

698-0526

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY
AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

PDFCU939

July 16, 1991

Mr. Thomas W. Wolf
Near East Foundation
342 Madison Avenue, Suite 1030
New York, New York 10173-0020

RE: Series of Three Workshops to Strengthen the Capacities
of NGOs in Botswana

Subject: Grant No. AFR-0526-G-00-1053-00

Dear Mr. Wolf:

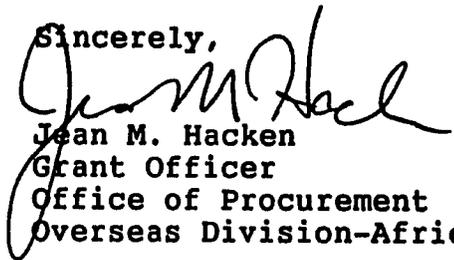
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Near East Foundation (hereby referred to as "NEF" or "Grantee"), the sum of \$13,850 to provide support for a series of three workshops to strengthen the capacities of NGOs in Botswana, as described in Attachment 1, the Schedule of this grant, and Attachment 2, entitled "Program Description."

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 through the estimated completion date of May 29, 1992.

This grant is made to NEF on 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," and Attachment 3 entitled "Standard Provisions," which have been agreed to by your organization.

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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
Office of Procurement
Overseas Division-Africa

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

Near East Foundation

BY: Thomas W Wolf
TITLE: Comptroller, Assistant Secretary
DATE: July 22, 1991

FISCAL DATA

Allocation:	181-61-698-00-69-01
Appropriation:	72-111/21014
Budget Plan Code:	GSS1-91-31698-KG12
PIO/T No.:	698-0526.95-3-1611515
Project No.:	698-0526
Total Estimated Amount:	\$13,850
Total Obligated Amount:	\$13,850
DUNS No.:	072824667
IRS Employer Identification Number:	13-1624114
Funding Source:	A.I.D./W.

Attachment 1
SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for a series of three workshops to strengthen the capacities of NGOs in Botswana, 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 this letter. The expiration date of this Grant is May 29, 1992.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$13,850 for purposes of this Grant.

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

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

The following is the budget for this Grant. The Grantee may not exceed the total estimated amount or 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.

	Total Cost	
	From o/a 7/16/91 to o/a 5/29/92	
	U.S. \$ provided	U.S. \$ provided
	by A.I.D.	by N.E.F. *
1. Salary	\$ 2,690	\$ 90
2. Travel & Transportation	552	50
3. Per Diem	2,000	0
4. Other direct costs	8,608	630
5. Indirect Costs (Overhead)	0	2,748
Total	\$13,850	\$3,518

Note * - Costs in the amount of \$3,518 will be cost shared by the grantee.

E. Reporting and Evaluation

At the end of the workshops, NEF will furnish AID (specifically, AFR/DP/PPE, Room 3911 NS, Agency for International Development, Washington, D.C., 20523) an evaluation report. The required report is specifically described in the Program Description, section C.

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this Grant entitled "Payment - Cost Reimbursement", 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:

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

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	698-0526-95-3-1611515
Project Number	698-0526
Project Name	PVO Initiatives Project
Grant Number	AFR-0526-G-00-1053-00
Project/Tech. Office	AID/AFR/DP/PPE, Richard Hynes

2. Program Performance Reporting

The Grantee shall submit special reports as requested by the AID Grant Officer or the AID/W /technical Officer.

F. Special Provisions

1. Program Description: A summary of the Grantee's project is stated in Attachment 2 of the Grant entitled "Program Description." The Grantee's proposal dated June 11, 1991 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 (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.)	20523-0209
Ocean Shipment of Goods	20523-1419
Procurement of Goods & Services	20523-1414

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 rates are not being charged by the Grantee to this Grant. The Grantee has agreed to absorb those costs as part of its cost sharing.

H. Title to Property

No property will be acquired with this Grant.

I. Local Cost Financing

Local cost financing is not authorized under this Grant.

Attachment 2
PROGRAM DESCRIPTION

A. Activity Summary

The Near East Foundation (NEF), a US PVO, and the Ngami Tspidi Trust (NTT) of Botswana will organize and hold a series of three workshops over ten days for 20-30 staff of local NGOs in Northwestern Botswana. The goal of the workshops will be to strengthen the capacities of participating grassroots NGO staff to better organize and manage their organizations so they might be better able to achieve their goals and help their communities. Topics to be covered include communications, organization techniques, bookkeeping, fund raising, community needs assessment and project evaluation.

B. Expected Results

The three workshops will be a first step towards strengthening the staff of several emerging NGOs in Northwestern Botswana. Each workshop will teach increasingly complex and sophisticated skills and be predicated on the successful completion of the previous workshop. Participants will first be taught "Basic Skills" (communications, understand government, basic finances). Then they will move on to "Setting Up An Organization" (decision making, types of organizations, and responsibilities of officers). The final workshop will address "Setting Up A Project" (needs assessment, proposal development, planning, implementation and evaluation). Presenters of the workshops will include representatives of several PVOs and NGOs as well as government officials.

C. Reporting and Evaluation

Evaluation will be at two levels. First, NEF will observe which participants are able to successfully complete each workshop and thus advance to the next. Their participation will be noted, as well as suggestions offered for topics to be discussed in subsequent workshops. Their reactions to the workshop will be sought at the conclusion of the training.

After one year, NTT will follow up on the progress of each participant and submit a report identifying how participants have used the skills acquired; how the capabilities of their NGO might have improved; how their NGO relates to outside organizations; and what some concrete results might be from skills learned in the workshop.

Attachment 3
STANDARD PROVISIONS

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. 698-0526-95-3-1611515	3. <input checked="" type="checkbox"/> Original or <input type="checkbox"/> Amendment No _____
		4. Project/Activity No. and Title 698-0526 PVO Initiatives Project (Partnership Initiatives Fund (PIF) Grant)	

DISTRIBUTION Initials: _____ Date Posted: <u>5-3-91</u> PFM/FM/A/PNP FUNDS RESERVED BY: <u>R.H.</u>	5. Appropriation Symbol 72-111/21014	6. Budget Plan Code GSS1-91-31698-KG12 (181-61-698-00-69-01)				
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8. Project Assistance Completion Date (Mo., Day, Yr.) 9/30/92				
	9. Authorized Agent MS/OP/O/AFR	10. This PIO/T is in full conformance with PRO/AG No n/a Date _____				
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> 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
			---	\$13,850	---	\$13,850.00
		B U.S.-Owned Local Currency				

13. Mission References

14A. Instructions to Authorized Agent
MS/OP/O/AFR is requested to make a grant from the Partnership Initiatives Fund (PIF) of the PVO Initiatives Project to the PVO identified below for the activity described on the attached PIF Summary.
GRANTEE: Near East Foundation
 342 Madison Avenue, suite 1030
 New York, NY 10173-0020
 attn: Linda Jacobs
 tel: 212-867-0064
NGO Partner:
 NTT of Botswana

14B. Address of Voucher Paying Office
FM/A/PNP
AID/W: Rm. 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	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	Date 5-1-91
	Date 4-30-91		
C. AFR/DP/SA: S. Bliss	Date 30-04-91	D. Funds for the services requested are available FM/A/PNP:	Date 5/1/91
E.	Date	AFR/DP/PAB: G. Cauvin	

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

17. For the Agency for International Development
 Signature **M. Bonner** Date **5/1/91**
 Title **AAA/AFR/DP**

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

OFFICE OF FINANCIAL MANAGEMENT