

Financial Accountability

Successful applicants will be asked to sign a "Contribution Agreement" with the Department of External Affairs outlining the terms and conditions that govern the acceptance of the contribution. Following this, a cheque will be posted to the recipient.

In the *sixty calendar days* following the activity or disbursement of these funds, the recipient must provide a general report on the event and a detailed financial statement outlining the total costs of the project as well as the expenses defrayed through the Disarmament Fund contribution. Contributions must be spent for the purposes for which they were originally authorized. Any unused portion of the contribution is to be refunded to the Disarmament Fund at the time of the financial accounting.

Grants are not subject to the accounting procedures outlined above as they are unconditional payments without an audit requirement. However, it is suggested that basic records and receipts be kept for a certain period of time following receipt of the grant.

