

For change. For better. For all.

# Grant Agreement

Between:

**Community Foundation Ireland**

(Herein called 'The Foundation')

and

**Faculty of Informatics and Management, University of Hradec Kralove**

(Herein called 'The Grantee')

## 1. GRANT INFORMATION

Project Title: Management, economic and technology practice for Czech university students using enterprise information system

Reference No: A027832

Fund: SAP CSR EMEA Fund

## 2. PAYMENT

Total grant amount: €10,000.00

Date of Payment: June, 2024

Note: If any of the projected costs transpire to be over-estimated the Foundation will pay the actual price of any component. That is, if any costs are less than anticipated, this will be the cost that is paid by The Foundation.

## 3. SCHEDULE FOR REPORTING AND PAYMENT

(indicative dates, subject to change)

Date	Action
17/06/2024	€10,000.00 Payment
02/12/2024	Progress Report
01/07/2025	Outcome Report

## 4. BUDGET

Changes to this budget of more than 10% of the total should be approved by The Foundation before the change is made. Budget and/or extension requests must be submitted through the Grantee Portal.

## 5. MONITORING & EVALUATION

The Grantee agrees to facilitate The Foundation in the monitoring and evaluation of the grant as follows:

- The Grantee is required to submit all reports listed in Section 3 “Schedule for Reporting and Payment.”
- Where Progress and Outcome reports are required, The Grantee should update the Foundation on progress toward project/organisation objectives and how the grant has been spent when the reports are requested.
- For all grants, regardless of reporting requirements listed in Section 3, The Grantee should update The Foundation on any key developments within the project or organisation that impacts the organisation’s ability to complete the work as outlined.
- Organisations should invite dialogue on any issues or challenges arising during the course of the grant period.

Progress and Outcome reports must be submitted through the grantee portal by the requested due date. Grantees will be notified via email 60 days prior to the report due date. **Late reports or failure to report as outlined above may impact applications for future funding.**

## 6. RETURN OF GRANT FUNDS

The Grantee may request budget or project changes if the project cannot be completed as intended. The Grantee must return grant funds to The Foundation if the funded project cannot be completed at all. The Grantee should alert Community Foundation Ireland as soon as possible that the project cannot go ahead and the funding should be returned.

The Foundation reserves the right to request return of part or full amount of the funds granted if:

- Progress against the objectives is not sufficient, without reason.
- The Grantee uses the funds for activities outside of the scope of the agreement without prior request.
- The Grantee acts in a way that damages the reputation of The Foundation.

## 7. DECLARATION

The Grantee confirms it will report to The Foundation as soon as reasonably practicable after becoming aware of:

- Any developments that substantially alter the aims and activities of The Grantee;
- Any actual or suspected fraud involving The Grantee;
- Any investigations concerning currently underway or expected to be undertaken by the Charities Regulatory Authority and/or The Grantee;
- Anything which may injure the reputation of The Foundation.

## 8. COMMUNICATIONS & MEDIA REQUIREMENTS

In order to ensure connectivity with donors, meeting a transparency standard which meets public expectation, as well as good governance, there are communication and branding requirements which Grantees are required to meet as part of this grant agreement.

Where the grant is supporting a specific project, the donor (SAP) must be included in all public-facing activity associated with this project. SAP's logo must be included on webpages, social media, invites, launch documents and reports (online and print) associated with the project. These logos should not be edited or altered when being used by The Grantee in print or online materials.

Where the grant is supporting a specific project, The Grantee agrees to provide high quality photos and videos that demonstrate the activity and impact of the funded project where possible. All submitted photos and videos should be suitable for the Foundation media platforms to show the impact and outcomes of the grant. The Grantee must not submit any media where the subjects have not consented to having their likeness shared; in other words, subjects must consent to having their photo taken and must be aware that the photos will be shared and potentially used in Community Foundation Ireland print/digital publications.

Where the grant is for general support, or core costs, The Grantee is required to reference Community Foundation Ireland as a funder, and include Community Foundation Ireland's logo on The Grantee's website.

For The Grantee:

Signed:  Signed by:

Position: Dean of the Faculty of Informatics and Management

Date: 12-VII-2024

For The Foundation:

Signed:  DocuSigned by:

Position: Social Impact Executive

Community Foundation Ireland

Date: 12-Jul-2024