

## Terms and conditions of grants from the Svalbard Environmental Protection Fund 2019

*Cf. Regulations on subsidies from the Svalbard Environmental Protection Fund.*

### **1. Acceptance**

Grant recipients must give a written confirmation to the Svalbard Environmental Protection Fund that the conditions are accepted, before grants can be paid. The confirmation must be provided through the application centre within three weeks after the funding has been granted. If the recipient does not accept the terms of the grant by the deadline, the grant will be withdrawn.

### **2. The use of grants**

The grant must be used in accordance with the application, unless otherwise stated in the grant notification. Any specific conditions relating to the grant shall be stated in the commitment letter.

### **3. The recipients of disclosure**

The grant recipient is obliged to inform Svalbard Environmental Protection Fund as soon as possible if the prerequisites for implementation of the project (technical, professional or forward operational) are significantly altered. This also applies to economic changes within the project's budget.

Changes in the project should be approved by Svalbard Environmental Protection Fund before they are implemented. The Fund will also consider whether the grant to the project should be partly or wholly withdrawn.

### **4. Pledges validity**

The grant must be used and the project completed within 12/31/2021. Otherwise, the grant will be withdrawn.

### **5. Payment of grants**

Pay-out of grants will normally be made in arrears and in line with expenditure during the project period. The grant recipient must request payment through the application centre.

### **6. Payment method**

Normally one partial payment is made during the project period. It is possible to realize the project without partial payment and get final payment when the project is completed.

If the grant is valid for several years, the partial pay-outs are limited to cover accumulated expenses each year. In the grant notification there may be specific requirements for the payment plan. Pay-out rates of up to 4 pay-outs may in special cases be agreed. If the project has further sources of funding, the grant recipient must document those fundings before payment of grants from the Svalbard Environmental Protection fund can be made.

Partial payment may be withheld if the terms are breached by the grant recipient. Final

payments of grants will be made after Svalbard Environmental Protection Fund has received, and approved, the final report and statement of accounts for the project, cf. Regulations on subsidies from the Svalbard Environmental Protection Fund § 8.

#### **7. Requirements for accounting**

The project should have a comprehensive thorough accounting.

Accounting documents and any timesheets shall be kept for at least 10 years or in accordance with the Accounting Act if the recipient is subject to this. This is in order to implement a control that the grant is used in accordance with the conditions. There is no general requirement for auditors notarized statement, but it can be requested in individual projects.

#### **8. Progress reports**

A simple status report must be submitted twice a year through the application centre. The report is not to exceed 100 words, and shall be marked with the project number, project name and spring/fall/year. Status report must be received by March 15 and October 15.

#### **9. Requirements for partial payments/provisional accounts**

Each request for payment shall be accompanied by accounts showing expenditure versus budget for the project, and a status report for the project confirming that the conditions for the allocation of funds are followed.

#### **10. Requirements for final report**

Within three months after the project is completed, the grant recipient must submit the final report in the application centre. The final report shall contain statements and evidence that the conditions for the allocation of grants are followed.

The fund shall receive a brief popular science report where the project and the results are summarized, with attached pictures from the work on the project. This report must be suitable for publication on the Fund's website. Research projects must also submit a technical report.

#### **11. Control**

Svalbard Environmental Protection Fund and the Office of the Auditor General may control that fundings are used in accordance with the conditions.

#### **12. Claims for refund of paid subsidies**

If Svalbard Environmental Protection Fund finds that the grant recipient has not used the funds in accordance with the conditions, the grant may fully or partly be withdrawn.

#### **13. Exceptions**

Svalbard Environmental Protection Fund may grant exceptions from the rules on deadlines for submitting the reports and accounts if special conditions apply.

Svalbard Environmental Protection Funds conditions are subject to changes.