**Additional Information to be Provided Before Funds Are Remitted**

**The Information and compliance required by you is indicated by a YES at the end of each item. ERSF reserves the right to ask the Charity /Organization to request/inspect the records at any time during the course of the project.**

**International Donations**

The applicant is to provide a copy of a Certificate not more than five years old that they have complied with the Foreign Exchange Control Regulations of the Country.

A letter from the Receiving Bank that Foreign Funds can be remitted to the Nominated Account for the organisation /charity receiving the funds. The Account must be the name of the Organisation/Charity and not a personal account.

**References**

The provision of 3 references from major donors that have provided funding to your organisation.

**Programme**

A detailed Programme for the Execution and Monitoring of the Project. ERSF may request this to be provided at regular intervals.

**Financial**

The Budget and Template to be used for the financial monitoring of the expenditure which will be inspected by ERSF or their Auditors during the course of the project. The Template shall break down into the costs for the expenditure into management, administration, procurement of capital goods and supplies, salaries, rent and other costs as appropriate.

Confirmation that 3 quotes will be obtained and be available for inspection for all major capital good purchased and will be available for inspection by ERSF or their Auditors. A list of Capital Goods that fall under this category is to be provided.

Confirmation that all purchases including those paid in cash will be supported by signed invoices from the recipients. 

Confirmation that any Capital goods purchased will be retained by the charity and not given away to any external party including those who have participated on the project or training provided.

Confirmation that you have not received any funding unless stated in your application from other donors for the grant requested.

Full details of the Certified Auditors of the Organisation/Charity including contact details (std) including email address**.**

Specific Grants

Where Training/ Education is to be provided confirmation that certified teachers will be provided, attendance record and register of names of those trained will be kept and for trade skills a valid certificate on completion of the training will be provided for those who attend the course.  The Charity will also indicate how those trained will contribute their services or funds to repay the cost of the training received.

On New Build or Construction Projects the organization has to submit a programme of works, detailed cost estimate from at least two builders and how the project will be supervised and monitored.

Confirmation that a register of those treated for medical conditions will be kept. If charges are levied the cost the patient will need to bear.

**If you are unable to comply with any of the above requirements the Organization/Charity will need to provide valid reasons in your response for ERSF’s consideration.**

**Please Note until the Grant Acceptance Letter is signed and the required information above is provided the funds will not be released.**