Date dd/mm/yyyy

In accordance with article \_\_\_\_\_ of the grant agreement between \_\_\_\_\_ and KCSF; the following are defined

**Rules and procedures for the transfer of ownership of assets purchased by the grantee under the grant supported by “EJA Kosovo”**

All assets[[1]](#footnote-2) purchased through the EJA Kosovo funds are not the property of the grantee, unless written approval has been obtained from KCSF based on a written request from the grantee after the completion of the grant. The grantee is required to submit the written request after the grant completion date, according to the template provided by KCSF.

KCSF or its donors retain the right to determine the ownership of the assets after the completion of the grant implementation.

KCSF or its donors will approve the request for the transfer of asset ownership to the grantee if the following criteria are met:

* The grantee confirms that the organization will continue to operate beyond the grant completion date, with the same or similar mission;
* The grantee has provided a valid justification for the need for the specific asset(s) to carry out future activities;
* The grantee commits to using the specific asset(s) for activities with objectives similar to those of the grant supported by <name of project/program>, in line with the organization’s mission;
* The purchased assets were included in the initial budget signed by both parties, or have been subject to budget reallocations, in accordance with the rules established for budget reallocation;
* The purchased assets were paid from the specific budget lines allocated for materials and equipment;
* Within the grant implementation period, the grantee has addressed all comments from KCSF regarding the implementation of the grant, especially regarding financial matters;
* After the grant implementation period, the grantee has submitted all final narrative and financial reports, in accordance with the guidelines and contractual commitments with KCSF;
* The grantee has returned all unspent funds to KCSF, in accordance with the guidelines and contractual commitments with KCSF;
* The audit report did not disclose any significant financial or procedural findings or irregularities during the grant audit.

In cases where KCSF or its donors partially or fully reject the request for the transfer of asset ownership to the grantee, the grantee must return all relevant assets to KCSF. In the event that returned assets remain with KCSF, KCSF will transfer these assets to one or more organizations with the same or similar mission as the grantee, free of charge, based on a transparent process. Priority will be given to organizations that need such assets and are in a less favorable financial position to acquire them through other means.

KCSF informs the grantee of the final decision regarding their request for asset transfer.

*These Procedural Rules include the following annex:*  *Annex 1 - Official model of the “Request for Transfer of Ownership of Assets Purchased with Funds from the**name of the project/program*

1. Assets refer to all equipment or items purchased from the budget that is part of the grant agreement and financed by KCSF through the EJA Kosovo program. [↑](#footnote-ref-2)