

Agreement of Cooperation

Between: For A New Tomorrow (FANT) and [Insert name of the Implementing Partner]

Concerning the implementation of the project: [Insert project title and journal number]

Duration of the project: DD.MM.YYYY– DD.MM.YYYY (MM months)

1. Framework (Governing Documents)

The project and the grant must be managed by the parties according to the rules and stipulations in this agreement, the project application (Appendix 1), the project budget (Appendix 2), the Guide to the Administration of Grants from the Civil Society Fund (Appendix 3) and the Danish Ministry of Foreign Affairs' audit instructions (Appendix 4).

2. Responsibilities and Competencies

The Implementing Partner is responsible for implementing project activities. FANT is responsible for monitoring the project and will participate in selected activities. Evaluation and the final report to CISU will be done in close cooperation between the partners, with FANT being overall responsible for the report.

FANT is responsible for communication in Denmark to CISU, football clubs, volunteers, sponsors, partners and the broader Danish public whereas communication with the target group and stakeholders in the local context is the responsibility of the Implementing Partner. Both FANT and the Implementing Partner are responsible for keeping the other organization updated about relevant issues and activities. Other roles and responsibilities are described in the application which is available for both organizations. Also, regarding the financials, the application and budget describe in detail the different responsibilities.

3. Collaboration and Open Communication

FANT and the Implementing Partner commit to maintaining open, transparent, and timely communication throughout the duration of the project. Both parties are responsible for keeping each other informed of all major developments, delays, risks, or challenges that could affect the implementation of the project. Communication channels are not limited, and can take place through for example, but not limited to, WhatsApp, Facebook, Microsoft Teams and email.

3.1 All major project-related decisions throughout the project period must be made jointly by the parties after thorough discussions together. This includes, but is not limited to, changes in project objectives, outcomes or indicators, major changes to previously agreed upon project activities, major budget revisions between budget lines and so forth. Some of these decisions may also need prior approval from CISU before being effectuated. Small project-related decisions such as small activity decisions, minor changes to budget allocation between activities and so forth, can be made by the parties independently.

3.2 The parties agree to being adaptive and open to changes and improvements throughout the project period. This relates, but is not limited to, project management practices, reporting formats, the scope of project activities and so forth.

3.3 A Monitoring, Evaluation, Accountability and Learning (MEAL) framework will be jointly developed and agreed upon by FANT and the Implementing Partner at the beginning of the project period. The framework will define the overall approach, methods, tools, and roles and responsibilities related to monitoring, evaluation, learning and accountability throughout project implementation. The MEAL framework may be adjusted during the project period based on learning, contextual developments or practical considerations, subject to joint agreement by the parties. In the event of significant contextual changes, the project scope and outcomes may be adjusted only following consultation with and written approval from CISU.

3.4 The Implementing Partner is responsible for narrative reporting on the implementation and progress of the project on a quarterly basis to FANT. This includes reporting on when and how activities are carried out, whether the intended outcomes of the activities have been reached, how reaching the project objectives is going, any issues encountered during project implementation and so forth. The reporting must be completed using a reporting format agreed upon by the parties in the beginning of the project. The parties agree to be open to development and improvement of the financial reporting format throughout the project period.

3.5 The project reporting must follow the schedule set out below:

First Reporting Period

- Reporting Period: 1st January 2026 – 31st March 2026
- Report Deadline: 15th April 2026

Second Reporting Period

- Reporting Period: 1st April 2026 – 1st July 2026
- Report Deadline: 15th July 2026

Third Reporting Period

- Reporting Period: 1st July 2026 – 30th September 2026
- Report Deadline: 15th October 2026

Fourth Reporting Period

- Reporting Period: 1st October 2026 – 31st December 2026
- Report Deadline: 15th January 2027

Continuing in 2027 and 2028 until the final quarterly report on the 15th of January 2029 or after agreement.

3.6 In the event of any unforeseen delays, the Implementing Partner must notify FANT providing a clear explanation of the cause, estimated impact on project progress, and revised timelines for report submission.

3.7 Regular check-in meetings, both virtual and in person, will be scheduled to discuss project progress and any necessary adjustments.

3.8 A project status report shall be prepared jointly by FANT and the Implementing Partner and submitted to CISU on 3rd July 2027, in accordance with CISU's reporting requirements. Both parties are responsible for contributing relevant narrative, financial and monitoring data to ensure that the report accurately reflects project progress, learning and challenges.

4. Administration of the Project Budget

The financial administration of this grant must live up to the requirements stipulated in the Guide to the Administration of Grants from the Civil Society Fund (Appendix 3) and the articles below. The banking details of the Implementing Partner, which will be used for project funds disbursements are given below:

Entity: The Implementing Partner

Entity Address:

Bank:

Address:

SWIFT/BIC:

IBAN:

4.1 All activities must take place within the project period. However, the activity costs can be paid after the project end date. For example, if an activity is carried out before the project end date, but an invoice concerning the activity (e.g., catering for a

workshop) is first received after the project end date, the invoice can be paid after the project end date.

4.2 Expenses related to the completion of the project, such as costs for final reporting and for auditing the final accounts, may take place and be paid after the project's end date, but must be included in the final audit of the grant.

4.3 Budget changes within the same budget line can take place without prior consultation with FANT. However, budget changes across the different budget lines requires approval from FANT.

4.4 Interest loss, price and salary increase will not be compensated by the donor (CISU). Such additional expenditure can be financed by the budget margin in agreement with FANT and approved by CISU. If the budget margin cannot cover the entire loss, a revision of the project scope and activities must be carried out to best accommodate for the losses. Such budget revision must be agreed upon by both parties and approved by CISU.

4.5 Gained interests (as a result of fluctuations in the exchange rate between the Danish krone, DKK, and the local or other currencies used) can be spent on new as well as existing activities in the intervention upon agreement between the parties. Earned interests and exchange rate gains are considered part of the grant, and the use must therefore be accounted for in the final report and accounts.

4.6 Any unused funds upon the completion of the project must be paid back to CISU. However, it is possible to apply to CISU for a no cost extension of the project to extent the project period.

4.7 The project income and expenses must be managed in a bookkeeping software such as, but not limited to, QuickBooks or Visma e-conomic with double-entry bookkeeping.

4.8 Transfer of project equipment from FANT to the Implementing Partner requires a signed transfer document (Appendix 5).

4.9 At the completion of the project, the accounting for the grant must be audited by an independent, certified auditor in Ghana in accordance with the Danish Ministry of Foreign Affairs' audit instructions (Appendix 4). The project audit must be sent to FANT no later than 10 weeks after the termination date of the project. The auditor must adhere to international standards and carry out performance and compliance audit according to the Danish Ministry of Foreign Affairs' audit instruction.

4.10 Both parties must keep all accounting documentation and materials for ten (10) years and all other project-related documents and files for five (5) years after completing the intervention.

4.11 CISU, the Danish Ministry of Foreign Affairs (MoFA), the National Audit Office and the State Auditors have the right to full access and assistance to project inspection, document review, accounting analysis, inventory control, etc. in Denmark and Ghana.

4.12 Quarterly financial reports must be submitted to FANT using a financial reporting format agreed upon by the parties in the beginning of the project along with the narrative report as stipulated under 3.4 in this agreement. The parties agree to be open to development and improvement of the financial reporting format throughout the project period.

4.13 Disbursements to the Implementing Partner can only be carried out if a disbursement request has been sent by the Implementing Partner to FANT. Furthermore, disbursements can only be carried out if a financial status report from the previous quarter has been submitted and approved by FANT. Disbursements should be made using a format agreed upon by the parties in the beginning of the project.

4.14 Any disbursement requests to FANT must be signed by the director, chairperson or financial coordinator of the Implementing Partner.

4.15 All grant amounts disbursed to the Implementing Partner must be deposited in a bank account separate from the Implementing Partner's other bank accounts and cash holdings or otherwise be managed so that they are distinguishable from other funds in the organisation (through for example accounting measures).

4.16 All budgets, invoices and financial related communication and information from FANT to the Implementing Partner must be addressed to its finance team only via **[Insert email addresses]**.

5. Anti-Corruption Policy

No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made - neither directly nor indirectly - as an inducement or reward in relation to tendering, award of the contract, or execution of the contract. Any such practice will be grounds for the immediate cancellation of this contract and for such additional action, civil and/or criminal, as may be appropriate. At the discretion of the Danish Ministry of Foreign Affairs, a further consequence of any such practice can be the definite exclusion from any tendering for projects, funded by the Danish Ministry of Foreign Affairs.

6. Preventing Sexual Harassment, Exploitation and Abuse (PSHEA) Policy

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/ I 3 and the definition of sexual harassment in UNGA Resolution A/RES/731148. The Implementing Partner, 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 Implementing Partner receives reports of allegations of SEAH, the Implementing Partner 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.

7. Anti-Terror Policy

If during the course of implementation of this Project, the Implementing Partner discovers any link whatsoever with any organization or individual associated with terrorism, it must inform the Danish MoFA immediately and explain the reasons for such transfer, including whether it was made or provided knowingly, voluntarily, accidentally, unintentionally, incidentally or by force. The Implementing Partner agrees that it and/or its implementing partners (including contractors, sub-contractors and sub-grantees) will take all reasonable steps to secure that no transaction made in relation to the Project/Programme will – directly or indirectly – benefit a person, group or entity subject to restrictive measures (sanctions) by the UN or the EU. Any violation of this clause is ground for immediate termination of the Agreement returning to the Danish MoFA of all funds advanced to the Implementing Partner under it.

8. The Anti-Child Labour Policy

The Implementing Partner shall abide by applicable national laws as well as applicable international instruments, including the UN Convention on the Rights of the Child and International Labour Organisation conventions. Any violation will be ground for immediate termination of the Agreement.

9. Modification, Breach and Termination of the Agreement

9.1 After the entry to force of this agreement both parties may request amendments. The adoption of such amendments will call for consensus between the parties. Agreed changes and amendments shall enter into force after exchange of letters between the parties.

9.2 In the case of breach of this agreement the organizations are obligated to take the necessary steps to minimize the consequences thereof. Such steps may include auditing inspections and pausing disbursements to the problem have been resolved.

9.3 The agreement may be terminated in writing by the boards of both parties with 3 months' notice. However, in case of severe breach of the agreement (e.g. in the case of fraud or theft), FANT is entitled to terminate the agreement with immediate effect and report to CISU.

9.4 In the case of termination of the project. The Implementing Partner is obligated to immediately reimburse all unspent grant amounts, and to compensate FANT for any financial loss and un-approved spending.

9.5 In the case of illegal irregularities including fraud and theft it might be necessary to file police complaints.

9.6 Prior to termination, both parties are committed to seeking resolution to any underlying conflict by means of negotiation. Unresolved conflicts can be settled through arbitration by an agreed third party.

9.7 In all cases of termination of this agreement the project accounts must be audited as stipulated in article 4.8 of this agreement.

10. Complaint Mechanism and Reporting on Misconduct

In cases of misconduct relating to fraud, financial mismanagement, or the following policies: Anti-Corruption Policy, Preventing Sexual Harassment, Exploitation, and Abuse (PSHEA) Policy, Anti-Terror Policy, and Anti-Child Labour Policy, FANT is obliged to report any violations or suspicions of misconduct to CISU. Similarly, if the Implementing Partner finds grounds for suspicion on misconduct by FANT, they are required to report these concerns immediately through one of the following channels: contacting CISU using CISU's complaint mechanism at <https://cisu.dk/en/about-cisu/how-to-file-a-complaint/>, or using FANT's internal complaint mechanism by reaching out to FANT's Board via board member [Insert name and email address]

11. Entry into force

The present project agreement shall be signed in two copies by both parties and shall enter into force when duly signed by both parties.

AGREEMENT SIGNATURES

The Implementing Partner represented by:

[Insert full name and title]

DD.MM.YYYY

Date

Signature

FANT represented by:

[Insert full name and title]

DD.MM.YYYY

Date

Signature