Kortenaerkade 11 / P.O. Box 29777
2502 LT The Hague / The Netherlands
+31 (0)70 426 02 60

Mr/Ms

==UNKNOWN==

Contact	Your reference	Our reference	Date
+31 (0)70 426 0…		NFP-TM.	
nfp-training@nuffic.nl			

Subject: Netherlands Fellowship Programmes (NFP)/ Tailor-made training
Decision to award a grant
Training name:
Training number: [NUMBER]
Grant number: CF[NUMBER]

Dear Mr/Ms ,

I am pleased to inform you that *[Dutch Provider]* has been awarded a grant for the tailor-made training course entitled 'NAME TAILOR-MADE TRAINING', as described in the training proposal dated [DATE]. The maximum amount of the grant is EUR [AMOUNT] including EUR [AMOUNT] reserved for contingencies. Contingencies can only be used after written approval from Nuffic. The training course will start on [DATE] and will end on [DATE].

You are kindly requested to refer to the training number [TRAINING NUMBER] in all future correspondence with Nuffic.

Acceptance of the grant includes the following obligations:

<u>Activities</u>

1. The activities made possible by the grant will be conducted under joint responsibility of the provider and the requested organisation as described in the training proposal, the budget and the financial rules and regulations for NFP grants. Any changes made to the objectives or the planned results of the training must be requested in advance in writing and are subject to written approval by Nuffic.

Administration

2. The provider will be responsible for the careful and legitimate use of training funds and the financial administration of trainings expenditures.

Reports and information requirements

3. The following reports will be submitted:

- Final report:
  The provider and requesting organisation will jointly submit to Nuffic a final report within two months of the end of the training period. The report format is available on www.nuffic.nl/tmt.
- Final statement of expenditures:
  The provider is responsible for submitting a statement of expenditures on all training expenses. The statement of expenditures should meet the requirements stated in the Financial Rules and Regulations,

The report and statement of expenditures are to be signed by the signatories of the provider and the requesting organisation. The report will be treated as a request for confirmation of the exact amount of the grant for the training course in question.
Parties are obliged to inform Nuffic in writing of any irregularity or problem that may have an effect on the training.

Payments

4. The grant money will be transferred through advance payments. The first advance payment will be EUR [AMOUNT FIRST PAYMENT] . The rules regarding (additional) advanced payments are stated in the financial rules and regulations for NFP grants (Annex III). The first advance payment will be made within 60 days after the date of this grant letter.

Transfer of property

5. All equipment and/or goods purchased from the training budget will be held at the exclusive disposal of the training. Any equipment which the provider budgeted and purchased in connection with the training becomes the property of the requesting organisation after the training period.
6. As regards any materials produced entirely or partly with the help of the grant, all intellectual property rights—including copyright—belong to the provider. However the provider may not make any claims against third parties that wish to make use of these materials as long as their reason for doing so is related to development cooperation.

Investigation, instructions, amendments or withdrawal

7. Nuffic reserves the right to conduct (or to appoint a third, independent party to conduct) an investigation into the activities carried out in the context of the training. Among other things, this means examining the reports and financial records. The grant recipient will cooperate fully with such an investigation and will, amongst other things, grant access to any documents that are requested.
8. If Nuffic is of the opinion that Dutch government policy would be violated by funding a particular activity because that activity has not taken place as agreed or because circumstances have changed, Nuffic will get in touch with you. Nuffic may issue written instructions regarding implementation of the work plan.
9. a) Nuffic can suspend activities, withdraw or amend its award of this grant, and/or demand the return of all or part of any sum it has already transferred, under the following conditions:

- if the provider and requesting organisation fail to fulfil the obligations, including reporting obligations, associated with the grant or fail to fulfil them on time;
- if money is spent for a purpose other than that for which it was intended;
- if a third party also contributed to the activity in question without Nuffic being informed of the third party's involvement;
- If training activities are so far behind of schedule or progress is otherwise so slow that it is doubtful that the training objectives will be achieved;
- If the provider and the requesting organisation cannot reach agreement on how the training is to be carried out or if cooperation between the Parties is lacking;
- If irregularities or fraud occur;
- If parties appear to offer or give to a third party or solicit or accept from a third party any gift, reward,
- compensation or benefit of any kind and in a way that could be construed as illegal or corrupt.

b) Before Nuffic decides to withdraw or change the grant, the parties will be heard on the matter. A financial balance sheet that takes into account correct disbursements and a reasonable estimate of future expenditure based on commitments made within the context of the grant will then be drawn up.

Final provisions

10. In accordance with Section 5:4 of the Foreign Affairs (Grant) Framework Act *(Kaderwet Subsidies Ministerie van Buitenlandse Zaken),* an objection filed against this decision to award a grant results in its temporary suspension.

11. This grant is regulated by the relevant clauses of the General Administrative Law Act *(Algemene Wet Bestuursrecht),* and the law and regulations governing subsidies from the Ministry of Foreign Affairs *(Kaderwet Subsidies Ministerie van Buitenlandse Zaken* and *Subsidieregeling Ministerie van Buitenlandse Zaken).*

On behalf of the Minister for European Affairs and International Cooperation,
On behalf of the Director General of Nuffic,

Ir. Joep F. Houterman
Director

Annexes

Annex I	Training Proposal
Annex II	Budget
Annex III	Financial Rules and Regulations for NFP Grants
Annex IV	Sample request for an advance payment

A written objection may be filed with the Director General of Nuffic (PO Box 29777, 2502 LT, The Hague) within six weeks of the date on which this decision was sent. As required by the General Administrative Law Act (Algemene Wet Bestuursrecht), the objection must be signed and must include at least the following: the name and address of the person submitting the objection, the date, a description of the decision or document that is the subject of the objection, and the reasons for the objection. If possible, a copy of the decision or document should be attached.