



Culture for Sustainable and Inclusive Peace

CUSP Grants – Administration Guide

Step 1 – Budget Agreed (as submitted with application)

The budget is agreed by all parties, all queries have been sufficiently answered and agreed that all spend is ODA compliant, value for money and in line with CUSP's values. All payments for small and medium sized projects will be paid in arrears, no advance payment is available. Payments for larger grants will be decided on a case-by-case basis.

All payments will be made in £GBP.

Step 2 – Due Diligence

All potential partners must complete a Due Diligence (DD) check. Each partner will have to complete a relatively detailed questionnaire that will cover financial, ethical and product checks. They may be asked for various organisational financial and policy documents.

Points to consider:

- Process can be very involved detailed answers needed and financial documents likely needed, good practise to make applicants aware of this prior to applying.
- If DD is rejected, we cannot work with this partner as the risks are deemed too great.
- UofG will not work with ANYONE associated with the tobacco, this is non-negotiable as it is a university wide ban. If a partner has links to any sort of military work this will be closely looked at as well.
- DD checks do not last for an indefinite amount of time and most are reviewed either every two years or annually so this may have to be completed multiple times.

The UK Government is more and more often refusing to issue visas. The application process is very stressful and expensive so we would strongly recommend against travel to the UK.

As the climate crisis gets worse and with uncertainties still surrounding COVID, bids should consider “digital enhancement” in place on international travel this would mean for example, the purchasing of zoom software rather than a flight. We understand that travel locally may be needed to conduct fieldwork.

Step 3 – Contract

This will be a standard legal contract signed by both the University of Glasgow and the partner. It will detail the project duration, what is required of the partner and the University of Glasgow and will include the budget breakdown. If translation of the contract is necessary, this should be included in the initial budget.

- Sent to partners only after successful DD check.

All partners must sign a declaration supporting human rights.

Step 4 – Procurement Policy Exemption

An internal University of Glasgow process that must be completed to allow a supplier to be added to the finance system. This can take up to a fortnight.

Step 5 – New Supplier added to Agresso

Partners must send through the account details on organisation letterhead and must include: bank sort code, account number, bank name, branch address, email address, VAT registration number, company registration number, company registered address, number of employees and a contact telephone number.

The account must be able to accept payments in £GBP.

Step 6 – Creation of budget template

Partners will be sent a template for making claims.