



ACP-EU Culture Programme - Eastern Africa

THINGS YOU SHOULD KNOW ABOUT THE IGNITE CULTURE GRANT

Organizations applying for the Ignite Culture grant fund will need to keep the below financial requirements in mind. All successful grantees must be observant of the financial systems set in place as part of this ACP-EU Culture Programme (Eastern Africa).

1. Cash payments above EUR50 are not allowed.
2. All payment documentation above EUR50 require:
 - a. Payment voucher
 - b. Supplier invoice
 - c. Supplier receipt
 - d. Evidence of payment i.e. cheque, EFT, bank statement, etc.
 - e. For goods, a goods receipt note (GRN) and/or a delivery note & for services, a separate service acknowledgement note and a report (if avail).
 - f. A contract and/or LPO
3. All procurements above EUR50 require:
 - a. Purchase requisition
 - b. Email for quotations
 - c. 3 quotes or more
 - d. Bid analysis
 - e. A contract and/or LPO
4. All payment & procurement documentation are stamped PAID.
5. Single sourcing is not allowed; where single sourcing means avoiding bidding.
6. We disburse quarterly; after exhausting funds at hand.
7. The implication of 2e above (i.e. GRN/delivery note) is that deposits are not expensed.
8. The implication of 7 above (not expensing deposits) is that deposits paid may not form part of the next quarter disbursement.
9. Supplier contracts should be clear on the assignment; either time or a specific deliverable. It should additionally be clear on the start and end period.
10. In all procurements, expect all bidders to be contacted by the Ignite Culture team for verification.
11. Payrolls are accompanied by timesheets. Even for 100% staff.
12. Payroll should show 100% of funding i.e. where other sources of funds originate. This is especially important to note even where Ignite Culture is funding less than 100%.
13. Reporting is done quarterly. The financial & narrative reports are generated with supporting files scanned; then the files are uploaded to provided links (either on Google or Submittable).
14. If you host a workshop/training/meeting, we expect an attendance sheet with signatures from all the participants.

Funding provided by the Ignite Culture programme aims to maximize impact by eliminating costs that do not relate to the final beneficiary. Consequently, the following costs are ineligible:

- a. Import duties, value added taxes (VAT) and other taxes/duties not recoverable by the grantee.
- b. Debts interest and debt service charges;
- c. Provisions for losses, debts or potential future liabilities;
- d. Currency exchange losses;
- e. Bonuses included in costs of staff;
- f. Costs declared by the Grantee and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);
- g. Purchases of land or buildings;
- h. Unspecified credits/payments to third parties, unless otherwise directed by HEVA;
- i. In kind contributions (except for volunteers' work);
- j. Salary costs of the personnel of national administrations, unless otherwise directed by HEVA and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the Funded Activities were not undertaken;