20 June 2013

Dear Mr Rooney,

Accountable Grant Arrangement for Northern Uganda Youth Entrepreneurship Programme (NUYEP), Component Code 200250-128 Purchase Order [xxxxxx]

1. The Department for International Development (DFID) is prepared to make a grant not exceeding £2,280,645 (Two million two hundred eighty thousand six hundred forty five pounds sterling) to the Prince’s Youth Business International (YBI) in connection with the project identified above, the details of which are contained in the attached proposal. The grant will start on 20 June 2013 and end on 31 March 2015.

2. In any correspondence with DFID with regard to this Accountable Grant Arrangement, reference must be made to the Project Title, Component Code and Purchase Order shown above.

Provisions

3. The provision of the grant is subject to the following:

   3.1. That the Prince’s Youth Business International is registered as a not for profit organisation and has the capacity to comply with the requirements set out in this Accountable Grant Arrangement;

   3.2. That the Prince’s Youth Business International allows access by DFID or its representatives to project sites and to relevant records for the purposes of monitoring, evaluation and audit;
3.3. That funds provided by DFID will not be used to meet the cost of import or customs duties or any similar fees imposed by the Government of Uganda on goods and services provided, except where specifically agreed with and allowed for by DFID;

3.4. That the structure and objectives of the project must set out clear development outputs and outcomes in the project proposal (attached as Annex 4) and include a logical framework (Logframe) for all project. The project proposal will not be changed or altered in any way without the prior written approval of DFID, and that any requests for such changes will be directed in the first instance to the DFID Project Officer.

3.5. If at any stage the Prince’s Youth Business International should become aware of, or suspect, any misappropriation or diversion of funds or possible fraud or corruption relating to the project/ programme activities funded by the DFID grant, The Prince’s Youth Business International must report the matter immediately to DFID;

3.6. That the Prince’s Youth Business International will provide progress reports to DFID as detailed in the project proposal;

3.7. That DFID will not be responsible for the activities of any person or third party engaged by the Prince’s Youth Business International as a result of this letter, nor will DFID be liable for any costs incurred by The Prince’s Youth Business International in terminating the engagement of any such person;

3.8. That continuation of the project in subsequent financial years will be dependent upon satisfactory progress being achieved each year;

3.9. That if any changes occur which, in DFID’s opinion, impair significantly the developmental value of the project, DFID and the Prince’s Youth Business International will consult at the earliest opportunity on measures to resolve the problem and identify possible courses of action. In any event DFID can at its sole discretion modify or terminate the grant in any circumstances by giving 3 months’ notice in writing. All remaining funds, other than those irrevocably committed in good faith before the date of termination or agreed between DFID and The Prince’s Youth Business International as being required to finalise activities, will be returned to DFID’s bank account using the form supplied as Annex 2.

**Procurement**

4. The Prince’s Youth Business International must ensure that any procurement using grant funds meet international good practice, untied and free of narrow national self-interest, using transparent processes, transparently fair and open competition, and good contract management, including prevention of malpractice.

5. The Prince’s Youth Business International should source goods and services from suppliers that clearly offer value for money, and whose work place practices meet corporate social responsibility standards. If your organisation are unable to source
goods that in total cost above £100,000. DFID has three accredited procurement agents, who should normally be used to source goods. Please contact the DFID Project officer who will advise on the process to follow.

6. The Prince’s Youth Business International will establish and maintain an inventory of all items of equipment purchased (above £500) under the grant, using the form supplied at Annex 3. The Prince’s Youth Business International will advise the DFID Project Officer when the first of such purchases occurs. An up to date version of the inventory must be supplied to DFID not less than annually for review, and accompany submission of the Annual Audited Accounts.

7. At the end of the grant period, the disposal of items shown on the inventory will be subject to agreement by the DFID Project Officer.

**Issue of funds**

8. No funds will be issued until DFID has received an original signed Accountable Grant Arrangement, together with a completed Request for Funds (Annex 1) on the organisation’s official letter heading, accompanied by a detailed statement of expenditure and/or a detailed projected expenditure statement, as appropriate.

9. All funds must be accounted for in the £sterling or currency in which they were received, if this is not £sterling.

10. DFID will make funds available at quarterly intervals in advance upon receipt of a detailed forecast of the expenditure requirement for the period to be covered by the advance, as detailed in Para. 12. The Prince’s Youth Business International will submit a statement of actual expenditure incurred within thirty (30) days of the end of the quarter for which an advance has been paid.

11. Any interest accrued from the investment of funds received may, with DFID’s prior written consent, be used to fund additional project activities (this must be agreed at the outset).

**Accountability**

12. When submitting the Request for Funds, the format of Annex 1 must be copied onto the organisation’s official letter heading. The Finance Officer or a responsible officer in The Prince’s Youth Business International is required to certify the Request for Funds and any accompanying detailed statements of expenditure and/or projected expenditure statement.

13. Statements so certified will be accepted as a proper discharge for the funds provided from the DFID grant. Further documentary evidence of the various payments made by The Prince’s Youth Business International will not normally be required. However, DFID reserves the right to call for and examine such evidence prior to making any payments under the Accountable Grant.
14. The UK’s 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 grant.

15. The Request for Funds, and any statements of expenditure and/or projected expenditure statements supplied, must be original documents. Faxed, copied or scanned documents will not be accepted.

**Unspent funds**

16. A statement of all DFID funds received and expenditure incurred must be received by DFID within 3 months of the end of the project. Where any DFID-supplied funds remain unspent, and/or where interest has accrued as a result of unspent funds, these must be returned to DFID.

17. To do so, the Prince’s Youth Business International is required to advise the DFID Project Officer in advance, the return unspent funds and/or accrued interest to DFID using the Notification of Payment to DFID (Annex 2).

**Annual Audited Accounts**

18. The Prince’s Youth Business International is required to submit Annual Audited Accounts for each of the financial years covered by any part of the Accountable Grant. Annual Audited Accounts must be signed by the Finance Officer on behalf of the Prince’s Youth Business International and be certified by Smith & Williamson (part of the Nexia Group) as being a true reflection of the organisation’s finances for the appropriate period.

19. In the event of the auditors named in the preceding paragraph change during the period covered by the Accountable Grant, The Prince’s Youth Business International will inform the DFID Project Officer at the earliest opportunity, supplying a new confirmatory letter submitted by the auditors, on the basis of which an amendment to this letter will be issued.

20. The Annual Audited Accounts for The Prince’s Youth Business International will show DFID’s grant as a separate item of income.

21. One copy of the Annual Audited Accounts, bearing original signatures, together with any necessary certificates and an up to date inventory, must be submitted to the DFID Project Officer by 28 February – this must be within a month of the end of the your financial year.

**Bank Accounts**

22. If The Prince’s Youth Business International is an existing DFID supplier/partner, payments will be made into The Prince’s Youth Business International bank account as detailed on the DFID portal (please ensure your details are up to date). If the payment is to go to a different account from the one already registered, you must set up an additional entry on the portal. If your organisation has more than one account registered with us, please confirm below the details of the account entry to be used. If
you are a new supplier/recipient you must register with us on the DFID portal: [https://supplierportal.dfid.gov.uk/selfservice/](https://supplierportal.dfid.gov.uk/selfservice/)

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<td>Bank Postal Address:</td>
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<td>[required for bank accounts within Europe]</td>
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<td>SWIFT number:</td>
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<td>ABA or BIC Number:</td>
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<tr>
<td>[BIC required for bank accounts within Europe]</td>
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<td>Intermediary bank details:</td>
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In the event of any changes being required you should update your details immediately on the portal, failure to do so could lead to delays in payment.

**Security**

23. The Prince’s Youth Business International will be responsible for all security arrangements and Her Majesty’s Government accepts no responsibility for the health, safety and security of individuals or property whilst travelling.

24. The Prince’s Youth Business International will be responsible for taking out insurance in respect of death or personal injury, damage to or loss of property, and will indemnify and keep indemnified DFID in respect of:

   24.1 Any loss, damage or claim, howsoever arising out of, or relating to negligence the Prince’s Youth Business International, or by any person employed or otherwise engaged by The Prince’s Youth Business International, in connection with the performance of the project;
24.2 Any claim, howsoever arising, by any person employed or otherwise engaged by The Prince’s Youth Business International.

25. The Prince’s Youth Business International will ensure that such insurance arrangements as are made in respect of any person employed or otherwise engaged by The Prince’s Youth Business International are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.

26. The costs of any insurance specifically taken out by The Prince’s Youth Business International to support the performance of this project may be included as part of the management costs of the project, and must be separately identified in all financial reporting relating to the project.

**Intellectual Property Rights**

27. All intellectual property rights in all material (including, but not limited to, reports, data and designs, whether or not electronically stored) produced by The Prince’s Youth Business International or its personnel, members or representatives in the course of undertaking this project (“the Material”) will be the property of The Prince’s Youth Business International.

28. In signing this Accountable Grant letter, The Prince’s Youth Business International hereby grants to DFID a worldwide, non-exclusive irrevocable and royalty-free licence to use all the Material, where the term “use” shall mean, without limitation, the reproduction, publication and sub-licence of all the Material and the intellectual property rights 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.

**Communications and Branding**

29. The Prince’s Youth Business International will give appropriate recognition to the provision of the grant by DFID in any press release or other contact with the media. The nature of such recognition will be decided in advance with the DFID Project Officer.

30. The Prince’s Youth Business International will provide representatives of DFID’s Press Office with any necessary assistance required to formulate its own approach to the media in relation to the project.

31. The Prince’s Youth Business International commits to collaborate with DFID to build support for development and raise awareness of the UK government's funding for development activity. Both will proactively look for ways to raise awareness of UK government funding for development. The Prince’s Youth Business International will explicitly acknowledge DFID’s support through use of DFID's UKaid logo in all communications with the public or third parties about this project, unless otherwise agreed in advance. The Prince’s Youth Business International also commits to collaborate with DFID on other awareness raising activities where feasible and appropriate, in the UK and overseas, to profile the partnership and the results it is delivering.
Signature

32. If the arrangements set out above and in the attached list of liabilities are acceptable to the Prince’s Youth Business International, this letter will place on record the understanding of our two organisations and will come into operation on the date of signature.

33. If the event of any material changes to the content of this Arrangement or revisions to the project proposal, an Amendment Letter will be issued for signature.

34. Please sign two copies of the original, one copy is for your retention with the second to be returned to DFID, along with your payment request / request for funds

Signed on behalf of DFID:
Name: Daniel Graymore
Title: Head of Office
Team, Office or Department: DFID Uganda
Address: P. O. Box 7306 Kampala
Telephone: +256 414 331000
E-mail: D-Graymore@dfid.gov.uk
Date:

Signed on Behalf of The Prince’s Youth Business International

Name: Malcolm Williamson
Title: Chairman of the Board
Telephone: +44 (0) 20 3326 2074
Full Postal Address: 11 Belgrave Rd, London, SW1V 1RB
Email: williamsonlondon@aol.com
Date: 02 July 2013
Annex 1: Request for Funds

Note: To be copied onto the organisation’s official letter heading, completed and signed before being submitted to DFID

Request for Funds

<table>
<thead>
<tr>
<th>Name of organisation</th>
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<tbody>
<tr>
<td>Country</td>
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<tr>
<td>Project Title</td>
<td></td>
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<tr>
<td>DFID Component Code:</td>
<td></td>
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<tr>
<td>Purchase Order No.</td>
<td></td>
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<tr>
<td>Period covered by the Statement of Expenditure</td>
<td>[dd/mm/yyyy] To [dd/mm/yyyy]</td>
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<tr>
<td>Period covered by the Forecast of Expenditure</td>
<td>[dd/mm/yyyy] To [dd/mm/yyyy]</td>
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1. Unspent balance at end of previous quarter
2. Funds received from DFID this quarter
3. Total (1+2)
4. Expenditure for quarter
5. Excess/Deficiency of receipts over disbursements (3-4)
6. Forecast of expenditure for next quarter
7. Payment requested for next quarter (6 – or + 5)

I certify that any expenditure shown above in (4) and detailed in the accompanying Statement of Expenditure has been actually and necessarily undertaken on behalf of the project as specified in the Business Case and as agreed by the Department for International Development.
I further certify that any forecast of expenditure shown above in (6) and detailed in the accompanying Forecast of Expenditure represents a realistic forecast of payments to be made by the end of the forecast period

[Signature of authorised certified officer e.g. Finance Officer]

[Printed name and title]

[Date]
ANNEX 2:  NOTIFICATION OF PAYMENT TO DFID

To:  [DFID Programme Manager Country X]

Cc:  Financial Management Group, DFID, Abercrombie House, East Kilbride, Scotland

[NAME of ORGANISATION] Country Office

[NAME of ORGANISATION] has authorised the payment of [AMOUNT IN FIGURES] [AMOUNT IN WORDS] on [DATE] into the DFID Bank Account.

DFID’s bank accounts and the payment methods required for such transfers are as follows, please choose one of the following as appropriate:

**BACS**: Payments of small amounts in the UK and **CHAPS** over £10,000 should be paid to the following account:

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<tr>
<th>Bank:</th>
<th>Citibank</th>
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<tbody>
<tr>
<td>Sort code:</td>
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<td>Account number:</td>
<td>12294702</td>
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<td>Account Code</td>
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**Electronic receipts from Overseas**: Receipts transferred direct from an overseas bank account should be paid to the following Citibank Bank account:

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<td>Component Code</td>
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Quoting:

Pay Citi London : BIC/Swift CITIGB2L IBAN : GB33CITI08330012294702
Posting Address : 25 Canada Square , Canary Wharf, London , E14 5LB

Please obtain Account Code and the Component Code Reference from your DFID Contact if you do not know it.

Any organisation wishing to refund DFID by cheque should make the cheque payable to Department for International Development and send it to their DFID Programme Officer along with a letter confirming the reason for the refund.

[NAME of ORGANISATION]

Name: 
Position: 
Address: 

Annex 3: Sample Inventory

[Project Name] Inventory

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<tr>
<th>DFID Project Code:</th>
<th>DFID Component Code:</th>
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<tr>
<th>Item No</th>
<th>Serial No.</th>
<th>Date of Purchase (dd/mm/yy)</th>
<th>Description (make and Model as appropriate)</th>
<th>Purchase Value (£ or $, not both)</th>
<th>Location / User</th>
<th>Responsible person</th>
<th>Anticipated years of life</th>
<th>Disposal date (dd/mm/yy)</th>
<th>Reason for disposal</th>
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[Signature if authorised certified officer]

[Print name and title]

[Date]