

ANNEX 1: GRANT DISBURSEMENT SHEET

version 70714

Please refer to the notes attached at the end

CONTRACT PERIOD	From (MM/YY)	To (MM/YY)	RAO NAME	FIDA
	JULY 2007	JUNE 2008		CONTRACT NO.

BANK DETAILS

NAME **BARCLAYS BANK OF GHANA LIMITED**

BRANCH NAME **HEAD OFFICE**

CODE **64**

A/C NUMBER **1019127**

CURRENCY **US DOLLAR**

SIGNATORIES

	Name	Function/Title
1	MS. URSUAL OWUSU	PRESIDENT
2	MRS. BARBARA OTENG-GYASI	VICE PRESIDENT
3	JOYCE OKU	TREASURER
4	MRS JANE QUAYE	EXECUTIVE DIRECTOR
5		

GRANT TOTAL

\$60,000.00

PAYMENT SCHEDULE (Quarterly)**Benchmark**

* Quarterly financial reporting and disbursements until financial management systems and reporting have been enhanced.

Qtr 3 2007	Qtr 4 2007	Qtr 1 2008	Qtr 2 2008	Total
\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$60,000.00

Please note that from 2007 onwards, G-RAP disburses in equal instalments (unless decided otherwise by the Selection Committee (FC))

ANNEX 2: WORKPLAN (recommended format; RAO's own format will be accepted)

Support Text to the Workplan:

G-rap asks Grantee to attach a maximum of two pages to the Workplan, providing more detail on the following points:

- A) Research outputs; Advocacy activities; Target groups of these outputs and the packaging of output information;
- B) Gender pro-activity; Institutional development and networking; Organisational development, HRM and funding base development

Name of RAO

Contract Number

Period

Please refer to the notes at the end

Output/Activity	1st Half Year	2nd Half Year	Budget GH Cedis	Indicators	Means of Verification	Responsible Official
Overheads			90,493.13			
Procurements			7,850.00			
			-			
Advocacy and IEC Materials						
Reprinting of Legal Literacy Materials	xxx	xxx	31,929.10	Over 10,000 IEC Materials produced	Reports from paralegals, Social Welfare,	
Radio Discussion & Development of Jingles and Dramah	xxx	xxx	18,871.58	Number of radio discussion and ph	DOVSSU, CHRAJ, Police Department	
Video Production and Documentary	xxx	xxx	2,420.00	Number of Available recordings		
			53,220.68	Law reform and improved access to justice for women		
			-			
Training						
Training of Community Leaders as Paralegals	xxx	xxx	35,971.90			
Training on Women Economic Empowerment	xxx	xxx	28,048.90			
Midterm Reviews Monitory and Evaluation	xxx	xxx	10,960.00	Number of mobile out reach clinics conducted in the districts		
			74,980.80			
			-			
			-			
Legal Aid Clinics and Mobile Outreaches						
Legal Aid clinics in the various FIDA Centres	xxx	xxx	18,259.20			
Court Representations	xxx	xxx	3,800.00			
Victims Support	xxx	xxx	4,800.00	Increased number of disadvantage women received legal aid services		
Community mobile outreach and Advocacy	xxx	xxx	58,034.00			
			84,893.20	provision of bro bono legal aid services at legal aid centres in Accra & Kumasi		
			-			
Capacity Building						
All male interactive session in 2 districts in the Volta Region	xxx	xxx	29,244.00			
Advocacy m'ting with 30 traditional leaders in V/R	xxx	xxx	4,240.00			
			33,484.00		Reports from all male session, advocy m'ting with T/A & para.	
			-	The capacity. of already trained pa		
Research and Data Collection						
Survey on Factors that facilitate women participation in national governance	xxx	xxx	11,746.24			
Publications and Dessemination of findings	xxx	xxx	-			
Validation of Research findings	xxx	xxx	517.00		Presentation of research report by consultant	
			12,263.24			
			-	Reliable data and information colle	Presentation of final project report	
TOTAL			357,185.05	Research findings available		

Prepared By:

.....
Name

.....
Signature

Reviewed/Approved By:

.....
Name

.....
Signature

Account	Balance	Debit	Credit	Total
101 Cash				
102 Accounts Receivable				
103 Inventory				
104 Prepaid Insurance				
105 Property, Plant, and Equipment				
106 Accumulated Depreciation				
201 Accounts Payable				
202 Accrued Liabilities				
203 Long-Term Debt				
301 Common Stock				
302 Retained Earnings				
401 Revenue				
402 Cost of Goods Sold				
403 Salaries Expense				
404 Rent Expense				
405 Insurance Expense				
406 Depreciation Expense				
407 Interest Expense				
408 Income Tax Expense				
409 Dividend Expense				
410 Other Expenses				
411 Total Expenses				
412 Total Revenue				
413 Total Income				
414 Total Equity				
415 Total Liabilities				
416 Total Assets				

Name: _____ Date: _____
 Title: _____

Methylenblau-Test		Methylenblau-Test	
Probenummer	Ergebnis	Probenummer	Ergebnis
1		2	
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15		16	
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97		98	
99		100	

Methylenblau-Test		Methylenblau-Test	
Probenummer	Ergebnis	Probenummer	Ergebnis
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95		96	
97		98	
99		100	

Methylenblau-Test		Methylenblau-Test	
Proz. Methylenblau	Proz. Methylenblau	Proz. Methylenblau	Proz. Methylenblau
0,1	0,2	0,3	0,4
0,5	1,0	2,0	4,0
10,0	20,0	40,0	80,0
100,0	100,0	100,0	100,0

Year	2019	2020	2021	2022	2023
Revenue					
Cost of Sales					
Gross Profit					
Operating Expenses					
Operating Income					
Interest Income					
Interest Expense					
Income Before Tax					
Income Tax Expense					
Net Income					
Other Comprehensive Income					
Total Comprehensive Income					
Basic EPS					
Diluted EPS					

Year	2019	2020	2021	2022	2023
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Gross Profit					
Operating Expenses					
Operating Income					
Interest Income					
Interest Expense					
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Net Income					
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Cost of Sales					
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Income Tax Expense					
Net Income					
Other Comprehensive Income					
Total Comprehensive Income					
Basic EPS					
Diluted EPS					

1. General Information		2. Financial Data		3. Operational Data	
Item	Value	Item	Value	Item	Value
Revenue	1000	Revenue	1000	Revenue	1000
Expenses	500	Expenses	500	Expenses	500
Profit	500	Profit	500	Profit	500
Assets	2000	Assets	2000	Assets	2000
Liabilities	1000	Liabilities	1000	Liabilities	1000
Equity	1000	Equity	1000	Equity	1000
Production	1000	Production	1000	Production	1000
Inventory	500	Inventory	500	Inventory	500
Accounts Receivable	500	Accounts Receivable	500	Accounts Receivable	500
Accounts Payable	500	Accounts Payable	500	Accounts Payable	500
Fixed Assets	1500	Fixed Assets	1500	Fixed Assets	1500
Current Assets	500	Current Assets	500	Current Assets	500
Current Liabilities	500	Current Liabilities	500	Current Liabilities	500
Long-Term Liabilities	500	Long-Term Liabilities	500	Long-Term Liabilities	500
Equity	1000	Equity	1000	Equity	1000

NOTES TO THE G-RAP CORE GRANT CONTRACT ANNEXES

These notes provide guidance to G-rap Grantees on how the annexes to the contract agreement are to be completed or help to check whether the Grantee's own format meet the requirements of the contract.

1. Annex 1 – Grant Disbursement Sheet

Grantee is expected to complete this form before contract signing. The Grantee's name as well as basic contract information is expected to be entered at the top section of the form.

The following details should also be entered in the relevant sections of the form:

- Name of Bank and bank account into which funds will be disbursed;
- Account Number & currency of the account;
- Name of bank branch and code (if known);
- Names and designations of signatories to this account (minimum two signatories);
- Grant amounts to be disbursed each half year (total should equal amount approved by Funders Committee). *Please note that from 2007 onwards G-RAP disburses in equal instalments.*

Grantee should note that the currency of the account should be United States Dollars (USD) to facilitate smooth disbursement of funds.

2. Annex 2 – Workplan and Workplan Supporting Information

Annex 2 provides the format for reporting on outputs against indicators. The means of verification of outputs should also be provided and all outputs should be costed. Activities relating to administration should also be costed and shown in the workplan. The name of the Grantee, Contract Number and Contract Period i.e. the period to which the workplan relates should be entered in the upper section of the form.

Please note that the workplan should provide information on the Grantee's outputs and significant activities that it intends to undertake using funds from all sources including G-rap during the period. G-RAP accepts the Grantee's own Workplan format as long as it provides the relevant information.

In order to be able to report on specific purpose areas of the G-RAP Logical Framework, Grantee is requested to submit supporting information (maximum two pages) to the Workplan.

Workplan and supporting information must be submitted before contract signing and should be signed and dated by both preparer and reviewer.

3. Annex 3 – Annual Budget

This annex provides the format in which Grantee's annual budgets should be provided. The name of the Grantee, Contract Number and Contract Period i.e. the period to which the budget relates should be entered in the upper section of the form. The budget should also provide the following details:

- All revenue expected from the various fund sources (both Donor & Internally Generated) during the period should be shown in the section headed "Annual Revenue". The expected revenue should be shown for each half year and the total for each source of revenue should also be shown.
- The related expenditures (outputs and significant activities) to be financed from the expected income should also be shown in for each half year in the section headed "Annual Expenditure". The expenditures shown in this section should be consistent with the information provided in the workplan.

Based on the total expected revenue and expenditure, the surplus/(deficit) of budgeted revenue in relation to budgeted expenditure will be computed.

The Annual Budget must be submitted before contract signing and should be signed and dated by both preparer and reviewer.

4. Annex 4 – Financial Status Report

This form is expected to be completed and submitted on a half yearly basis by the Grantee during the course of implementation. As indicated in clause 4.2 of the contract, Grantees are required to submit this report together with bank reconciliation statements and copies of monthly bank statements to G-rap within 4 weeks following the end of the relevant period.

Sections 1 – 3 will provide basic information (Name of Grantee, Contract Number and Period to which the report relates).

Section 4.1 will capture the current and prior period's revenue (actuals), the period-to-date (total) revenue and budgeted revenue (as shown in Annual Budget). The variance in both amount and percentage terms would be automatically computed and shown in the relevant sections. The total revenue will be automatically computed in the relevant section.

Section 4.2 will capture the current and prior period's actual expenditure, period-to-date (total) expenditure incurred and budgeted expenditure (this should be consistent with the information provided in the budget and workplan). The variance in both amount and percentage terms would be automatically computed and shown in the relevant sections. The total expenditure will also be automatically computed. Based on the total revenue and total expenditure for the current and prior periods, the surplus/(deficit) of income in relation to expenditure will be automatically computed.

Section 5 of the form should be completed by entering only the opening fund balance of the prior period in the appropriate cell. The remaining cells in this section would be populated with relevant information as they are linked. Note that this section would provide information relating to the Grantee's global income and related expenditures.

Section 6: This section is expected to provide summary financial information relating specifically to the Grantee's G-rap bank account. The opening bank account balance for the prior period, receipts (grants and others) and payments (administration, programmes and investments) should be entered for both current and prior periods. The opening and closing bank account balance for the current period will be automatically returned as there are formulas in the form. Please note that as much as possible, the headings provided in this section should be maintained to facilitate analysis. Note also that the preparer and reviewer should sign and write the date on which this form was completed.

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