

Small Grant Agreement (SGA)
No. SGA/_____

IN SUPPORT OF
(GRANTEE NAME)

This Small Grant Agreement (hereinafter referred to as "Agreement") is made between the United Nations Office for Project Services (hereinafter referred to as "UNOPS") on behalf of Cities Alliance, and throughout the Agreement, collectively referred to as ("UNOPS/Cities Alliance") and **Grantee Name** duly registered under the Laws of **Country Name** (hereinafter referred to as "Grantee");

WHEREAS UNOPS/Cities Alliance desires to engage the Grantee for the implementation of activities (hereinafter referred to as the "Activities"), as briefly described in Annex A, on the terms and conditions hereinafter set forth and subject to the UNOPS/Cities Alliance General Conditions for Small Grant Agreements as hereby incorporated by reference as Annex B, and;

WHEREAS the Grantee is ready and willing to accept such Grant funds from UNOPS/Cities Alliance for the above-mentioned Activities as herein set forth.

NOW, THEREFORE, the Grantee and UNOPS/Cities Alliance agree as follows:

1. SCOPE

The Grantee shall implement the Activities described in Annex A and hereby incorporated by reference. Unless otherwise provided for in this Agreement, the Grantee shall furnish all technical and administrative support, human resources, materials and equipment necessary to complete the Activities envisaged under Annex A.

2. PERIOD

This Agreement is effective and funds are granted by UNOPS/Cities Alliance as of **DATE** or the date of the last signature below, whichever is the later. Funds granted hereunder are available for expenditures from the aforementioned date until **DATE**.

3. TOTAL GRANT AMOUNT & PAYMENT

In full consideration for satisfactory completion of Activities, UNOPS/Cities Alliance shall pay the Grantee a maximum amount of **USD AMOUNT (United States Dollars AMOUNT)**. The total grant amount is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Grantee in undertaking the Activities.

Payments shall be made according to the following schedule and upon request for disbursement by the Grantee:

No.	Amount	Conditions (deliverables by the Grantee)	Payment target date
1	[50% of total grant amount]	Upon signature of the Agreement	
2	[50% of total grant amount]	Upon delivery of mid-term outputs, Statement of Expenditure.	[insert date]

[NOTE: If the grant amount exceeds USD 25.000, UNOPS/Cities Alliance reserves the right to adjust the schedule of payments.

4. GRANT PAYMENT REQUEST

UNOPS/Cities Alliance shall effect payments to the Grantee after acceptance by UNOPS/Cities Alliance of the original Grant payment request accompanied by any supporting documentation required by UNOPS/Cities Alliance. Within thirty (30) days of receipt and acceptance of the Grant payment request by UNOPS/Cities Alliance, payment shall be made to the bank account provided by the Grantee and verified by UNOPS/Cities Alliance.

5. SPECIAL CONDITIONS:

Article 3 of Annex B is deleted and replaced with the following:

“Save for the intellectual property rights attaching to the UNOPS logo and Cities Alliance logo, which shall remain at all times with UNOPS and Cities Alliance respectively, all intellectual property and other proprietary rights in the design of any materials produced under this Agreement shall vest with the recipient institutions as long as their management fee does not exceed ten (10) percent of the overall grant value. The Grantee shall provide UNOPS/Cities Alliance with a non-exclusive, world-wide, irrevocable, royalty-free, sub-licensable license to use any studies, research, reports, publications, developed and delivered under this agreement for UNOPS’ purposes. The Grantee shall hold harmless and fully indemnify UNOPS/Cities Alliance from and against all claims and proceedings for infringement of any patent rights, design trademark or name or other protected rights resulting from Grantee’s performance.”

Article 8 of Annex B is deleted and replaced with the following:

“Sub-grant agreements are not authorised under this Agreement.”

6. NOTIFICATIONS

Any notice given by UNOPS/Cities Alliance or the Grantee shall be sufficient only if in writing. For the purpose of notifications under this Agreement, the addresses of UNOPS/Cities Alliance and the Grantee are as follows:

<p>For UNOPS/Cities Alliance:</p> <p>CONTACT Erika Puspa Head of Portfolio and Operations epuspa@citiesalliance.org Cc: Gabriela Violim Mercurio: GMercurio@citiesalliance.org and ca-projects@citiesalliance.org</p>	<p>For the Grantee:</p> <p>CONTACT Name Title email</p>
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IN WITNESS WHEREOF, the undersigned, duly appointed representatives of UNOPS/Cities Alliance and of the Grantee, have on behalf of UNOPS/Cities Alliance and the Grantee, respectively, signed the present Agreement on the dates indicated below their respective signatures.

<p>FOR UNOPS/Cities Alliance:</p> <hr/> <p>William Cobbett Director Cities Alliance, UNOPS</p> <p>Date (mandatory):</p>	<p>FOR THE GRANTEE:</p> <hr/> <p>SIGNATORY</p> <p>Date (mandatory):</p>
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PROJECT SUMMARY AND BUDGET

PROJECT SUMMARY: GRANT OBJECTIVES, ACTIVITIES, OUTPUTS AND BUDGET

A. OBJECTIVES

This section should describe the **specific objectives** of the grant.

B. ACTIVITIES, OUTPUTS AND BUDGET

Provide a description of the key activities and outputs that will be financed by the Grant funds. Grant objectives, activities and outputs should be aligned. Use the table below and modify as appropriate

PROJECT BUDGET SHEET

OUTPUTS/DELIVERABLES [Specify key project deliverables. Add/delete rows if needed] As part of the project reporting, you are required to submit 3-4 communication products throughout the project implementation period – 1-2 at project mid-term and 2-3 by the end of the project. These outputs can take form of any communication products, e.g. articles, videos, web features, publications, etc. describing your project development and achievements.	Project Schedule [Indicate with an "x" in which time period of the project the output will be delivered]		Budget per Cost Category [USD]					
	By Project Mid-term	By the End of Project	A	B	C	D	E	F (A+B+C+D+E)
			Staff/Consultants	Training/Workshops /Seminars	Dissemination costs	Equipment and/or Other Small Fixed	Other Operating Costs	TOTAL
I. PROJECT OUTPUTS								
Project Output 1: <i>e.g. database of land prices</i>	<i>Eg. X</i>							-
Project Output 2		<i>Eg. X</i>						-
Project Output 3								-
Project Output 4								-
Project Output 5								-
Project Output 6								-
Project Output 7								-
Project Output 8								-
Project Output 9								-
Project Output 10								-
SUBTOTAL PROJECT OUTPUTS			-	-	-	-	-	-
II. PROJECT ADMIN&SUPERVISION								
Miscellaneous (<i>limited to 5% of the total grant amount</i>)								-
Grant Administration Costs (<i>up to a maximum of 7% of total grant amount</i>)								-
SUB-TOTAL ADMIN&SUPERVISION COSTS								-
TOTAL (A+B)			-	-	-	-	-	-

UNOPS GENERAL CONDITIONS FOR SMALL GRANT AGREEMENTS

1-Grantee's Status In all matters relating to this Agreement, the Grantee shall be acting as an independent entity. Neither the Grantee nor its employees are the employees of UNOPS. The Grantee assumes all liabilities or obligations imposed by any law or regulation with respect to its employees. The Grantee shall not have the authority to create any obligation on behalf of UNOPS and shall not represent itself as an agent, employee or in any other capacity of UNOPS. The Grantee shall be responsible for the professional and technical competence of its employees, who shall be expected to respect local customs and conform to a high standard of moral and ethical conduct.

2-Damage to Persons and Property The Grantee shall indemnify and hold harmless UNOPS, its officers, agents, employees and servants from and against all suits, claims, demands, proceedings, and liability of any nature or kind, including costs and expenses, for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of acts or omissions of the Grantee or its agents, employees, servants or subcontractors in the execution of this Agreement.

3-Intellectual Property Rights Save for the intellectual property rights attaching to the UNOPS logo, which shall remain at all times with UNOPS, all intellectual property and other proprietary rights in the design of any materials produced under this Agreement shall remain with the Grantee. The Grantee shall hold harmless and fully indemnify UNOPS from and against all claims and proceedings for infringement of any patent rights, design trademark or name or other protected rights resulting from Grantee's performance.

4-Confidentiality UNOPS and the Grantee undertake to preserve the confidentiality of any document, information or other material directly related to the activities undertaken under this Agreement that is deemed or classified as confidential, where disclosure could cause prejudice to the other party.

5-Advertising The Grantee shall not advertise or otherwise make public the fact that it is undertaking, or has undertaken activities for UNOPS or use the name, emblem or official seal of UNOPS or the United Nations or any abbreviation of the name of UNOPS or the United Nations for advertising purposes or any other purposes.

6-Accounting, Audit and Records The Grantee shall maintain all financial records and supporting documents pertinent to this Agreement in accordance with generally accepted accounting principles. The Grantee shall furnish, compile and make available at all times to UNOPS any records or information, oral or written, which UNOPS may reasonably request in respect of the funds received by the Grantee, and UNOPS shall retain the right to conduct a financial review or require an audit to ensure accountability of the expenditure of UNOPS funds.

7-Modifications Any modification or change to this Agreement shall require an amendment in writing between both parties duly signed by the authorized representatives of the Grantee and UNOPS.

8-Sub-contracting Sub-grant agreements shall only be made with responsible Grantees who possess the potential ability to perform successfully under the terms and conditions of a proposed agreement. All sub-grant agreements shall at a minimum contain provisions to define a sound and complete agreement in addition to those that are specifically required by any other provisions in this Agreement. Grantees shall ensure that the conditions applicable under these General Conditions are also applicable to the sub-grantees.

9-Termination UNOPS may terminate this Agreement upon not less than fourteen (14) days written notice to the Grantee whenever it is determined that the Grantee has failed to fulfil a substantial obligation incumbent on it under the terms and conditions of the Agreement or where sufficient funds have not been made available to UNOPS by its funding sources. Upon termination of this Agreement, the Grantee shall take immediate steps to minimize all expenditures financed by this Agreement and shall cancel such unliquidated obligations whenever possible. The Grantee shall within thirty (30) calendar days after the effective date of such termination repay to UNOPS all unexpended UNOPS funds which are not otherwise obligated by a legally binding transaction applicable to this Agreement. Should the funds paid by UNOPS to the Grantee prior to the effective date of the termination of this Agreement be insufficient to cover the Grantee's obligations in the legally binding transaction, the Grantee may submit to UNOPS within ninety (90) calendar days after the effective date of such termination a written request for payment covering such obligations. UNOPS shall determine the amount(s) to be paid by UNOPS to the Grantee under such claim in accordance with this Agreement. This provision must be included in all sub-agreements.

10-Privileges and Immunities Nothing in or relating to this Agreement shall be deemed a waiver of any of the privileges and immunities of the United Nations of which the UNOPS is an integral part.

11-Settlement of Disputes Any controversy or claim arising out of or in connection with provision of this Agreement or any breach thereof, shall, unless resolved through direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules then in force. UNOPS and the Grantee shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

STATEMENT OF EXPENDITURE TEMPLATE

Statement of Expenditures (SOE)
 Payments made during the period from DD/MM/YY to DD/MM/YY

Name of Grant Recipient:
 Project Title:
 Grant Agreement Ref:
 Total Grant Amount:

1	2	3	4	5	6	7	8	9	10
Output	Item	Name and Address of Contractor, Supplier or Service Provider	Contract, Invoice or Purchase order No.	Brief Description of Goods, Works, Services or other Expenditure	Eligible expenditure paid from grant funds in local currency	USD exchange rate on the date of payment*	Eligible expenditure paid from grant funds (USD)	Date of Payment	Comments
1	<i>e.g. Output 3: launch event</i>	<i>catering invoice</i>	<i>event company</i>	<i>Invoice No. 1</i>	<i>lunch and coffee for 100 people</i>	<i>1,000.00</i>	\$ -		
2							\$ -		
3							\$ -		
4							\$ -		
5							\$ -		
6							\$ -		
7							\$ -		
8							\$ -		
9							\$ -		
10							\$ -		
...							\$ -		
	<i>Project Management & Supervision</i>						\$ -		
					TOTAL	1,000.00	\$ -		

* To convert your expenditures in US Dollars (USD), please use the United Nations Operational Rates of Exchange:

<https://treasury.un.org/operationalrates/OperationalRates.php>

Notes:

- Supporting documents for this SOE are retained at: insert address and contact details
- UNOPS/Cities Alliance will have unlimited access to the supporting documents for this SOE and may request submission of these documents at any time during the project period and 1 year after project closes.

Statement of Expenditures (SOE)
Planned and actual cost per output

1	2	3	4	5	6
Project Output	Planned cost (USD)	Actual cost (USD)	Cost deviation (USD)	Cost deviation (%)	Comments (provide explanation if cost deviation is more than 10%)
<i>To be filled by the Cities Alliance based on Project Budget Sheet</i>	<i>To be filled by the Cities Alliance based on Project Budget Sheet</i>				
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Project Management & Supervision			\$ -		
		Total deviation:	\$ -		