

# **Rules for the Awarding of Grants from the Development Fund for Immigration Issues**

## Article 1

### *Purpose*

There is to be a special Development Fund for Immigration Issues. The Fund's purpose is to enhance research and development projects in the field of immigration issues, with the goal of making it easier for immigrants to adjust to Icelandic society and of improving society's preparedness to accommodate immigrants.

## Article 2

### *Administration and organisation*

The administration of the Development Fund for Immigration Issues is in the hands of an immigration board that presents recommendations to the Minister of Social Affairs with respect to the awarding of grants from time to time.

## Article 3

### *Assets, custody and accounting*

The initial capital contribution for the Fund is ISK 10 million.

The Ministry of Social Affairs will make a contract with a particular party, which the Immigration Board commissions to assume the custody and administration of the Fund. The administrative costs will be paid out of the Fund.

## Article 4

### *Awarding of grants*

Grants from the Development Fund shall be awarded as a rule once every year. As a rule, a grant shall never amount to any sum that exceeds half the total cost of a project. The Immigration Board makes recommendations to the Minister about the number of grants and their size.

## Article 5

### *Announcing grants and applications*

Grants from the Development Fund shall, as a rule, be announced once every year. The Immigration Board may decide to emphasise certain areas within the field from time to time, and this would have to be indicated in the announcement.

## Article 6

### *Applications for grants*

Applications for grants shall be made out on special forms that the Immigration Board will have drawn up for that purpose. Applications must include the following:

- a) A general description of the project, the grant amount applied for and the named person responsible for the project.
- b) Which persons will take part in work on the project and the division of work, as well as information about the representatives, including address, telephone number and e-mail addresses.
- c) The objective of the project, including target groups, and the applicant's assessment of the expected outcome of the project.

- d) A plan of implementation, with deadlines and an informative description of how the project work will be executed.
- e) A budget that clearly accounts for the financing of the project, the applicant's own contribution and that of others, as well as who will be responsible for the accounting of the project.
- f) A description of collaboration with other parties in connection with the project, including associations, private entities and public entities.
- g) A plan for announcing the outcomes and the transparency of the project.

The Immigration Board may request further information concerning projects, executing entities and financing, and it may refer applications to experts in relevant fields for comments

## Article 7

### *The handling of grants and undertakings*

Grants must be disbursed in two instalments, half the amount when a decision has been made regarding the awarding of the grant, and half the amount when the project has been completed or, as the case may be, when a project milestone report is delivered. The Immigration Board may add further conditions to the awarding of grants and decide that grants will be disbursed according to the progress of the project.

Grants must as a rule be awarded to associations, unions and public bodies. Individuals will as a rule only be awarded grants for research.

When a grant is awarded, the grant recipient must receive a contract wherein all the commitments associated with the awarding of the grant are stated, including an account of the planned allocation of the money and, as the case may be, the return of external acknowledgements. When the applicant and the representative of the Minister of Social Affairs have signed the contract, the grant shall be disbursed in compliance with paragraph 1.

Grant recipients must return a final report to the Immigration Board and a final statement of account upon completion of the project. The Immigration Board may, as appropriate, request a project milestone report.

A grant recipient who does not submit a satisfactory report and financial statements may expect to be required to pay back the grant.

If a grant is not collected within a period of two years from the date of notification of the grant, then the grant will be cancelled.

Research projects and the outcomes of development projects that have received grants according to these present Rules must be released to the public according to further instructions by the Immigration Board.

## Article 8

### *Application procedures*

All applications and information in the accompanying documents will be treated as confidential, cf. however paragraph 2 of Article 6.

Reports about projects, including invoices, shall be exempt from confidentiality requirements unless specifically requested and unless such request has been approved by the Immigration Board.

All applications must be replied to in writing.

## Article 9

### *Accounts and auditing*

The fiscal year for the Development Fund for Immigration Issues is the calendar year. The National Auditing Office audits the Fund's accounts.

Article 10

*Entry into force and auditing*

These Rules will be applied for the first time at the awarding of grants in the autumn of 2007.

The operation of and the Rules for the Development Fund of Immigration Issues shall be revised no later than in 2011.

Ministry of Social Affairs, 28 September 2007

Jóhanna Sigurdardóttir