

Annex 0.1

MULTIPLE-YEAR GRANT LETTER

GENDER EQUALITY AND INCLUSION NEIGHBOURHOOD PROGRAMME 2024-2027

COVER PAGE	
Project number	Name and address of grant holding organisation
GEI.707.US.GE.01/25	Union Sapari [REDACTED] [REDACTED] Georgia [REDACTED]
Partner number	Project period
75	16.12.2024 to 15.12.2027
Grant amount (DKK)	Project Title
2,250,000	Gender Equality and Inclusion in Georgia
Country(ies) of implementation	Priority Areas (MFA Outputs)
Georgia	Click here to enter priority intervention area(s) covered: <input checked="" type="checkbox"/> Output 1: Increasing women's inclusion in the labour market <input checked="" type="checkbox"/> Output 2: Combatting violence against women and domestic violence <input checked="" type="checkbox"/> Output 3: Promoting the role of women in public life

Statement of grant letter

Union Sapari is hereby granted a **total of DKK 2,250,000** for the period from **16-12-2024 to 15-12-2027** to support activities related to the mentioned project GEI.707.US.GE.01/25.

The total grant amount for 2025-27 could be increased or decreased depending on availability of funds and ability to implement, and might be less for any given year.

The grant is a continuation of project no. GEI.702131.US.Georgia.01/24

The expected grant for 2025 is 601,744

The expected grant for 2026 is 824,128

The expected grant for 2027 is 824,128

Granting Conditions

This grant is subject to disbursement of funds from the Danish Ministry of Foreign Affairs.

Utilisation of grant:

- The grant must be managed and spent in a financially responsible manner (as described in **annex 10c**) and all steps necessary should be taken to prevent corruption and misuse of funds. If there are suspicions of corruption or misuse of funds, the grant holding organisation is obliged to inform KVINFO immediately.
- The grant must be used only in accordance with the purpose described in the enclosed project documents and budget (**annex 1c-3c**).
- Any material produced under this grant must be publicly accessible, and no parts of the material may be used for commercial purposes in any form or by any means.
- Total indirect cost in the approved budget (**annex 2c**) must only be utilised in relation to the implementation of project activities (indirect costs).
- Any change in project activities and/or in the budget exceeding 10% of the budget line from where the funds are allocated must be approved in advance by KVINFO. The request must be documented in KVINFO's annex 2c budget in the changes in budget section.
- If the granting organisations can predict delays in implementation of activities, the organisation is obliged to inform KVINFO as soon as it is known.
- Significant problems and irregularities in the project must be reported to KVINFO immediately.
- In case the development engagement includes sub-grantees, it is the responsibility of the Partner to ensure that the sub-grantee adheres to the same conditions outlined in this Grant Letter.

Reporting:

- KVINFO will prepare an inception report for the MFA of the first six months of this project, covering the period 16.12.2024 to 30.6.2025. The MFA have agreed to combine the inception report with the six-month progress report in order to avoid heavy reporting requirements. Thus, KVINFO will not share reporting templates for the six-month progress report in 2025, and will instead invite for an online mini-workshop between KVINFO and Union Sapari **between the last week of May and first week of June 2025** to collect the required information.

- Six-month progress reporting on the activities carried out in the first six months of 2026 and 2027 respectively will be collected through reporting templates to be submitted no later than the **1st September 2026 and 2027**. These may be complemented with online workshops.
- Annual progress reporting on the activities carried out from the **16-12-2024 to 30-12-2025 and then for the 01-01-2026 to the 30-12-2026** and the same for 2027, will be collected through reporting templates and online mini-workshops between KVINFO and Union Sapari in **February 2026 and 2027 respectively**. KVINFO will send out invitations for these workshops before the end of 2025 and 2026 respectively.
- Completion reporting for the three-year period will be collected through reporting templates and online mini-workshops between KVINFO and Union Sapari in **February 2028**. KVINFO will send out invitations for these workshops before the end of 2027.
- A detailed Work Plan with quantitative targets (annex 3c), budget and sub-budgets (annex 2c), narrative work plan for 2026 and 2027 (annex 0.3c), together with an updated risk matrix (annex 7c) and organisational information (annex 4c) will be submitted to KVINFO no later than the **1st September 2025 and 2026 respectively**, as part of the grant letter planning and approval process for the following year.
- The organisation's annual audited accounts (*årsrapport*), which must include a specification of this grant (as described in **annex 10c**), must be submitted to KVINFO no later than **1st June 2026 and 2027 respectively**.
- When necessary the above reporting can be supplemented by ad hoc reporting.

All reports must be signed by Babutsa Pataraiia and follow KVINFO templates for reporting. Union Sapari must comply with any additional requests for ad-hoc reporting during the course of the project and be ready to receive monitoring missions.

Audit:

An Audit must be carried out according to KVINFO's audit instructions (annex 11a) and as described in guidelines (annex 10c). Audited project accounts must be signed by [REDACTED] and the external auditor. KVINFO should receive the audited accounts no later than **1st April 2026, 2027 and 2028** together with financial reporting covering the activities carried out from 16th December 2024 to 30th December 2025, for the last two weeks of December if staff salaries were covered for activities during that time, and for all of 2026, whereas they will cover 1st January to 15th December 2027, since the contract ends 15th December. The audit must be based on the KVINFO template (Annex 2c) for the budget and financial report, which KVINFO must approve before the audit is begun.

In case the development engagement includes sub-grantees, the Partner is responsible for ensuring that sub-grantees follow the same audit procedures with the same deadline.

Project Communication:

- Union Sapari should carry out communication in accordance with the programme communication strategy and mention in communication that the activities/project is part of the Gender Equality and Inclusion Neighbourhood Programme 2025-2027 led by KVINFO.
- Union Sapari must carry out documentation in accordance with the Neighbourhood Programme communication guidelines i.e. mention in communication that the Gender Equality and Inclusion Neighbourhood Programme 2025-2027 is funded by the Danish Ministry of Foreign Affairs.

Insurance

The recipient organisation is responsible for security issues related to project implementation, including all travels, which are not directly organised by KVINFO.

Anti-corruption codex

The grant is subject to the terms on which the Danish Ministry of Foreign Affairs provides external funding, described in "Retningslinjer for Tilskudsforvaltning gennem danske Civilsamfundsorganisationer Marts 2021"

Zero tolerance towards corruption means that all cases of corruption as well as the mere suspicion hereof are immediately dealt with up front and closely followed up upon. Danish development cooperation is based on awareness of risks and identification of corresponding means of mitigation. Anti-corruption measures are strategically integrated into projects and programmes for all phases of the programme management cycle, including prevention, control and sanctions.¹²

Prevention of sexual exploitation, abuse and harassment:

KVINFO and the Danish MoFA has a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (SEAH) as defined in UNSG Bulletin ST/SGB/2003/13 and the definition of sexual harassment in UNGA Resolution A/RES/73/148. The Grantee, and its sub-grantees, will take appropriate measures to protect people, including beneficiaries and staff, from SEAH conducted by its employees and associated personnel including any sub-grantee staff and take timely and appropriate action when reports of SEAH arise. In the event that the Grantee receives reports of allegations of SEAH, the Grantee will take timely and appropriate action to investigate the allegation and, where warranted, take disciplinary measures or civil and/or criminal action. Any violation of this clause will be ground for the immediate termination of this Agreement.

The Partner confirms:

- (1) that it has adequate policies/standards or frameworks in place to prevent SEAH¹;
- (2) that all employees have been informed about these policies/standards/frameworks; and
- (3) that there are appropriate SEAH reporting procedures and complain mechanisms in the organisation including the protection of victims of SEAH and that prompt and adequate action is taken if SEAH is observed, reported or suspected.

In case the development engagement includes sub-grantees, the Partner is responsible for ensuring that sub-grantees have adequate policies/standards and procedures in place for the prevention of SEAH.

¹ Guidelines for Country Strategic Frameworks, Programmes and Projects, Ministry of Foreign Affairs, November 2020, version 2.0, p. 13

² Throughout these guidelines the term 'corruption' is used. Corruption takes many forms. It includes bribery, fraud, embezzlement and extortion. However, corruption does not exclusively involve money changing hands; it may also include providing services to gain advantages, such as favourable treatment, special protection, extra services or quicker case processing. The Anti-Corruption Policy describes the different forms.

Transfer of ownership

The Partner and any sub-grantees responsible for the implementation of development engagements shall maintain updated inventories of all equipment financed by earmarked support from government of Denmark, e.g. vehicles, computers, furniture and tools. It is the responsibility of the Partner to ensure that any sub-grantee adheres to these requirements.

Equipment, material, supplies and facilities purchased by Denmark, which are used during the implementation of the programme, e.g. vehicles, computers, furniture and tools, remain the property of Denmark, until such time as it has been agreed otherwise.

Copyright and Confidentiality

KVINFO and Union Sapari share the rights to all material financed or co-financed by this grant. Therefore, KVINFO can use the material without restraint inside and outside of Denmark. This includes allowing other parties to cite text and publish photos and other audio/visual material. Other parties includes but is not limited to independent media and NGOs, as per the mandatory rules as described in the Danish Copyright act. The sharing of rights is for all kind of materials produced and for all kinds of possible usages known now or which will be known in the future.

Security concerns may limit the publishing of certain materials. KVINFO is obliged to take Union Sapari's security concerns into consideration prior to any publishing activity. Should KVINFO and Union Sapari disagree on security concerns, the most cautious assessment will prevail. Such security concerns will apply to both KVINFO's and Union Sapari's material and publishing activities.

The above applies to any employees, sub-suppliers etc. that the partner has used.

The granted amount will be paid in the following manner:

Payment will only take place upon receipt of a disbursement request (**annex 8.1**) containing details about a separate dedicated bank account for funds for this programme, including the name of the account holder, name, address and telephone number of the bank, as well as the bank registration and bank account number for Danish organisations and the IBAN number and SWIFT code for MENA organisations.

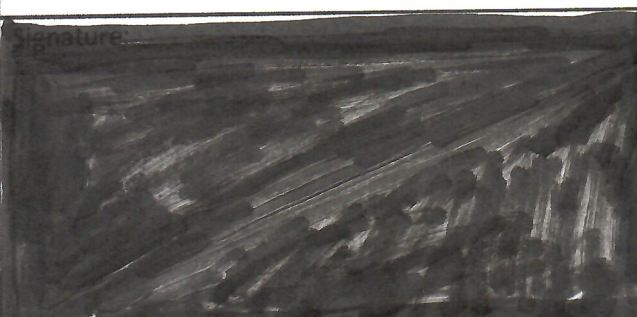

The disbursement plan for this grant is outlined in the attached Addendum 1, Disbursement Plan, which is prepared on a yearly basis.

Contact Information

Please refer to the project number mentioned above when contacting KVINFO

CONTACTS AT KVINFO	
Requests for modifications of the project description(s) and budget(s), and questions with regard to project management and monitoring should be directed to:	KVINFO Gender Justice Advisor kvinfo@kvinfo.dk
Questions related to the payment and the accounts should be directed to:	KVINFO Director of Finance kvinfo@kvinfo.dk
CONTACTS AT GRANT HOLDING ORGANISATION	
Project Manager at Union Sapari	info@sapari.gr
Finance officer at Union Sapari	info@sapari.gr

Undersigned have read and understood to and agrees above provisions

Union Sapari	KVINFO
Date: 16.12.2024	Date: 16.12.2024
Signature: 	Signature: 
Babutsa Patarala Director Union Sapari	Lene Steffen International Director KVINFO

List of annexes:

- Annex 1c: Project Document
- Annex 2c: Budget, budget revision, financial report
- Annex 3c: Work plan with Quantitative Targets and Results