

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	NGND
	JULY 2007	JUNE 2008		CONTRACT NO.

BANK DETAILS		SIGNATORIES																			
NAME	<input type="text"/>	<table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Function/Title</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> </tbody> </table>			Name	Function/Title	1			2			3			4			5		
	Name	Function/Title																			
1																					
2																					
3																					
4																					
5																					
BRANCH	<input type="text"/>																				
NAME	<input type="text"/>																				
CODE	<input type="text"/>																				
A/C NUMBER	<input type="text"/>																				
CURRENCY	<input type="text"/>																				

GRANT TOTAL	<input type="text" value="\$50,000.00"/>
--------------------	--

PAYMENT SCHEDULE (Quarterly)

Benchmarks

- * Submission of organizational strategy and funding base plan by 15 December 2007 triggers access to funds for 2008-Qtr 1 & 2.
- * Quarterly financial reporting and disbursements until financial systems management and reports have been enhanced.

Qtr 3 2007	Qtr 4 2007	Qtr 1 2008	Qtr 2 2008	Total
\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$50,000.00

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

Name of RAO	
Contract Number	
Period	From (MM/YY) To (MM/YY)

Please refer to the notes at the end

version 70714

Output/Activity	Budget US\$	Indicators	Means of Verification	Responsible Official	Comments
OUTPUT 1	0.00				
Activity 1					
Activity 2					
Activity 3					
Activity 4					
Activity 5					
OUTPUT 2	0.00				
Activity 1					
Activity 2					
Activity 3					
Activity 4					
OUTPUT 3	0.00				
Activity 1					
Activity 2					
Activity 3					
Activity 4					
OUTPUT 4	0.00				
Activity 1					
Activity 2					
Activity 3					
Activity 4					
OUTPUT 5	0.00				
Activity 1					
Activity 2					
Activity 3					
Activity 4					
TOTAL	0.00				

Prepared By:

.....
Name

.....
Signature

.....
Date

Reviewed/Approved By:

.....
Name

.....
Signature

.....
Date

Output/Activity	Budget US\$	Indicators	Means of Verification	Responsible Official	Comments
-----------------	-------------	------------	-----------------------	----------------------	----------

2023-2024 Budget			
Account	2023	2024	2025
1000			
1001			
1002			
1003			
1004			
1005			
1006			
1007			
1008			
1009			
1010			
1011			
1012			
1013			
1014			
1015			
1016			
1017			
1018			
1019			
1020			
1021			
1022			
1023			
1024			
1025			
1026			
1027			
1028			
1029			
1030			
1031			
1032			
1033			
1034			
1035			
1036			
1037			
1038			
1039			
1040			
1041			
1042			
1043			
1044			
1045			
1046			
1047			
1048			
1049			
1050			
1051			
1052			
1053			
1054			
1055			
1056			
1057			
1058			
1059			
1060			
1061			
1062			
1063			
1064			
1065			
1066			
1067			
1068			
1069			
1070			
1071			
1072			
1073			
1074			
1075			
1076			
1077			
1078			
1079			
1080			
1081			
1082			
1083			
1084			
1085			
1086			
1087			
1088			
1089			
1090			
1091			
1092			
1093			
1094			
1095			
1096			
1097			
1098			
1099			
1100			
1101			
1102			
1103			
1104			
1105			
1106			
1107			
1108			
1109			
1110			
1111			
1112			
1113			
1114			
1115			
1116			
1117			
1118			
1119			
1120			
1121			
1122			
1123			
1124			
1125			
1126			
1127			
1128			
1129			
1130			
1131			
1132			
1133			
1134			
1135			
1136			
1137			
1138			
1139			
1140			
1141			
1142			
1143			
1144			
1145			
1146			
1147			
1148			
1149			
1150			
1151			
1152			
1153			
1154			
1155			
1156			
1157			
1158			
1159			
1160			
1161			
1162			
1163			
1164			
1165			
1166			
1167			
1168			
1169			
1170			
1171			
1172			
1173			
1174			
1175			
1176			
1177			
1178			
1179			
1180			
1181			
1182			
1183			
1184			
1185			
1186			
1187			
1188			
1189			
1190			
1191			
1192			
1193			
1194			
1195			
1196			
1197			
1198			
1199			
1200			

NOTES TO THE G-RAP CORE GRANT CONTRACT ANNEXES

version 70714

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.