

		NUMBER / UNIT	CLASS	RATE PER MONTH	FINANCIAL REPORT			
					CHF INT'L	G-RAP SPECIAL FUND ONG	G-RAP CORE	TOTAL
	GRANT CURRENCY			US\$	US\$	GH	25,000	US\$
	EXCHANGE RATE				103,524.63	50,000.00		
HUMAN RESOURCES	Project Director	6	Senior Mgt	3,000		2,750	2,000	4,750
	Finance Officer	6	Middle Level	800		1,032	450	1,482
	Administrative Officer	6	Middle Level	800		1,000	425	1,425
	2 Project Facilitators	6	Field Staff	1,600		1,500	730	2,230
	Driver	6	Support Staff	300		420	6,200	6,620
							400	400
<b>Sub Total - Human Resources</b>					-	<b>6,702</b>	<b>10,205</b>	<b>16,907</b>
GOVERNANCE & OD	Annual board meetings	6	Board Mem	200		-	706	706
	Statutory Annual Audit	1	Ext. Auditor	300			143	143
	Annual Budget Review	1	Fin&Admin	200		-	75	75
	Accounting system review	1	Fin&Admin	500		-	-	-
	Review of Accounting Manual	1	Fin&Admin	500		-	-	-
	Human Resources Manual	1	Board and Staff	500		-	-	-
	5 years Strategic Plan	12	Board & Staff	100		-	-	-
<b>Sub Total - Governance, Organizational Dev.</b>					-	-	<b>923</b>	<b>923</b>
PROGRAMME DEVELOPMENT	CLS and Women's Land Rights					-	-	-
	Consultant's fees					-	-	800
	Printing cost					-	-	200
	Travel and Accommodation					-	380	880
	Research work					-	-	1,200
	WASH UP				58,143		-	58,143
	SCALE UP				18,320		-	18,320
							-	-
<b>Sub Total - Programme Development</b>					<b>76,463</b>	-	<b>380</b>	<b>79,543</b>
EQUIPMENT	Binding Machine						450	450
	Photocopying Machine Colour						986	986
	Computers					600	4,346	4,946
	Printers							-
	Camera						250	250
	Projector						-	-
	Furniture						1,045	1,045
	Air conditioners						-	-
	Wireless Modem						300	300
<b>Sub Total Equipment</b>					-	<b>600</b>	<b>7,377</b>	<b>7,977</b>
<b>Office Running Expenses</b>								-
Maintenance- office equipment						120		320

**ADMINISTRATIVE OVERHEADS**

Maintenance- of office building					400		400
Office rent				500	1,000		1,500
Utilities – electricity, water				85	80		265
Communication				205	150		505
Stationery				180	125		355
Postage					25		25
Antivirus							-
<b>Vehicle Running Expenses</b>							-
Vehicle maintenance				100	350		450
Fuel and oil				388	980		1,368
Insurance					130		130
							-
<b>General Expenses</b>							-
Travel and Transportation					1,200		1,200
Bank Charges				5	125		130
Registration and licenses							-
Recruitment cost					250		250
Travel and Accommodation				210			210
<b>Sub Total Administrative Overheads</b>				<b>1,673</b>	<b>4,935</b>	<b>-</b>	<b>7,108</b>
<i>Consultancy</i>							-
Media Expert				-	2,400	164	2,564
Policy/Legal Expert				-	3,000	-	3,000
<i>Inception Report</i>				-	-	-	-
Preliminary Visits	12days			-	1,200	-	1,200
<b>Inventory exercise-policies, institutions and oil companies</b>				-	-	-	-
Do a desk review on governance framework documents, institutions and oil companies	12 days			-	3,600	-	3,600
Compile and develop an inventory of all the state institutions and oil companies, what they do and where they operate	10 days			-	3,000	-	3,000
Preparation of inception report	5 days				250		250
<i>Simplified versions of each policy, legal and regulatory framework documents developed</i>							-

**PROGRAMME ACTIVITIES**

<i>Drafting of simplified versions of documents</i>	5 days				1,000		1,000
<i>Consult for editing of documents</i>	5 days						-
<i>Development of final version of simplified documents</i>	5 days			-		-	-
<b>Printing of final version</b>	1000 copies			-		-	-
<b>2 different fliers develop and produced</b>				-	-	-	-
<i>Drafting of message for fliers</i>	5 days			-	500	-	500
<i>Review and finalizing content</i>	2 days				200		200
<i>Printing of fliers</i>	500 copies				250		250
<i>Six Public education and information dissemination durbars held and broadcast</i>							-
<i>Community Mobilization and stakeholders consultation</i>					1,500		1,500
<i>Venue Hiring</i>					300		300
<i>Refreshment for participant</i>					1,500		1,500
<i>Media Coverage</i>					1,500		1,500
<i>Reporting</i>					250		250
<i>30 Focus group discussions with affected groups held in oil districts</i>							-
<i>Identification and mobilization of focus groups</i>					800		800
<i>Development of guide for FGD</i>					100		100
<i>Conduct FGD</i>					500		500
<i>Analysis and compilation of report on FGD</i>					250		250
<i>6 Radio Panel discussion</i>							-
<i>Arrange and prepare with experts and radio stations for panel discussions</i>							-
<i>Airtime for radio panel discussion</i>					2,140		2,140

2 Radio panel discussions on national radio							-
Arrange and prepare with experts and radio stations for panel discussions							-
Airtime for radio panel discussion							-
4 TV panel discussions							-
Airtime							-
2 write ups on the issues from the local people							-
Drafting of write up							-
Review and editing by expert group							-
Buying of space in the national dailies					2,946		2,946
Daily news updates on ONG on FM and TV	3 months				4,500		4,500
Weekly multilingual radio and TV educational program	3				6,000		6,000
Video Documentary production in 2 local languages	2 languages						-
2 Public education and information dissemination sessions for second cycle institutions							-
2 Public education and information dissemination sessions for tertiary institutions							-
2 meetings with ministry							-
2 meetings with parliament							-
1 national level policy dialogue to consolidate all issues identified and engaged with policy makers							-
Arrangement for national policy dialogue							-

Venue Hiring							-
Refreshment for participant							-
Media Coverage							-
Reproduction of materials							-
Stationery							-
Compilation of final report							-
<b>OUTPUT IV -</b>				-	-	-	-
Task 1				-	-	-	-
Task 2				-	-	-	-
Task 3				-	-	-	-
Task 4				-	-	-	-
<b>Sub Total -Programme Activities</b>				-	<b>37,686</b>	<b>164</b>	<b>37,850</b>
<b>TOTAL COSTS:</b>				<b>78,136</b>	<b>49,923</b>	<b>19,049</b>	<b>150,309</b>

<b>Funds Movement</b>	<b>Current Period</b>	<b>Prior Period</b>
Opening Balance	50,000	
Surplus/(Deficit)	78,136	
Closing Balance	128,136	-

<b>Summary Cashflow Statement (G-RAP Funds only)</b>		
Opening cash and bank balance		50,000
<b>Add Receipts</b>		
Grants	-	
Others	-	
Total Inflow	-	50,000
<b>Less Outflows</b>		
Emoluments	6,702	
Admin Overheads	4,935	
Equipments	600	
Program Development	37,686	
Total Outflow	49,923	49,923
Closing cash and bank balance		<b>77</b>