, in preference to the standard notice period, in the event of actual or suspicion of fraud, corruption, bribery, terrorist financing or other misuse of funds, and DFID may recover from the Partner all or part of the funds paid under this Arrangement.

66. Consistent with local and international legislation and applicable United Nations Security Council resolutions, both DFID and the Partner are firmly committed to the international fight against terrorism. It is the policy of DFID to seek to ensure that none of its funds are used to provide support to individuals or entities associated with terrorism and that DFID staff and its programmes activity are compliant with



counter terrorist financing legislation. In accordance with this policy, DFID expects the Partner and all Downstream Partners to make themselves aware of, and comply with their obligations under the relevant counter terrorist financing legislation.

67. The Partner will seek to ensure that none of the funds or assets provided under this Arrangement are made available or used to provide support to individuals, groups or entities associated with terrorism including those named on the following lists as updated from time to time:

- **HM Treasury's Office of Financial Sanctions Implementation – Financial sanctions: consolidated list of targets**
- **UK Home Office – Proscribed terrorist groups or organisations**
- **European Union – Consolidated list of sanctions**
- **United Nations – United Nations Security Council Sanctions List**
- **World Bank – World Bank Listing of Ineligible Firms & Individuals**

General termination and closure

68. 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.

69. If DFID 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 this project, the Participants will at first negotiate in an attempt to resolve any issues. Following such negotiation, this Arrangement may be amended or terminated in accordance with the relevant provisions in this Arrangement.

70. 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 the date of termination, in line with this Arrangement and approved between the Participants as being required to finalise activities, will be returned to DFID within 14 days of the date of receipt of a written notice of termination from the terminating Participant. The Partner must quote the relevant Sales Invoice reference number when returning funds.

71. Notwithstanding any provisions in this Arrangement or other contractual requirements, DFID may 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 any of the following occur:



- a) The Partner directly or through its Downstream Partners either repeatedly fails to comply with, or is in material breach of, any of the provisions of this Arrangement or any other DFID arrangement or contract whether currently or previously in place;
- b) The Partner, or any Downstream Partner, at any time during this Arrangement goes into liquidation, administration or other similar process, is dissolved or enters into any arrangements with its creditors;
- c) The Partner or any Downstream Partner, without the prior consent of DFID in writing, assigns or transfers, or purports to assign or transfer, or causes to be assigned or transferred, any interest in this Arrangement or any part, share or interest therein;
- d) There is a change in identity or character of the Partner (such assessment to be made at DFID's sole discretion) or that of any Downstream Partner including, but not limited to, through the take-over, merger, change of ownership or control;
- e) In the event that the project ceases to be pursued for any reason other than by way of successful completion;
- f) The Partner or any Downstream Partner uses the funds provided under this Arrangement or any other DFID funds for any purpose other than the purpose provided for;
- g) An event occurs which materially affects, or has the potential to materially affect, the performance of the Partner's obligations as part of this Arrangement;
- h) An event occurs which damages, or is capable of damaging, the reputation or integrity of DFID or that of the project to which this Arrangement relates.

72. The Partner will return any unspent funds remaining at the end of this Arrangement within 14 days of receiving a Sales Invoice from DFID, unless otherwise agreed by DFID in writing. At any time when returning funds the Partner must quote the relevant Sales Invoice reference number.



Signature

73. This Arrangement places on record the understanding of the Participants and comes into operation on the date of signature below.

Signed on behalf of DFID



Name:	Alison Batt
Position:	Programme Manager
Address/Contact Details:	Department for International Development (DFID) 22 Whitehall London SW1A 2EG
Date:	22 May 2017

Signed on behalf of the Partner:



Name:	Alison McNab
Position:	Head of Programme Funding
Address/Contact Details:	WaterAid 47-49 Durham Street London SE11 5JD
Date:	01/06/2017



ANNEX 1: PARTNER PAYMENT REQUEST FORM

To:	Accounts Payable, DFID, Abercrombie House, East Kilbride, Scotland <i>(NB. Where payment request is not electronic and originates from overseas, request should be sent via the local DFID Country Office)</i>
Cc:	Alison Batt, DFID Programme Manager, Inclusive Societies Department
<p>When submitting this payment request the Partner must include the following supporting documentation:</p> <ol style="list-style-type: none"> 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 DFID's financial year (1 April-31 March). 2) Reports must be in Sterling (GBP). Foreign currency reports should be converted using the relevant exchange rate in OANDA (www.oanda.com). 3) In multi-donor arrangements, reports should clearly segregate the DFID proportion of funding. 4) For payments in advance, a copy of the Partner's justification and DFID's agreement. 	

Title and Details and Summary of Funding

Organisation			
Title of Grant / Project name			
Project Location			
DFID Component Code / Purchase Order No.			
Date of Claim			
Period of detailed Statement of Expenditure	{dd/mm/yyyy}	to	{dd/mm/yyyy}
Period of detailed Forecast of Expenditure	{dd/mm/yyyy}	to	{dd/mm/yyyy}

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

OR

<i>For Payments in Advance</i>



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(c) Unspent balance of DFID funds for the quarter ending {dd/mm/yyyy}	
(d) Forecast of Expenditure for next quarter ending {dd/mm/yyyy}	
Payment requested for next quarter ((d)-(c))-	

<i>For All Projects</i>	
Partner Forecast Expenditure to 31 December	
Partner Forecast Expenditure to 31 March	



Partner Bank Details

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:	
Bank Email Address:	



Audit Discharge

Water Aid will provide to DFID, within six months of the end of its financial year, independent assurance that DFID funds have been used for the intended purposes by submitting annual accounts audited by an independent and appropriately qualified auditor where DFID project funding is clearly segregated from other funds.

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 **Water Aid**.

Signature:	
Date:	
Name:	
Job title:	
Address & Contact Details:	



ANNEX 2: INVENTORY

Project Name: {Project Name}
DFID Project Number: 203559

DFID Component Code: 203559-157

DFID considers any equipment and/or supplies purchased in part of fully from DFID funds as project assets if they have a useful life of more than one year; and either (1) the purchase price or development cost of the asset is in excess of £500 or equivalent in local currency; or (2) is a group of lower value items (e.g. pharmaceutical products, food, relief packs, etc.) where the combined value is in excess of £500 or equivalent in local currency; or (3) can be considered an attractive item regardless of cost (e.g. mobile phones, cameras, laptops, tablets, satellite phones, vehicles, etc.).

Item no.	Serial no.	Date of purchase (dd/mm/yy)	Description (Make and Model)	Purchase value (£)	Location	Responsible person	Anticipated years of life	Disposal date (dd/mm/yy)	Reason for disposal (if applicable)

On behalf of Water Aid I certify that this inventory is up to date and correct following a physical check on all project assets. The physical check commenced on {XX Month 20XX} and was completed on {XX Month 20XX}. I have the authority to sign this on behalf of Water Aid.

Signature:	
Name:	
Job Title:	
Date:	



ANNEX 3: UK AID VISIBILITY STATEMENT

As part of this Arrangement, the Partner will acknowledge funding from the UK government, in written materials and verbal statements and through use of the UK aid logo on project assets. Please refer to the UK aid branding guidance for further information on how to acknowledge funding from the UK government. By completing and signing this statement the Partner agrees to fulfil these requirements.

As part of the reporting requirements for this Arrangement, the Partner may be asked to provide 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 aid logo files can be found here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/326391/UK_aid_branding_guidance_June_2014.pdf

Partner Name	{PARTNER NAME}
Project Number	{PROJECT NUMBER}
Project Title	{PROJECT TITLE}
Project Description	{PROJECT DESCRIPTION}
Please list the assets that will be delivered by the project that will carry the UK aid logo or acknowledgement of UK aid funding	
<i>List all assets including physical items and supplies, and other non-physical items that will be delivered as part of the project e.g. annual reports, research reports, press releases, websites, other communication or event materials (refer to Sections 5 & 6 of the branding guidance for more information on where UK aid branding should / should not appear)</i>	
Please list the assets that will be delivered by the project that will not carry the UK aid logo or acknowledgement and explain clearly why these items will not carry UK aid branding	
<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 aid branding guidance for more information on branding exceptions)</i>	

Declaration

I understand that no UK aid 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 project or serve to increase the transparency of funding. By signing this statement, the Partner agrees to fulfil the commitments stated above.

{PARTNER NAME} Representative:

Name: _____

Job title: _____

Signature: _____

Date: _____

Agreed by DFID Representative:

Name: _____

Job title: _____

Signature: _____

Date: _____



ANNEX 4: UK AID MATCH CLAUSES

1. UK Aid Match is a mechanism that allows the UK public to have a direct say in how an element of the aid budget is spent. It is called UK Aid Match because DFID will match, pound for pound (up to £5 million), UK public donations to appeals made by not-for-profit organisations for work that is carried out in developing countries to reduce poverty. The full eligibility criteria for UK Aid Match grants are published on here <https://www.gov.uk/uk-aid-match>
2. DFID will match fund appeals for a maximum duration of 3 months. This grant will match public donations made to **Water Aid** between **10 November 2015** and **10 February 2016**.
3. Only donations from private individuals residing in the UK will be match funded. DFID requires that for donations of £5,000 or over, evidence confirming the eligibility of the donation is retained. As set out in Clause 32 of the Accountable Grant, DFID, may, at any time during the term of this arrangement and up to five years after the end of the programme, arrange for additional audits, on-the spot checks and / or inspections to be carried out. These may be carried out by DFID, or any of its duly authorised representatives.
4. The partner must provide a certified statement of appeal income (CSI) before any match funding is released by DFID. The CSI must set out: the total amount raised as a direct result of the public appeal; the portion eligible for match funding; and the estimated number of donors. The CSI must be signed by the partner's CEO or finance director.
5. It may be necessary to amend the scope of project proposal documents, by mutual agreement, following the appeal.
6. Project reporting should be done using the six monthly reporting template, the Annual project reporting template and the close of project reporting template available on the UK Aid Match webpage.
7. Invoices should be submitted quarterly, using Annex 1 and the financial reporting template available on the UK Aid Match webpage.

