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Friday 6 August 2021

Dear **Ernest Nkrumah**

Offer of Grant:

I'm delighted to let you know that your application from **The Ernest Foundation** to the Africa Advocacy Foundation (Community React Fund) has been successful. I am writing to offer you a grant in principle, subject to your accepting the grant conditions listed within the 'Acceptance of Offer' page at the end of this document.

What happens next?

Please read the conditions of the grant offer, and any additional donor conditions carefully, before you sign the Acceptance of Offer. It is important that you are in agreement with the grant specific terms outlined within this principle offer and then sign off on them. If there is something you strongly disagree with or have any questions, please email or call the African Advocacy Foundation Grants Manager. Once you're happy to proceed, please sign the 'Acceptance of Offer' at the end of this letter.

Following this offer of a grant, Africa Advocacy Foundation may seek further information from your organisation, if required before releasing your grant. This could include details of a referee independent of your organisation, able to comment with experience and expertise on your organisation's activities and track record.

This offer remains open for two weeks, please let us know as soon as possible if this timescale presents any problems for you to return the required documentation.

Amount, purpose and duration of the grant

Amount awarded in principle: **£6000**

Project name & purpose: **Hope is Alive.** The project will empower and build their confidence and self-esteem of beneficiaries. The barrier of inequality they face will be broken, hence they will no longer be stuck at home and living in isolation.

Project duration: 12 months

Date project will start: 16/08/2021 Date project will end: 15/07/2022

The grant is specific to the items listed in your budget. If there are any changes to this, during the course of the project, you will need to contact Africa Advocacy Foundation to request and submit a change of expenditure form.

| Description | Amount Awarded |
|---------------------------|----------------|
| Total | £6000 |
| Staff: | £1000 |
| Volunteers: | £2000 |
| Operational costs: | £2000 |
| Management costs: | £1000 |

Terms & Conditions of the grant:

Payment of grant

The grant will be paid in two instalments over the grant period. The first amount of 90% of the grant will be paid once we have received your signed acceptance of the offer. The subsequent grant payment of 10% will be paid out on submission of a final report at the end of the funded project.

The grants will be paid by BACS and will normally take one week from receiving your acceptance of offer form and conditions. We will let you know by email when your payment has been processed. Please provide bank details where money should be paid.

| Information required | Organisation's details |
|--|------------------------------|
| Bank Account name to which BACS will be paid: (Organisation's name). This bank account must require two unrelated signatures for all withdrawals. | The Ernest Foundation |
| Bank Name | Barclays Plc |
| Bank Account Number | 73698947 |

| | |
|---------------------------------------|--------|
| Sort Code (with no Hyphens or Spaces) | 209857 |
|---------------------------------------|--------|

Evaluation and monitoring

In order to measure the impact of our grant programme, all organisations that receive a grant from Africa Advocacy Foundation will need to submit monitoring reports once the grant has started. The monitoring information will also be shared with Comic Relief as part of the conditions of the Global Majority Fund.

Monitoring reports will include information such as the number of service users reached, outputs, learning from your project – including good practice and potential risks, and the spend on the project over the agreed period. Please do let us know at any time if you will struggle to complete your monitoring before the due date. Grantees are expected to submit two reports, one mid-way into the project and a final report at the end of the project.

Accounts and Records

Please keep proper, separate, accurate and up-to-date accounts and records of the income and expenditure of the grant monies (including invoices, receipts, personnel and payroll records for staff funded by the grant).

Safeguarding

It is important to comply with all applicable safeguarding legislation and regulatory requirements including but not limited to the Safeguarding of Children and Vulnerable Adults. Additionally, organisations should ensure that any person engaged in such activity shall have the appropriate level of Disclosure and Barring Service (DBS) check and certificate and shall ensure safe recruiting procedures are followed at all times.

The grant money

All funds must be fully spent by the end of the project and a final report on its impact must be submitted in order to get the last instalment of the funds.

Repayment of Grant

I understand and agree that my organisation shall require repayment of all or part of the grant if:

(a) we use the grant for purposes other than for the work for which the funds were awarded.

(b) our organisation, any member of our governing body, employee or volunteer:

(i) has acted fraudulently, dishonestly or negligently at any time and in any way, directly or indirectly, to the detriment of the work or our organisation, and/or

(ii) has taken any actions which, in the organisation's reasonable opinion,

bring or are likely to bring Africa Advocacy Foundation/ Comic Relief name or reputation into disrepute, and/or

(iii) is subject to an investigation or formal inquiry relevant to the grant by the Police, Charity Regulator, HM Revenue and Customs, Fundraising Regulator or other regulatory body which would impact upon that individual's responsibility for charitable funds;

(c) we are or become legally ineligible to hold funds in relation to the grant;

(d) our organisation ceases to operate for any reason, or we pass a resolution (or any court makes an order) that our organisation be wound up or dissolved.

Signed for and on behalf of our organisation:

(Please note: This can only be the Chair, Treasurer and not an employee)

I, as Chair/Treasurer/ am authorised on behalf of **The Ernest Foundation** to acknowledge receipt of the offer of a grant from Africa Advocacy Foundation (Community React Fund).

The grant was awarded on **06 August 2021** of which the terms are:

A grant of **£6000** is to carry out work outlined in our application to the Community React Fund.

I accept, on behalf of my organisation, the Terms and Conditions of Grant.

Signed for and on behalf of The Ernest Foundation

Name: **Mr Emmanuel Asiedu**

Role in organisation: **Chairman**

Date: **09 August 2021**

Signed for and on behalf of the African Advocacy Foundation

Name: Emmanuel Asiedu

Role in organisation: Chairman

Date: 22 August 2021