



## SUBGRANT AGREEMENT

### GRANT AGREEMENT NO. 8

Grantor: International Coalition of Sites of Conscience  
55 Exchange Place, Suite 404, New York, NY 1005

Recipient: Institute for Development of Freedom of Information (IDFI)  
20 Taras Shevchenko St, Tbilisi, 0108, Georgia

This Agreement is entered into between the International Coalition of Sites of Conscience, referred to as "Grantor" and Institute for Development of Freedom of Information (IDFI) referred to as "Recipient".

This Agreement is awarded as part of and in accordance with conditions and provisions of Grant Agreement Number 2020-09109 between the National Endowment for Democracy (NED) and International Coalition of Sites of Conscience

Both parties to this Agreement agree as follows:

#### 1. Amount, Purpose, and Term

- A. Grantor agrees to provide funding in the maximum amount of \$750.00 to the Recipient for the purpose of the activities described in Attachment A, which is made an integral part of this Agreement. All attachments referred to in this Agreement are incorporated by reference and constitute part of this Agreement.
- B. The duration of this Agreement (the "Term") will be from September 6, 2021 to December 10, 2021 (the "End Date").

## 2. Budget and Terms of Payment

- A. Grantor will pay all funds to the Recipient, which are to be expended by the Recipient according to the Grant Budget shown in Attachment B. The projected payment schedule is:

Payment Amount:

750 USD

Projected Date:

September 27, 2021

- B. All expenditures paid with funds provided by this Agreement must be incurred for authorized activities during the Term. Under no condition may funds provided by this Agreement be used for:
- sub-grants or donations not explicitly provided for in Attachment A
  - items for personal use
  - alcohol
  - entertainment
  - costs associated with fundraising
  - large and/or semi-permanent office items such as computers, phones, furniture etc.
  - unspecified/undefined costs
  - expenses of any kind incurred after the End Date
- C. Recipient agrees to refund to the Grantor any excess cash advanced at the conclusion of the grant period identified above. Also, the Recipient agrees to repay the Grantor for any expenditures that are determined to have been spent in violation of this Agreement.
- D. Recipient agrees that neither Grantor nor any staff member of Grantor assumes any responsibility or liability, in whole or in part, for any expenses not listed in the approved budget, or for sickness, disease, injuries (including death), losses, damages, or any other failure, negligence or other event of any kind resulting from or related to Recipient's performance under this agreement.

## 3. Reporting and Maintenance of Records

The Grantor will provide a description of financial and narrative reports, and instructions regarding how the Recipient should submit them.

The Recipient will submit financial and narrative reports according to the following schedule:

<u>Period Covered</u>	<u>Due Date</u>
September 6- November 26, 2021	December 10, 2021

All funds paid under this Agreement should be maintained in a separate cash ledger. The Recipient will maintain all financial records, supporting documentations, and other records related to this Agreement for a period of three years. It is the sole responsibility of the Recipient to properly account for all funds.

The NED and/or the Grantor reserve the right to conduct or have conducted an audit of the Recipient's books or records including a copy of this Agreement. The Recipient will make its books and records related to the funds given under this Agreement open and available for inspecting and copying by Grantor or its representative. In the event of an audit, the Grantor will generally provide five (5) days advance written notice to the Recipient, but is not limited to doing so. The Grantor or its representative will have access to the place or places where the accounts of the Recipient are normally kept.

#### 4. Amendments and Modifications

Any amendment or modification of this Agreement will not be in force unless it is in writing and signed by an authorized representative of the Grantor and an authorized representative of the Recipient. Recipient agrees to inform Grantor as promptly as possible of any problems or developments that could prevent Recipient from completing the authorized activities by the End Date.

#### 5. Termination

NED, Grantor, and/or the Recipient may terminate this Agreement at any time by providing all the parties with written notice ten (10) business days in advance. In the event of such termination, the Grantor will pay the Recipient for services rendered up to the date of termination, and the Recipient will return any advance payments paid by the Grantor and provide the Grantor with any reports, including the materials made under this Agreement before the date of termination.

6. Required Compliance

In accepting this Subgrant, the Recipient certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this agreement by any U.S. Government department or agency. Further, the Recipient promises not to do business, going forward, with any party that is presently or proposed to be excluded by the U.S. Government.

The Recipient agrees to fully comply with the requirements of the following U.S. federal regulations:

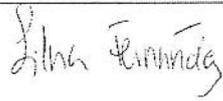
- A. Executive Order 13224 (<http://www.state.gov/j/ct/rls/other/des/122570.htm>)
- B. Trafficking in Victims Protection Act (<http://www.state.gov/g/tip/laws/61124.htm>)

7. Special Conditions

No special conditions under this agreement

8. Signatures

The Agreement is executed when it is signed and dated by both parties, as indicated below:

FOR THE Institute for Development of Freedom of Information (IDFI)		FOR THE International Coalition of Sites of Conscience
	SIGNATURE	
Giorgi Kldiashvili	TYPED NAME	Silvia Fernández
Executive Director	TITLE	Global Networks Program Director
August 31, 2021	DATE	August 30, 2021

ATTACHMENTS

- *ATTACHMENT A – Program Description*
- *ATTACHMENT B -- Budget*

Inter-Religious Understanding Through Graphic Arts:  
Community Engagement Grants Small Projects

*Small Project Agreement*

Date: August 31, 2021

By accepting these funds, I, Giorgi Kldiashvili, agree to:

- Complete the proposed project by November 26, 2021
- Incorporate any necessary requirements for implementation, as stipulated in the application
- Use the USD 2,100.00 granted to me by the International Coalition of Sites of Conscience (ICSC) only for purposes associated with the approved project
  - Unallowable costs include:
    - Sub-grants or donations to organizations
    - Items for personal use
    - Alcohol
    - Entertainment
    - Costs associated with fundraising
    - Large and/or semi-permanent office items such as computers, phones, furniture etc.
    - Unspecified/undefined costs
    - Funds spent after November 26, 2021
  - If you would like to make any changes in your project after signing this agreement, please first contact Diana Naoum at [dnaoum@sitesofconscience.org](mailto:dnaoum@sitesofconscience.org) and Gegê Leme Joseph at [gjoseph@sitesofconscience.org](mailto:gjoseph@sitesofconscience.org).
  - Email a signed and accurate narrative and financial report to Diana Naoum ([dnaoum@sitesofconscience.org](mailto:dnaoum@sitesofconscience.org)) and Gegê Leme Joseph at ([gjoseph@sitesofconscience.org](mailto:gjoseph@sitesofconscience.org)) by December 10, 2021 using the designated templates that ICSC provided.
- Understand that neither ICSC nor any staff member of ICSC assumes any responsibility or liability, in whole or in part, for any other expenses not listed in the approved budget, sickness, disease, injuries (including death), losses, damages, or any other failure, negligence or other event of any kind
- Immediately inform ICSC, by email, of any challenges or issues that may prevent me from completing the project in the given time
- Return to ICSC any funds that have not been spent on the project by December 10, 2021
- Return to ICSC any funds that ICSC determines have been spent on unallowable costs, following the submission of my financial and narrative reports

Accepted and agreed by : \_\_\_\_\_