

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

AUG 7 1990

Ms. Clare B. Smith
President
Aid to Artisans, Inc.
80 Mountain Spring Road
Farmington, CT. 06032

Subject: Grant No. AFR-0526-G-00-0041-00

Dear Ms. Smith:

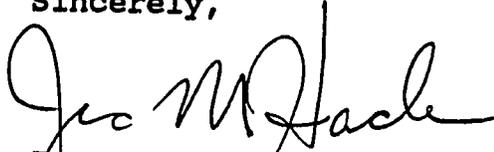
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby provides to Aid to Artisans, Inc. (hereby referred to as "ATA" or "Grantee"), the sum of fifteen thousand U.S. dollars (\$15,000) to provide support for a program entitled "PVO Initiatives Project - Partnership Initiatives Fund (PIF)" in partnership with Aid to Artisans Ghana (ATAG), as described in Attachments 1 and 2 of this grant, entitled "Schedule" and "Program Description" respectively.

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee as of September 1, 1990 in furtherance of program objectives through the completion date of August 31, 1991. Funds disbursed by A.I.D. but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

This grant is made to ATA on condition that the funds will be administered in accordance with the terms and conditions as set forth in the Attachments listed above and Attachment 3, entitled "Mandatory and Optional Standard Provisions for U.S., Nongovernmental Grantees," 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 the Office of Procurement.

Sincerely,



Jean M. Hacken
Grant Officer
Overseas Division - Africa
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Mandatory and Optional Standard Provisions

ACKNOWLEDGED:

AID TO ARTISANS, INC.

BY: _____

TYPED NAME: _____

TITLE: _____

DATE: _____

FISCAL DATA

Allocation No.	:	014-61-698-00-69-01
Appropriation No.	:	72-1101014
Budget Plan Code	:	GSSA-90-31698-KG12
PIO/T No.	:	698-0526-0619560
Project No.	:	698-0526
Total Estimated Amount	:	\$15,000
Total Obligated Amount	:	\$15,000
DUNS No.	:	19-679-9894
IRS Employer Identification Number	:	04-257-7837
Project/Technical Office	:	AFR/DP/PPE, R.Hynes
Funding Source	:	PFM/FM/A/PNP

Attachment 1

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for Aid to Artisans, Inc. to provide the services of a technical specialist to organize several product development workshops in Ghana. The project plans are 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 the Grant Cover Letter. This Grant shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning September 1, 1990 and ending August 31, 1991.

C. Amount of Grant and Payment

1. The total amount of this grant for the period shown in Section B is \$15,000.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - the Optional Standard Provision, entitled "Payment - Periodic Advance."

3. The Grantee shall submit the required documentation to the following address:

Agency for International Development
Office of Financial Management, PFM/FM/CMPD
Room 700, SA-2
Washington, D.C. 20523-0209

D. Grant Budget

1. The following is the budget for this Grant. The Grantee may not exceed the total estimated amount of the obligated amount, whichever is less (See Section C). Except as specified in the Mandatory Standard Provision of this grant entitled "Revision of Grant Budget," as shown in Attachment 3, the Grantee may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of program objectives. No local cost financing items are authorized.

Budget

<u>Cost Element</u>	<u>Total Estimated Cost</u> From 9/01/90 to 8/31/91	
	<u>A.I.D.</u>	<u>Local Currency</u>
1. Workshop Component	\$13,000	\$0
2. Fund Raising Component	0	0
3. Indirect Costs	2,000	0
4. Marketing Costs	<u>0</u>	<u>0</u>
GRAND TOTAL	\$15,000	\$0

2. The Grantee will ensure that funding is secured to cover the expected overall cost of the program. The Grantee estimates this amount to be \$22,520, including funding from this Grant. In addition to separate contributions from Bamboula (\$4,500 for Fund Raising Component), and ATAG (\$1,000 for samples and freight), the Grantee will contribute \$2,020 for marketing costs.

E. Reporting and Evaluation

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this Grant entitled "Payment - Periodic Advance", as shown in Attachment 3. The frequency of financial reporting and the due dates of reports shall be as specified in the above referenced clause.

b. The original and two copies of all financial reports shall be submitted to:

Agency for International Development
Office of Financial Management, PFM/FM/CMPD
Room 703, SA-2
Washington, D.C. 20523-0209.

c. In addition, one copy of all financial reports shall be submitted to the A.I.D. Project Manager, Richard Hynes, or his designee, at the following address:

R. Hynes, Project Officer
Agency for International Development
Office of Development and Planning, AFR/DP/PPE
Room 3911 NS
Washington, D.C. 20523-0049

d. The Grantee's financial reports shall show A.I.D. and the Grantee's costs sharing funds separately, if applicable.

e. Each financial report shall include:

PIO/T Number	:	698-0526-0619560
Project Number	:	698-0526
Project Name	:	PVO Initiatives Project/ Partner Initiatives Fund
Grant Number	:	AFR-0526-G-00-0041-00
Project/Tech. Office	:	AID/AFR/DP/PPE, R. Hynes

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2. Program Performance Reporting

a. The Grantee shall submit the following program performance reports every four months, and a final report, which briefly presents the following information:

(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs. These reports should detail the evaluation points listed on page 9 of the ATA March 26, 1990 proposal.

(2) Reasons why established goals were not met.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

b. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform AID as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any AID assistance needed to resolve the situation.

(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

c. If any performance review conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in Standard Provision of this Grant entitled "Revision of Grant Budget", the Grantee shall submit a request for budget revision.

d. Three (3) copies of each program performance report and the final report in English shall be submitted to the A.I.D. Project Manager at the address specified in E.1.c.

F. Special Provisions

1. Program Description: A summary of the Grantee's project is stated in Attachment 2 of the Grant entitled "Program Description." A more comprehensive discussion of the project description is provided by the Grantee's March 26, 1990 (revised May 11, 1990) proposal entitled "A Proposal From Aid to Artisans to the PVO/NGO Initiatives Project Partnership Initiatives Fund." The Grantee's proposal is hereby referenced and incorporated as a part of the Grant.

2. ZIP Codes: Use the following nine-digit zip codes instead of the five-digit codes shown in the Standard Provisions:

<u>Standard Provision</u>	<u>Zip code</u>
Disputes Clause	20523-0051
Payment-Periodic Advance	20523-0209
(In addition to the zipcode change, the organizational symbol for A.I.D.'s Office of Financial Management has been changed to the address shown in E.1.b of the Schedule.)	
Ocean Shipment of Goods	20523-1419
Procurement of Goods & Services	20523-1414
Negotiated Indirect Cost	
Rates-Provisional	20523-0060 20523-1417

3. Correspondence: For the purposes of "notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision No. 13, entitled "Notices", the following addresses shall be used:

a) Regular U.S. Mail
Grant Officer
Agency for International Development
Office of Procurement
Overseas Division-Africa
Washington, D.C. 20523-1425

b) By Courier/Express Mail
Grant Officer
Agency for International Development
Office of Procurement
Overseas Division-Africa
15th floor receptionist
1100 Wilson Blvd.
Arlington, Virginia 22209

G. Indirect Cost Rates

Indirect costs at a fixed charge of \$2,000 are hereby incorporated into the Grant Budget. This section on "Indirect Costs Rates" is therefore not applicable.

H. Title to Property

No property will be acquired under this Grant.

I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Grant is 935.

J. Local Cost Financing

Local cost financing is not authorized under this Grant.

(End of Schedule)

Attachment 2

PROGRAM DESCRIPTION

1. Activity Summary: AID to Artisans, Inc., working with its Ghanaian partner organization, Aid to Artisans, Ghana (ATAG), will provide the services of an ATA technical specialist to organize several product development workshops in Ghana. ATA will also provide the services of a fund raising consultant to work with ATAG to identify and investigate prospective donors, and to prepare a strategic fund raising plan for ATAG to follow for the next three years. She will train ATAG staff and Board in proposal writing and assist in preparation of proposals.

This Grant will provide \$15,000 toward the salary, travel and related costs of the workshop consultant. The remainder of the project costs will be covered by other groups participating in this activity.

2. Expected Results: The Product Development Workshop will train ATAG staff and craftspeople in product design, production and marketing of products for export. ATA, with the financial assistance of a U.S. craft products importer, will market samples of products exported to the U.S. The workshops will emphasize systems of production and quality control, and the development of products attractive to the U.S. export market.

The fund raising consultant associated with ATA's project will assist ATAG in formation of a fund raising strategy and the development of a strategic fund raising plan for ATAG to follow over the next three years. Prospective donors will be identified and contacted. She will also assist in development of business plans for ATAG to follow in purchasing of capital equipment and materials. She will providing training for ATAG staff and Board in the business plan process.

3. Report and Evaluation: ATA will provide the required reports as listed in Attachment 2, Section E.2 with attention placed on the evaluation points listed on page 9 of the Grantee's March 26, 1990 proposal.

(End of Program Description)

AID 1350 1
(3 87)

*PIO/T

AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1 Cooperating Country

Africa Regional

Page 1 of Pages

2. PIO/T No

698-0526-0619560

3 Original or
Amendment No _____

4 Project/Activity No and Title

698-0526

PVO Initiatives Project
(Partnership Initiatives Fund (PIF) Grant)

DISTRIBUTION
Date Posted: 6-28-90
Initials: [Signature]
OFFICE OF FINANCIAL MANAGEMENT
FUNDS RESERVED BY:

5 Appropriation Symbol
72-1101014

6. Budget Plan Code
GSSA-90-31698-KG12 (014-61-698-00-69-01)

7. Obligation Status
 Administrative Reservation Implementing Document

8. Project Assistance Completion Date
(Mo., Day, Yr.)

9 Authorized Agent
M/SER/OP/W

10. This PIO/T is in full conformance with PRO/AG No
n/a Date

11a Type of Action and Governing AID Handbook
 AID Contract (HB 14) AID Grant or Cooperative Agreement (HB 13) PASA/RSSA (HB 12) Other

11b Contract/Grant/Cooperative Agreement
PASA/RSSA Reference Number (if this is an Amendment)
n/a

12. Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No _____)

Maximum AID Financing Available	A Dollars	(1) Previous Total	(2) increase	(3) Decrease	(4) Total to Date
					\$15,000
	B U.S. Owned Local Currency				

13. Mission References
PIF No. 9

14A. Instructions to Authorized Agent
M/SER/OP/W is requested to make a grant from the Partnership Initiatives Fund (PIF) of the PVO Initiatives Project to the PVC identified below for the activity as described on the attached PIF Summary.
Grantee: Aid to Artisans
80 Mountain Spring Road
Farmington, CT 06032
attn: Clare B. Smith
Partner: Aid to Artisans Ghana(ATAG)
Accra, Ghana

14B. Address of Voucher Paying Office
AID/W: PFM/FM/A/PNP, Room 700, SA-2
AFR/DP/PPE: R.Hynes

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances

A. The Project Officer certifies that the specifications in the statement of work or program description are technically adequate. AFR/DP/PPE: R.Hynes [Signature]	Phone No 72962	B The statement of work or program description lies within the purview of the initiating office and approved agency programs AFR/DP/PPE: E. Simmons [Signature]	Date 6/20/90
	Date 5-29-90		
C AFR/PD/SA: S.Bliss [Signature]	Date 21/06/90	D Funds for the services requested are available FM/A/PNP: R. Anderson [Signature]	Date 6-8-90
	Date		
E.		AFR/DP/PAB: G. Cauvin [Signature]	

16. For the Cooperating Country The terms and conditions set forth herein are hereby agreed to
Signature _____ Date _____
Title _____

17 For the Agency for International Development
Signature J. Westley [Signature] Date 6-21-90
Title AAA/AFR/DP

*See HB 3, Sup. A, App. C, Att E, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action