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UNITED STATES OF AMERICA  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
U.S.A.I.D. MISSION TO KENYA  
OFFICE OF THE DIRECTOR

POST OFFICE BOX 30281  
NAIROBI, KENYA

18 JUL 1991

Mrs. Lilian Mwaura  
Chairman  
National Council of Women of Kenya  
P.O. Box 43741  
Nairobi

Subject: Grant No. 698-9801-G-00-1055

Dear Ms. Mwaura:

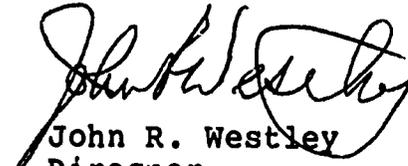
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Government of the United States, acting through the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the National Council of Women of Kenya (hereinafter referred to as "NCWK" or "Grantee"), the sum of \$25,000 to provide support for seminars and newsletters, as described in the Schedule of this Grant and Attachment 2, entitled "Program Description." This is in furtherance of your unsolicited proposal to us dated March 15, 1991.

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending on the estimated completion date of July 31, 1992.

This grant is made to the NCWK on the condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 entitled "Schedule", Attachment 2 entitled "Program Description", Attachment 3 entitled "Standard Provisions", and Attachment 4 entitled "Cash Advance Guidance", which have been agreed to by your organization.

Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to USAID/Kenya, Office of Projects, P. O. Box 30261, Nairobi, Kenya.

Sincerely yours,

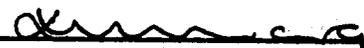
  
John R. Westley  
Director

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. Cash Advance Guidance

ACKNOWLEDGED:

National Council of Women of Kenya

BY: 

TITLE: Chairman

DATE: \_\_\_\_\_

ATTACHMENT 1

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for seminars in Meru, Kwale, Kilifi, Tana River, Uasin Gishu, Mandera and Kisii, which will focus on educating women on traditional practices which affect the health of women and children, and for publishing of newsletters and training field workers by NCWK, as more specifically described in Attachment 2 to this Grant entitled "Program Description"

B. Period of Grant

The effective date of this Grant is the date of signature and will cover expenditures for approximately one year. The estimated expiration date of this Grant is July 31, 1992.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$25,000 for purposes of this Grant.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 4, entitled "Cash Advance Guidance".

D. Financial Plan

The Grant Budget is set forth below. Revisions to this budget shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget".

Estimated Grant Budget  
(U.S. \$)  
From July, 1991 to July 31, 1992

Cost Element	USAID Contribution
1. Newsletter	3,040
2. Seminars	7,040
3. Salaries	8,320
4. Rent	1,920
5. Evaluation	960
6. Contingencies & Inflation	3,720
<b>TOTAL</b>	<b>25,000</b>

In addition, NCWK's in-kind contribution is estimated to exceed the equivalent of \$8,333 in the form of professional services.

E. Reporting and Evaluation

1. Technical Reporting

Newsletter: On a quarterly basis, a report shall be submitted that discusses progress and problems encountered in publishing and distributing newsletter(s). The report shall include a copy of each newsletter produced during that period.

Seminars: Within 30 days after the completion of each seminar, a report shall be submitted discussing the seminar activities, including topics discussed and the level of participation. The report shall include a copy of the papers presented at the seminar.

2. Financial Reporting

Financial reporting by the Grantee will be in accordance with the procedures set forth in Attachment 4, entitled "Cash Advance Guidance". All financial reports shall be submitted to the Office of the Controller, USAID/Kenya, P.O. Box 30261, Nairobi, Kenya.

The Grantee agrees to consult with the USAID/Kenya Controller concerning further details for submitting all financial reports and estimates.

F. Title to Property

Title to all property purchased with grant funds shall vest in the Grantee.

G. Special Provision

The Grantee acknowledges and agrees that no indirect costs associated with this Project will be funded by any other A.I.D. assistance.

## ATTACHMENT 2

### PROGRAM DESCRIPTION

#### A. Project Purpose

The project seeks to educate rural women on the various hazards of traditional female practices which affect the health of women and children. To achieve this purpose, this Grant will finance personnel training, seminars and newsletters.

(i) Personnel: One person from each district will be trained to facilitate and coordinate activities of NCWK. This person will organize seminars and invite target audiences to participate in the proceedings.

(ii) Seminars: One seminar will be conducted in each district. The districts which will be covered under the grant are Meru, Kwale, Kisii, Kilifi, Tana River, Uasin Gishu and Mandera. Each seminar is anticipated to last two days with approximately 50 participants. The target audience is expected to include women leaders, social workers, schools, family health care workers, church workers, clergy, government officials and NGO's.

(iii) Newsletters: A newsletter will be published after each seminar has been conducted. Newsletters will be distributed free of charge to NCWK affiliates, schools, church groups, social workers, family health care workers, government officials and non-governmental organizations. Newsletters will contain, among other things, discussions on topics selected for the seminars and opinions and views of delegates -- primarily focusing on educating women and other target audiences on the various hazards of traditional female practices.

Proceedings of each seminar will be published and widely disseminated free of charge, as further described below. NCWK will provide A.I.D. with copies of the proceedings of these seminars.

#### Funding

This Grant will be for one year. A.I.D.'s contribution is \$25,000. NCWK's contribution is estimated to be in excess of the Kenya shilling equivalent of \$8,333. The NCWK contribution will be "in-kind" primarily in the form of professional services donated by NCWK members.

All the Grant funds are anticipated to be expended during the life of the Grant.

A more complete description of project activities is contained in the proposal submitted by NCWK. That proposal is incorporated by reference as part of this Grant; provided, however, that in the event of any conflict, the provisions of this Grant shall govern.

ATTACHMENT 3

STANDARD PROVISIONS

The Standard Provisions set forth as Attachment 3 of this Grant consist of the following Mandatory and Optional Standard Provisions marked by an "x", copies of which are attached and incorporated as part of this Grant.

1. MANDATORY STANDARD PROVISIONS FOR NON-U.S.,  
NON-GOVERNMENTAL GRANTEES

- (x) 1. Allowable Costs (May 1986)
- (x) 2. Accounting, Audit, and Records (May 1991)
- (x) 3. Refunds (September 1990)
- ( ) 4. Revision of Grant Budget (May 1986)
- ( ) 5. Termination and Suspension (May 1986)
- (x) 6. Disputes (November 1985)
- (x) 7. Ineligible Countries (May 1986)
- (x) 8. Debarment, Suspension and Other  
Responsibility Matters (March 1989)
- (x) 9. U.S. officials Not to Benefit (November 1985)
- (x) 10. Non-liability (November 1985)
- (x) 11. Amendment (November 1985)
- (x) 12. Notices (November 1985)

2. OPTIONAL STANDARD PROVISIONS FOR NON-U.S.,  
NON-GOVERNMENTAL GRANTEES

- (x) 1. Payment - Periodic Advance (November 1985)
- ( ) 2. Payment - Cost Reimbursement (May 1986)
- ( ) 3. Air Travel and Transportation (May 1986)
- ( ) 4. Ocean Shipment of Goods (May 1986)
- ( ) 5. Procurement of Goods and Services (May 1986)
- (x) 6. AID Eligibility Rules for Goods and Services (May 1986)
- (x) 7. Sub-agreements (May 1986)
- (x) 8. Local Cost Financing (November 1988)
- ( ) 9. Patent Rights (May 1986)
- (x) 10. Publications (May 1986)

- ( ) 11. Nondiscrimination (May 1986)
- ( ) 12. Regulations Governing Employees (May 1986)
- ( ) 13. Participant Training (May 1986)
- ( ) 14. Voluntary Population Planning (August 1986)
- ( ) 15. Protection of the Individual as a Research Subject  
(November 1984)
- ( ) 16. Negotiated Overhead Rates - Provisional (November 1984)
- ( ) 17. Government Furnished Excess Personal Property  
(November 1984)
- (x) 18. Title to and Use of Property (Grantee Title) (May 1986)
- ( ) 19. Title to and Care of Property (U.S. Government Title)  
(May 1986)
- ( ) 20. Title to and Care of Property (Cooperating Country  
Title) (November 1984)
- (x) 21. Cost Sharing (Matching) (May 1986)

## ATTACHMENT 4

### CASH ADVANCE GUIDANCE

#### General Policy

USG cash advance policy, consistent with AID's cash management procedures, is premised on the principle that advances should not be granted unless absolutely essential since the cost of Treasury borrowing is a considerable burden on the U.S. taxpayer. When deemed to be essential, the amount of advances should not exceed the immediate minimum needs of the recipient. Treasury has defined minimum needs as being no more than a 30 day requirement of cash on hand. The time that it takes for the recipient to liquidate the advance is of no consequence when considering immediate disbursing needs.

#### Guidelines

The following guidelines should be used when considering the need for an advance to not-for-profit recipients.

- When an activity commences, the Grantee will provide a projection of cash requirements over a specified period (normally 3 months/by month).
- Based on an analysis of this projection, the amount of the initial advance will be determined based on a 30 days' need from the date the advance is received by the Grantee.
- Subsequent monthly advance requests should be submitted with enough lead time for processing within AID and delivery of a check to the recipient. The new request should include an updated cash requirement projection as long as "the 30 days' cash on hand" requirement is met.
- It may take AID as long as 30 days to process this request and deliver a check. Therefore, the Grantee should submit a request for an advance by the last week of August for cash needs of October. The check would be put in the Grantee's account as close to October 1 as possible. Therefore, at that point in time, the Grantee would have 30 days' cash on hand. By the end of October the Grantee would be running out of cash but would soon receive the November advance requested at the end of September. The key is that 30 days' needs are not exceeded.

- Within 30 days following the end of each month, a Grant Financial report is required. This report will include a consolidated report of Grant expenditures which shows by budget line item: amount budgeted per the financial plan, amount expended for the monthly period under consideration, total cumulative amount expended, and remaining balance per line item. See sample format attached entitled "expenditure Report". Failure to submit such a report as required may preclude the issuance of further advances.

Documentation

The following is a list of what is required prior to be submitted by the Grantee in order to obtain approval of a cash advance and should be circulated with the initial advance voucher:

- A written request every month from the entity desiring the advance which would include:
  - a detailed budget of eligible project activities covering the period of the proposed advance (see sample format attached entitled "Statement of Certified Cash Needed"),
  - identification of the separate bank account where the advance will be placed, and
  - a properly executed Standard Form 1034 (Public Voucher for Purchases and Services other than Personal). Copies of SF1034 are attached.

SAMPLE FORMAT

(Name of Organization)

STATEMENT OF CERTIFIED CASH NEEDED

GRANT No:.....

An advance of funds in Kenya Shillings (or US Dollars) is, hereby requested for activities during the period .....to .....

	<u>Month 1</u>	<u>Month 2</u>	<u>Month 3</u>
A. Cash from A.I.D. grant on hand at beginning of proposed advance period	-----	-----	-----
<u>LINE ITEMS</u>			
1. Newsletters	-----	-----	-----
2. Seminars	-----	-----	-----
3. Salaries	-----	-----	-----
4. Rent	-----	-----	-----
5. Evaluation	-----	-----	-----
6. Contingencies & Inflation	-----	-----	-----
B. Line Items Total	-----	-----	-----
C. Cash Needed Each Month	-----	-----	-----

The undersigned hereby certifies: (1) that the above requested amount represents the best estimate of funds needed for disbursements to be incurred over the period described, (2) that appropriate refund or credit to the grant will be made in the event of disallowance in accordance with the terms of the grant, (3) that appropriate refund or credit to the grant will be made in event funds are not expended, (4) that the funds advanced hereunder shall be placed in the separate non-commingled bank account established for this grant, and (5) that any interest accrued on the funds made available herein will be refunded to A.I.D.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\*The breakdown of budget line items should be as per the approved budget. The categories shown above are illustrative only.

SAMPLE FORMAT

(Name of Organization)  
GRANT NO: \_\_\_\_\_

EXPENDITURE REPORT FOR PERIOD ..... TO .....

APPROVED BUDGET* LINE ITEMS	TOTAL GRANT  (KSHS) OR (US \$)	CUMMULATIVE EXPENDITURES THROUGH PRIOR RE- PORTING PERIOD	EXPENDITURES THIS PERIOD	CUMMULATIVE EXPENDITURES TO DATE	AMOUNT REMAININ UNEXPEND
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1. NEWLETTERS

2. SEMINARS

3. SALARIES

4. RENT

5. EVALUATION

6. CONTINGENCIES  
AND INFLATION

TOTAL

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS REPORT IS TRUE IN ALL RESPECTS AND THAT ALL DISBURSEMENTS HAVE BEEN MADE FOR THE PURPOSE AND CONDITIONS OF THE GRANT AGREEMENT.

\_\_\_\_\_  
TYPED OR PRINTED NAME AND TITLE

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_\_

\*The breakdown of budget line items should be as per approved budget. The categories shown above are illustrative only.