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**Grantees and Partner Organisations**

The Grantee is the company that holds the Pobal grant agreement and has the responsibility of reporting to Pobal all project financial expenditure, activities and outputs, whether these were directly incurred or generated by your own organisation or by a partner organisation(s).

It is the responsibility of the Grantee to ensure that all project partners who incur expenditure using DAF funding adhere to the programme guidelines and reporting requirements of the Dormant Accounts Fund. It is also essential that the Grantee ensures that Public Procurement Guidelines are adhered to by the Partner Organisation.

As a Grantee, you must have on file a letter signed on behalf of the board of the partner and lead organisations which states that the partner organisation is a partner for the purpose of this Dormant Accounts project and that a partnership agreement has been signed and is available for inspection.

It is strongly recommended that a written agreement is put in place between the Grantee and the partner organisation(s) outlining organisational roles and responsibilities and the reporting requirements of partner organisations.

The partnership agreement should include the following:

* The agreement clearly identifies the lead organisation and its responsibilities for making all financial and non-financial reports to Pobal.
* This responsibility includes ensuring that project partners are aware of, and adhere to, all Departmental regulations and Pobal requirements and deadlines.
* All parties must adhere to the conditions of the grant agreement, including the eligibility of expenditure and actions under the programme, as outlined in this manual.
* It must set out the roles and responsibilities of each partner in implementing the project activities, in maintaining correct books and records.
* Comprehensive expenditure reports of DAF expenditure, linked to bank reconciliations must be submitted to the Lead organisation, on a timely basis, to facilitate the preparation of DAF expenditure returns to Pobal.
* All partners’ documentation and records relating to reporting requirements should be supplied to Pobal, upon request.
* The Lead organisation, Pobal, the respective Government Departments and their agents have rights of access to inspect and take copies of all related DAF documentation, both financial and non-financial at the Partners organisation’s premises, at all reasonable times during business hours.