ROMA EDUCATION FUND

Date

NAME AND ADDRESS OF RECIPIENT

Re: Grant Number _____

Dear RECIPIENT:

1. The Roma Education Fund ("REF"), a Swiss charitable foundation, is pleased to award REICIPENT NAME (the "Grantee") a recoverable grant in the total amount of GRANT AMOUNT for the period from START DATE to END DATE. The recoverable grant is made to provide support for the Grantee's participation in the PROJECT NAME (the "Project") as set forth in the application submitted by the Grantee to PROGRAM MANAGING AUTHORITY (the "Authority"), by providing financing to enable the Grantee to carry out Project activities prior to receiving upcoming funding from the AUTHORITY grant. The REICIPENT NAME shall take any and all reasonable action to finalize and conclude the respective grant agreement with AUTHORITY ("AUTHORITY Agreement").

2. The Parties hereby state that the present grant agreement between REF and the Grantee is based upon the Parties' understanding that (a) the full amount of the grant awarded by the Authority to the Grantee shall be FULL AUTHORITY GRANT AMOUNT, and (b) the Authority shall make payment of the first installment of the AUTHORITY GRANT (pre-financing) to Grantee in the amount of AMOUNT OF FIRST INSTALMENT OF AUTHORITY GRANT at a minimum to be disbursed to the Grantee no later than DUE DATE OF FIRST AUTHORITY GRANT INSTALLMENT.

3. The RECIPIENT shall submit to REF a copy of the fully executed AUTHORITY Agreement no later than (a) within eight (8) business days of the execution thereof or (b) by FIRST INTERIM REPORT DEADLINE (see Section A of Paragraph 7 herein), whichever is sooner. If the AUTHORITY Agreement is not acceptable to REF, or if it is not presented within the given time-frame, REF, at its sole discretion may terminate the present agreement and request the full amount of the grant already transferred, if any, to be returned within 15 days of the receipt of REF's notice requesting the repayment.

4. The recoverable grant shall be used exclusively to cover costs incurred within the term of the AUTHORITY GRANT, in the following cost categories:

(a) Cost Category A
(b) Cost Category B
(c) Etc.

Upon receipt of the countersigned agreement and the letter of delegation countersigned by your bank, as described in section 8. below and provided any outstanding reporting requirements resulting from this or previous REF grants have been satisfied, the recoverable grant shall be paid to the Grantee in accordance with the following payment schedule :

	Date	Amount
#1	FIRST INSTALLMENT DATE AND/OR CONDITIONS	FIRST INSTALLMENT AMOUNT
#2	SECOND INSTALLMENT DATE AND/OR CONDITIONS	SECOND INSTALLMENT AMOUNT

[Insert further rows for third, fourth etc installments, if applicable]

5. The Grantee hereby agrees to repay the recoverable grant in full according to the following schedule:

First payment **AMOUNT OF FIRST REPAYMENT** within XX days upon receipt of the first AUTHORITY GRANT INSTALLMENT by the Grantee from the Authority on the basis of the AUTHORITY Agreement, (estimated ESTIMATED DATE), but no later than FINAL DEADLINE

Second payment **AMOUNT OF SECOND REPAYMENT** within 15 days upon receipt of the second AUTHORITY GRANT INSTALLMENT by the Grantee from the Authority on the basis of the AUTHORITY Agreement, (estimated in ESTIMATED PERIOD), but no later than FINAL DEADLINE

[Insert same text for third, fourth etc repayments, if applicable]

6. Repayments shall be made by wire transfer to the following bank account:

Account name: Roma Education Fund
Bank:
SWIFT code:
IBAN:

7. As a condition of this recoverable grant, the Grantee agrees to provide the following reports (see A., B. and C. below) to NAME AND ADDRESS OF RESPONSIBLE PERSON AT REF.

   All of the below reports should include narratives describing the project's progress and financial statements detailing how all grant funds were expended. Financial reports should account for all categories in the approved budget. All financial reports should account for cumulative expenses to date, and should be dated and formatted as follows:

	Budgeted Amount	Amount Expended	Remaining Balance
Budget item #1	$xxx	$xxx	$xxx
Budget item #2	$xxx	$xxx	$xxx
Budget item #3	$xxx	$xxx	$xxx

[Insert additional budget items, if necessary]

Budget items should be listed in the same order as in the approved budget of you r proposal. Any fund transfer from one budget item to another must be previously submitted to our office for approval. You will also provide copies of any publications resulting from the grant.

Original receipts should be maintained in the Grantee files and made available to REF for inspection or audit upon request.

Reports required:

A. First Interim Report
The Grantee shall submit to REF a first interim report on or before FIRST INTERIM REPORT DEADLINE.
The first interim report shall include a copy of the AUTHORITY Agreement and a summary of the related negotiations with the Authority, if any.

B. Progress Reports
The Grantee shall submit to REF quarterly progress reports within 30 days upon the end of each quarter.

C. Final Report
The Grantee shall submit to REF a final report within 30 days upon the termination of the grant period or the completion of grant act ivities (whichever comes first). The final financial report shall contain financial information in the form of a copy of the ledger and o f bank statements.

[Insert any additional reports that the grantee will be required to submit, if applicable]

8. As collateral for the repayment of the recoverable grant, you hereby agree to issue a letter of delegation (alternatively referred to as: deduction statement) to your bank, authorizing REF to collect the repayment installments due, in case of your failure to make payment thereof by the above indicated deadlines, directly from the bank account to which the recoverable grant is remitted by REF, or in case of failure, from any of your bank accounts, including those opened after entering into this agreement. You hereby agree that the letter of delegation shall not be revocable without the express consent of REF until such time as you have repaid the recoverable grant amount in full; and furthermore to include wording in the letter of delegation to that effect. No grant installments shall be paid to you until an original copy of this letter of delegation , with the confirming countersignature by y our bank affixed, in a form and with a substance deemed satisfactory to REF at its sole discretion, is submitted to REF by you.

9. If the respective report or repayment is not received within the required timeframe, the Grantee shall be asked to repay REF for the total amount of the grant already transferred and may, at the sole discretion of REF, be ineligible to apply for another REF grant.

10. You agree to acknowledge REF's support in the beginning of any publication (including film and electronic publications) referring to or resulting from this grant, as follows: " RECIPIENT NAME is supported by the Roma Education Fund"

11. You also agree that REF may include information about the Grantee and its activities in its own annual reports and may distrib ute such information to third parties, provided that any reference to the support made by REF shall be made as follows: "RECIPIENT NAME is

supported by Roma Education Fund". You agree to maintain adequate financial records consistent with generally accepted accounting practices and to retain such records for at least five years after the conclusion of the grant period. REF may monitor and conduct an evaluation of your operation under this grant, which may include visits from REF staff or representatives to observe the Grantee, discuss its programs with your personnel and review financial and other records and materials connected with the activities financed by this grant.

12. You agree to maintain adequate financial records consistent with generally accepted accounting practices and to retain such records for at least five years after the conclusion of the grant period. REF may monitor and conduct an evaluation of your operation under this grant, which may include visits from REF staff or representatives to observe the Grantee, discuss its programs with your personnel and review financial and other records and materials connected with the activities financed by this grant.

13. If any provision of this Agreement is held invalid by any law, rule, order or regulation of any government or by the final determination of any state or provincial court, such invalidity will not affect the enforceability of any other provisions not held to be invalid.

14. This agreement shall be interpreted in accordance with the laws of Zug, Switzerland, and any legal proceeding arising out of this agreement shall be brought in the courts of Zug, Switzerland.

15. By your countersignature below, you agree on behalf of the Grantee to the terms of this grant and that all funds shall be properly expended for charitable purposes. You also acknowledge that this grant letter represents the entire agreement between you and REF with respect to the terms of this grant. Please return the original of this letter to NAME OF GRANTS OFFICER, Grants Officer, keeping a copy for your records.

On behalf of the REF, may I extend my best wishes for the success of your organization.

Very truly yours,

Alexandre Marc,
Director
Roma Education Fund

Agreed to and accepted on behalf of RECIPIENT NAME:

Signature:_____ Date:_____
Authorized Representative
POSITION
RECIPIENT NAME