Post-Award Grant Management Agreement

Statement of Work for project delivery, reporting and claims after a grant is awarded

Novos Ventures · novosventures.com · hello@novosventures.com

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Date: [date]

To: [Client legal name], [company number], [address]

From: Truway Sunergy Ltd, trading as Novos Ventures, a company registered in Ireland (CRO No. 577016), whose registered office is at [registered office address] ("Novos Ventures", "we", "us")

This letter is a Statement of Work under our Client Services Agreement dated [date], which applies to it.

1. The award

1.1 Funding body and programme: [name] Grant reference: [reference]

1.2 Amount awarded: [amount] Project period: [start date] to [end date]

2. Scope of work

2.1 Setting up the project in the Novos CRM (Project Status), with milestones, tasks, budget lines, risks and documents.

2.2 A delivery plan and timeline (Gantt and calendar) based on the grant agreement.

2.3 Tracking spend against the approved budget and flagging variances.

2.4 Preparing progress reports, financial reports and payment claims for the Client to review and approve.

2.5 Keeping an organised audit file of evidence (invoices, timesheets, payment proofs, deliverables).

2.6 Reminders of reporting deadlines and grant conditions.

2.7 [Liaison with the funding body on the Client's behalf, under a signed Letter of Authority.]

3. Client responsibilities

3.1 The Client remains responsible for delivering the project, meeting the grant agreement terms, spending funds only on eligible costs, and the accuracy of every report and claim it submits.

3.2 The Client will provide evidence and information by the dates in the plan and tell Novos Ventures immediately of any change, delay, or issue that may affect the grant.

3.3 The Client must keep records for the period required by the funding body, which may extend beyond this engagement.

4. No guarantee

4.1 Payment of claims and acceptance of reports are decisions of the funding body. Novos Ventures is not responsible for clawback, reductions or penalties arising from the Client's actions, ineligible spending or incorrect information.

5. Fees

5.1 [Monthly fee of [amount] + VAT / fixed fee of [amount] + VAT per report or claim / other]. Payable within [__] days of invoice.

5.2 Fees for this Statement of Work must not be charged to the grant unless the grant rules allow it and the Client confirms this in writing.

6. Term

6.1 From the date above until [the final report is accepted / end date], unless ended earlier on [__] days' written notice.

Signed for and on behalf of
Truway Sunergy Ltd t/a Novos Ventures

Signature: _____
Name: _____
Title: _____
Date: _____

Signed for and on behalf of
[Client legal name]

Signature: _____
Name: _____
Title: _____
Date: _____

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