**Grant Agreement**

**between the**

**Department of Arts, Heritage, Regional, Rural and**

**Gaeltacht Affairs**

**and**

**Charles University, Faculty of Arts**

**2016/17 – 2018/19**

**Parties**

***Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs***

Registered Seat: Na Forbacha, Gaillimh, Éire.

Represented by Dr. Aodhán Mac Cormaic, Assistant Principal.

***Charles University, Faculty of Arts***

Registered Seat: Nám. Jana Palacha 2, 116 38 Prague 1, Czech Republic

BIN 00216208

Represented by Dr. Mirjam Friedová, Dean

1. **Introduction**

The Department of Arts Heritage, Regional, Rural and Gaeltacht Affairs provides grants to international Universities to promote the teaching of Irish in foreign universities. The objectives of the fund are to promote and foster goodwill for the Irish language outside Ireland and to provide a platform from which the Irish language can be accessed and showcased as an international language.

This Grant Agreement (the Agreement) is a performance contract in which an agreed level of service is formalised between the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs (the Department) and Charles University, Faculty of Arts (the University). This is to ensure that resources are used in an effective and cost effective manner to deliver quality services to the clients of both bodies. The Agreement will set out the University’s targets for the period 2016/17 to 2018/19 and define the output indicators on which performance should be measured.

The Agreement will support the high level goal of the Department to support the teaching of Irish in international institutions.

1. **Objectives of the Agreement**

The key objectives of this agreement are:

* to clarify the University’s role and objectives;
* to clarify the expectations of the Department in relation to the University;
* to define the inputs and outputs of the University’s activities;
* to measure performance of these functions through monitoring of agreed outputs.
1. **Commitments**
* Both parties commit to proactive and timely communications, cooperation and information sharing on service delivery.
* Both parties support the effective achievement of agreed targets as well as the promotion of partnership, responsiveness and mutual cooperation in their ongoing interactions.
* Both parties support prompt and timely responses to correspondence, information requests and related matters.
* Both parties commit to keep each other fully apprised and updated on all key issues.
* The University agrees to maintain statistical records relating to teaching programmes funded. These records shall be provided to the Department on request and shall include, but shall not be limited to, the funding provided for each element of the programme, the number of students enrolled and successful in exams on each course and the number of students attending Irish language courses in Ireland.
* The University agrees to maintain, for a period of five years, financial records relating to teaching programmes funded. These records shall either be provided to the Department on request or, alternatively, the University will facilitate the Department’s representatives in inspecting these records on site at the University.
1. **Financial Inputs**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2016/17** | **2017/18** | **2018/19** |
| Department of Arts, Heritage Regional, Rural and Gaeltacht Affairs | €11,000  | €10,760 | €10,760 |

Payment of each draw-down is dependent on compliance by the University with Irish public financial procedures. Funding for the years 2017/18 and 2018/19 is contingent on sufficient monies being available to the Department in those years.

1. **Other Inputs**

Both parties agree to provide sufficient administrative staff in order to ensure the efficient provision of the services detailed in this Agreement.

1. **Service Levels and Performance Measurement**

***Key outputs***

**Irish Language Classes**

The Centre for Irish Studies provides Irish language courses at Charles University, Faculty of Arts, Prague taught at the following levels:

* Beginners
* Intermediate
* Advanced

Irish language courses at Prague are taught as part of an MA programme in Irish Studies and are also open to BA students of the Department of Anglophone Literatures and Cultures and other students of the University.

**Conversation Group**

An informal class takes place on a weekly basis and is open to members of the Irish community in Prague, Irish Erasmus students and former Czech students of Irish who have reached a degree of fluency.

**Irish Language Summer Schools**

Funding is also being provided for a scholarship to students attending an immersion summer course in the Gaeltacht regions.

1. **Potential Risk Factors**
2. A low level risk surrounding the availability of sufficient budgetary resources in the Department.
3. A low level risk that the University will fail to fulfil the conditions attached to its financial allocation.
4. **Financial Allocation**

The Department will formally write to the University setting out:

* Its annual funding allocation.
* The manner in which payment will be made, i.e. instalments.

 The University will provide:

* A letter with the University’s letterhead seeking payment of each funding instalment.
* A valid Tax Clearance Cert from the Irish Revenue Commissioners.
* Supplier Bank Account details.
* Academic and financial reports in respect of each academic year for which funding is being requested.

 Payment of each draw-down is dependent on compliance with the procedures above and

 with any further requirements outlined in this document.

1. **Flexibility and Amendment of Targets**

Where amendments become necessary, the University and the Department will mutually engage to agree amended output targets.

The Department will require a progress report on all key deliverables on an annual basis. The time-lines for these progress reports will be decided between the Department and the University. This Agreement will be published both on the Department's and on the University’s websites.

The University and the Department are aware of and agree with the publication of this Agreement by the University in accordance with Act no. 340/2015 Sb., about special conditions regarding the effect of some Contracts, their publication, and the Contracts Register (Contracts Register Act), as amended (hereinafter the „Act on the Contracts Register“), immediately after signing this Agreement.

The University and the Department state that this Agreement does not contain commercially confidential information or information whose publication would lead to unauthorized access to the rights and obligations of the University and the Department, their representatives or their employees, and the University and the Department agree with the publication of this Agreement in its entirety. Nonetheless, prior to this Agreement’s publication the University is, if necessary, entitled to delete information which, according to the Act on the Contracts Register, should not or need not be published. In the case that the publication of this Agreement would nevertheless lead to unauthorized access to the rights and obligations of the University and the Department, their representatives or their employees, each party is responsible solely for the harm caused to itself, its own representatives, or employees.

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On behalf of the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs

Date: 1. 11. 2016

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On behalf of Charles University, Faculty of Arts

Date: 17. 10. 2016