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NISHORGO SUPPORT PROJECT

GUIDELINES FOR LANDSCAPE DEVELOPMENT
FUND (LDF) GRANT PROGRAM

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NISHORGO SUPPORT PROJECT

GUIDELINES FOR LANDSCAPE DEVELOPMENT FUND (LDF) GRANT PROGRAM

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1. INTRODUCTION AND CONTEXT

This document provides program guidelines and application procedures for the Small Grants administered through the Nishorgo Support Project (NSP), in support of the Nishorgo Program of the Forest Department of the Government of Bangladesh.

The Nishorgo Program aims to improve the management of the country's Protected Areas (PA) of all kinds. At the heart of Nishorgo is a focus on building partnerships between the Forest Department and key local and national stakeholders that can assist in conservation efforts. Nishorgo is the overall program of the Forest Department for improving the management and conservation of Bangladesh's protected areas with the general goal of ensuring a coherent and integrated PA strategy.

The Nishorgo Program was officially launched in Bhawal National Park on February 24, 2004 with the motto "Let us save nature for our future generation". The Program activities include a comprehensive effort to conserve protected forests and adjacent landscapes through co-management by the Forest Department and organized communities of local stakeholders; co management plans seek to conserve biological diversity while providing economic sustainability for the local people. The program was designed through close consultation among the Ministry of Environment & Forests (MOEF), Forest Department and USAID. As the name "*nishorgo*" implies, the Program is in essence an enhancement and preservation of the unique beauty and biodiversity of the tropical forests of Bangladesh for future generations. Further, Nishorgo will also promote the beauty of these natural forests through facilitating nature visits and ecotourism. The stakeholders will get ownership of the of program not only in terms of benefit sharing but also through management decisions that will be taken collaboratively with the framework of co management structures established with the assistance of NSP.

The Government of Bangladesh and USAID/Bangladesh are providing technical support to key aspects of the Nishorgo Program through the Nishorgo Support Project. NSP works closely with the Forest Department and key conservation stakeholders to develop and implement a co-management approach to help conserve the country's large tracts of Protected Areas, where partnerships for conservation are essential. The Project is working at five initial pilot sites to begin adapting a Protected Area co-management approach for Bangladesh, including those listed here. A sixth site may be added in the fourth year of the Project. Current sites include:

- Lawachara National Park
- Rema Kelanga Wildlife Sanctuary
- Satchuri National Park
- Teknaf Game Reserve
- Chunati Wildlife Sanctuary

Under the terms of the Contract, International Resources Group (IRG) was engaged to provide technical assistance and other support to implement NSP and to achieve the targeted objectives and results of the project. IRG is working with a number of subcontractors to provide this assistance and to implement NSP activities, including CODEC, NACOM and RDRS.

NSP aims to improve biodiversity conservation and livelihoods in Bangladesh through activities contributing to five project components. As per the Scope of Work of this Project, the five components of the Project are as follows:

1. Development of a Co-Management Planning and Implementation Model
2. Interventions and Investments for Improved Ecosystem Management
3. The Enabling Policy Environment for Co-Management Enhanced
4. Laying the Foundation for a Conservation Constituency in Bangladesh
5. Ensuring Institutionalization of Co-Management

Local currency resources are anticipated to support two additional objectives to be overseen by the Government, including

- * Build or reinforce the infrastructure within Protected Areas that will enable better management and provision of visitor services at co managed sites
- * Design and implement a program of habitat management and restoration for pilot Protected Areas

The NSP grants program is designed to complement this expected local currency funding that will be mobilized by the Forest Department to finance trails, visitor centers, office rehabilitation and other infrastructure improvements in the Protected Areas.

In order to support achievement of Component 2 of the Project, IRG's original proposal (subsequently incorporated by reference into the contract) proposed a "Landscape Development Fund". The use of this Fund was described on page 20 of IRG's proposal as follows:

The IRG Team will suggest a suitable methodology (revolving fund, for example) to finance alternative income generating (AIG) and ecosystem development activities (including financial feasibility of any proposed activity). The credit system will adapt successful aspects of existing credit programs run by CARITAS, RDRS and CODEC. A revolving fund will be set up to keep these AIG activities and other ecosystem improvements going over the medium-term.

The GOB recently passed the necessary orders to operationalize the Tree Farming Fund (TFF) guidelines developed under FSP. A similar approach could be used to set up a Landscape Development Fund (LDF) for AIG activities. Such a Fund would provide RMOs with resources for community development programs. It will receive initial funds from the project and would act as a mechanism for ensuring sustainability of project activities even after the project is over. IRG has allocated \$300,000 as startup funding for the Fund. The LDF will be linked to other rural development programs including micro-credit activities being implemented in the project area. Short-term loans to the members of a RMO will allow their initial capital to grow and become an economic asset, thereby reducing the RMO's dependence on project funding.

The IRG Team continues to adhere to the same goals as stated in this proposal, viz the development of mechanisms for sustainably undertaking ecosystem management improvements in the PA landscapes and increasing the alternative income generation options for those people previously depending on PA forests for their livelihoods.

While the results to be achieved have not changed, IRG's strategy for achieving them have evolved, based on the following observations:

- Expecting a newly formed co-management committee to act as a micro-finance institution is unrealistic, in light of the complexity of such an effort and the limited skill levels that can be expected of the committees;
- Bangladesh has ample micro-finance in the rural areas, so viable opportunities for investments that can generate AIG opportunities can be enhanced by microfinance from other institutions.
- It became increasingly clear during the implementation process that the NGO context in Bangladesh is such that direct implementation of a micro-finance fund by our NGOs would have created a patron-client relationship that would have diverted us from our overall objectives.
- As part of the social mobilization process, the NSP team (via its northern and southern subcontractors RDRS and CODEC) has extensive and strong support to formation of small CBOs (called Groups) of low income resource users at all PA sites. AIG demonstration activities have for some time been undertaken directly with these CBOs without the need for a microcredit fund that would in any case be a relatively larger burden to the poor members of those groups.
- Other opportunities for generating a sustainable stream of financial resources for ecosystem improvements via the Co-management committee have been identified and approved in principle, and are advancing towards formal approval by the Government. These include provision of revenue to Committees from PA entry fees, sales of various PA brochures, parking area management fees, participation in forest coupe in the landscape, etc.

In light of these observations, the IRG Team strategy for achieving ecosystem improvements, including alternative income generation (AIG) opportunities, includes the following three broad thrusts:

1. *Grants to Co-Management Committees for community interventions in the landscape:* Provide support to improved community incentives for conservation in the landscape through the newly formed Co-Management Committees, who would receive small grants as explained in this document;
2. *Demonstration and training resources for AIG activities by households via user groups:* Provide AIG opportunities to low income households in the landscape through demonstration and training activities, including where appropriate the provision of in-kind support to low income group members where complemented by group member labor or other resource contributions. In fact, this part of the IRG Team strategy for enhancing AIG has been in effect already throughout the third year of implementation;
3. *Enterprise development support:* Provide support to additional AIG activities through enterprise development and enhancement by linking producers at PA level to buyers/exporters at regional and national level.

These are the three principal elements of the NSP approach to achieving targets against Component Two of the contract.

The purpose of this document is to explain how the LDF will be used directly to support the first of these three thrusts -- the provision of grants to the Co-Management Committees for landscape and ecosystem level interventions to benefit communities.

Thrusts two and three are already being supported by the Project under other forms of direct assistance to beneficiaries, and will be continued.

For the purposes of advancing against thrust 1, the the Project proposes to mobilize the Landscape Development Fund (LDF) for use as a Small Grants Fund to finance needed investments to be managed by Co Management Committees.

1.1 CONTRACTUAL PROVISIONS

The grants program will follow the requirements of USAID’s Automated Directives Systems (ADS) 201302.56 and 303, the Standard provisions for Non-U.S. Governmental Recipients, and the provisions of the USAID/Nishorgo contract and applicable U.S. and local law. All rules and regulations, including the “Administration of Assistance Awards to U.S. Non-Governmental Organizations” will apply to the extent practicable for these awards.

All small grants financial agreements shall include a copy of the standard provisions. Key sections of the Required as Applicable provisions include:

- Payment – Reimbursement
- Procurement of Goods and Services
- USAID Eligibility Rules for Goods and Services
- Local Procurement
- Publication and Media Releases
- Negotiated Overhead Rates – Provisional
- Title to and use of Property
- Cost Sharing (Matching)
- Public Notices
- Program Income

In addition to relevant clauses found in ADS Chapter 303 – Grants and Cooperative Agreements to non-governmental organizations (NGOs), the NSP Grant Program will adhere to the following conditions:

- (a) The following requirements apply to any grant to be awarded by a Contractor under this contract:
 1. USAID shall have substantial involvement in the establishment of selection criteria and shall approve the selection of grant recipients.
 2. USAID retains the right to terminate the grant activity (activities) unilaterally in extraordinary circumstances.
 3. The Contractor is not authorized to execute or administer Cooperative Agreements on USAID’s behalf.
 4. Requirements which apply to USAID-executed grants shall also apply to grants signed by the Contractor.
- (b) Grant Format and Marking:
 1. The Contractor shall develop grant formats that are subject to prior approval by the USAID/Bangladesh Acquisition and Assistance Officer for each type of proposed

- grant under the contract (e.g., Small Grants or Fast Track grants to Co Management Committees).
2. The Contractor shall clearly state in the grant that resources for the grant have been donated by USAID.

1.2 TYPES OF GRANTS TO BE ADMINISTERED UNDER THE NSP GRANT PROGRAM

Under the NSP, the International Resources Group (IRG), via its subcontractors RDRS and CODEC anticipates administering grants only to established and approved Co Management Committees from the NSP pilot sites listed above.

All requests for funding should be responsive to some or all the following general selection criteria and related factors:

- The proposed grant funded activities directly contribute to the achievement of project results and is consistent with the overall NSP objectives.
- The request addresses sustainable and tangible impacts, particular in support of Protected Area conservation and management.
- The request addresses potential advantages for women, youth and other marginalized groups.
- The request takes into account cross-cutting issues and potential synergies, such as complementary investments related to infrastructure improvements, microfinance for AIG and the promotion of co management activities.
- The request takes account, where relevant, of available micro-finance from existing micro-finance institutions (MFIs)
- The request includes counterpart contributions either in kind (such as labor) or in cash (to be derived from fees and revenues from entry, parking, hiking and other prescribed activities supervised by the Co Management Committees or other locally generated revenues and contributions)
- The request includes elements of community participation, innovation and entrepreneurial spirit associated with the proposed activities of the potential grantees.

1.3 PROGRAM ACTIVITIES THAT CAN BE FINANCED UNDER THE NSP GRANT PROGRAM

- Establishment of community woodlots, forest stand improvement, ecological restoration
- Restoration and rehabilitation of degraded sites in the surrounding landscape to the protected area
- Improvements to irrigation ditches or related investments to increase productivity in the PA landscape
- School improvements, health clinics, health facilities (including toilets), water system improvements (wells, water conduits) or other community investments that generate social or economic benefits and increase incentives for community participation in PA conservation and management

- Organization, equipping and launching of educational, training and awareness raising activities designed to enhance community participation in Protected Area conservation and management
- Experimentation, testing and demonstration of pilot Alternative Income Generation activities as a precursor to widespread investment by local entrepreneurs and households
- Construction of shelters, pathways, access points, or other small scale facilities deemed essential for the effective protection, conservation and improved management of the targeted Protected Area
- Technical assistance for activities relating to Protected Area management.
- Training and capacity building.
- Studies, assessments and workshops.

1.4 INELIGIBLE ACTIVITIES AND PURCHASES

- Activities that constitute a conflict of interest with the staff or the consultants of the NSP.
- Illegal activities as defined by the GOB and/or USAID.
- Activities that contribute to the destruction, deterioration or the degradation of natural resources and/or environment.
- Any other activities or purchases that are deemed ineligible by USAID/Bangladesh.
- Subsidies to organizations that are not legally recognized in host country.
- Military equipment, police equipment, abortion equipment and services, gambling equipment, climate modifier equipment.
- Restricted purchases subject to approval include: agricultural products, motorized vehicles, pharmaceutical products, used equipment, North American surplus equipment, and fertilizer.

2. NISHORGO SMALL GRANTS

The Nishorgo Support Program Small Grants component will provide grant funds to Co Management Committees for innovative, cutting-edge, catalytic initiatives that can be used as models for replication or be further developed by other organizations, or that can be expanded to new Protected Area sites in other areas of the country. These activities will link with the GOB Forest Department Nishorgo Program and will support the objectives of the overall Nishorgo Program and specific results of the NSP.

An illustrative list of the types of activities that the Small Grants component might fund are shown in Section 1.3 above.

2.1 NSP GRANTS AWARD CYCLE

IRG will employ a rolling award cycle for NSP grants and accept applications throughout the life of the NSP or until funds are no longer available. While unsolicited applications may be considered for award, in most cases applications will be in response to specific NSP initiatives designed to support and strengthen Co Management Committees or targeted Request for Applications (RFA) issued with the aim of achieving specific NSP activities, particularly in

relation to AIG. The RFA will be approved by USAID prior to publication, as per ADS 303.3.4. In order to encourage the application process and effectiveness of the small grants, the RFA will be clearly written and concise and adapted to the capacity of targeted community groups. Depending on the scope of the activities, IRG will develop a communication strategy to encourage the involvement of potential recipients and to establish a competitive environment for receiving application and awarding grants. For example, RFAs may be promoted through training workshops, field based extension efforts or in association with other ongoing NSP project activities. RFAs may also be promoted through workshops, Internet and electronic networks, advertisement in leading periodicals, national/regional associations, and targeted mailings.

2.2 FUNDING THRESHOLDS, LIQUIDATION AND CLOSE OUT FOR NSP GRANTS

Grants made to Bangladeshi organizations will be funded in local currency. Grants will range from a minimum size of 300,000 Taka to a maximum of 1,400,000 Taka.

Grants are generally for less than one year in duration and shall be provided to assist in the achievement of a desired result related to NSP project objectives, especially in the area community involvement in protected area conservation. If grant activities exceed six months, quarterly progress reports will be required. Grants for one year or longer will require quarterly liquidation, drawdown and reporting and closeout procedures will be detailed in the grant agreement.

All grants can be terminated unilaterally by USAID. All grants must be completed by the grantee and closed out in collaboration with the NSP team prior to the estimated completion date of the base or option contract period (currently May 30, 2008). Within this time frame, follow-up grants may be permitted for activities that show results and assist in the achievement of Project results.

3. FAST ACTION GRANTS

NSP will also fund Fast Action grants under a shortened format that allows for fast processing for specialized one-time activities that may include, inter alia, support for training workshops, special studies, or other small performance-based activities. Activities funded by Fast Action grants can be categorized as limited in scope, of short duration or requiring a quick decision to allow for timely implementation. Potential recipients of fast action grants will include only Co-Management Committees.

3.1 FAST ACTION GRANTS AWARD CYCLE

Fast Action grants will be funded through the same rolling application process and RFA as grants (see 2.1, above). Unsolicited proposals may be considered as well.

3.2 FUNDING THRESHOLDS, LIQUIDATION AND CLOSE OUT PROCEDURES FOR FAST ACTION GRANTS

Fast Action grants will be awarded only for activities under 300,000 Taka.

Funds for Fast Action grants may be advanced for up to 90 percent of the proposed budget. The remaining, approved funds will be reimbursed upon completion of the activity, receipt of final deliverable or report, and with appropriate financial supporting documents. Fast Actions grants will generally require only a final progress and financial report.

As with other grants, all fast action grants can be terminated unilaterally by USAID; the fast action grants also must be completed by the grantee and closed out in collaboration with the NSP team prior to the estimated completion date of the base or option contract period (currently May 30, 2008).

4. OPEN AND TRANSPARENT REVIEW, EVALUATION AND SELECTION PROCESS

IRG will collaborate with USAID, host country counterparts and local stakeholders to develop and periodically review and update specific criteria for grant applications and review procedures.

4.1 GRANT APPLICATIONS

With respect to the potential grantee or requesting organization, grant applications should include:

- Identity and organizational status of the potential grantee.
- Presentation of the organization, including a brief description of its history, leadership, highlights of past work in related areas and references.
- Summary of experience in the relevant technical areas.
- Assessment of technical and organizational capacity to manage the program of activity and/or proposed purchases.
- Clear formulation of the goal and objectives of the proposed grant activity.
- Demonstration of the links between the goals and objectives of NSP and those of the proposed grant.
- Sound technical approach.
- Concise presentation of a logical set of activities and indicators by which the grantee will achieve the goals and the objectives of the grant.
- Proposed results monitoring, including verifiable indicators, and reporting plan.
- Budget summary with an indication of costs by activity, including administrative costs.
- Proposed payment/deliverable schedule.

4.2 GRANT REQUEST REVIEW AND EVALUATION

When appropriate, IRG may employ a two-tiered review process beginning with a concept paper or preliminary proposal. Proposals that are deemed appropriate for funding after an initial technical review by NSP staff will be invited to submit a full technical application. The review process will include some or all of the following:

During the pre-award phase, the the grants manager will need to examine the financial management systems in place and check references to be sure that the potential grantee is eligible for the funding – if a potential grantee is characterized as a high-risk , conditions may be

placed on that organization to allow for the grant with additional oversight or capacity-building for that organization. Upon completion of the review process, the competitive review panel will write an evaluation report to certify that the review and evaluation of all applications was in keeping the USAID policies and essential procedures and to guarantee the integrity, transparency and competitiveness of the process. The successful grant recipient will receive written notification within 10 days after final approval from USAID (see Annex 2) and the post award negotiations, financial reporting set-up and additional administrative details will be finalized. In the event of a rejected proposal, the notification will include a brief explanation detailing why the project was not approved

- a. Consultation, on site training and other technical assistance provided to targeted Co Management Committees and community groups by the Microfinance and Grants Officers (MGO) of the NSP field teams working in the vicinity of targeted Pas to develop initial concept papers or preliminary proposals for projects to be funded by NSP Small Grants
- b. Initial review / evaluation of concept papers and preliminary proposals by NSP senior technical staff to assess proposal soundness and to ensure that projects meet Small Grant criteria
- c. Feedback provided to MGOs to complete full applications for acceptable proposals, and to revise / reconsider unacceptable proposals
- d. Submission and review/evaluation of the completed applications by a grants selection committee, made up of representatives from IRG, USAID and the FD/MOEF.
- e. Applications are classified into two categories:
 - Those that don't respond to agreed upon criteria and are rejected, and
 - Those provisionally accepted because they do meet the selection criteria.
- f. Field visits and/or collection of additional information as necessary. Field visits enable the committee to confirm the relevance of the selected applications, but also to reject applications that do not appear to be well justified.
- g. Conditional acceptance of the application by the grants selection committee.
- h. Negotiation with the potential grantee with respect to issues/comments of the committee (usually through an issues letter).
- i. Rejection if the requestor cannot adequately respond to issues or concerns during negotiations.
- j. Acceptance of those applications that do meet criteria and adequately respond to issues/comments of the selection committee.
- k. Submission of accepted applications to Chief of Party and USAID for approval.
- l. Signature of grant by IRG Grant Officer.
- m. Signature of grant by grantee.

4.3 POST AWARD ADMINISTRATION

In performing the post-award administration of the grants, IRG will:

- Provide required post-award approvals, instructions, or guidance to the grantees.
- Monitor grantee performance and progress.
- Ensure that the grantees monitor and evaluate the impacts of their own activities using the impact indicators and baseline data negotiated into the grant document.
- Review grantee financial management programs, including the appropriate segregation of funds.

- Monitor the timely submission of progress reports by grantees and ensure that these reports track accomplishments and impact data.
- Provide guidance and follow-up on presentation of timely grantee vouchers.
- Ensure quarterly liquidation of advances.
- Obtain quarterly financial reports and review for compliance with grant financial plan and budget, activities, and work plan.
- Maintain all grant pre-award and post-award files in good order.
- Ensure that the grantees maintain their financial and operational reports in good order, and retain them for three years after final payment.
- Monitor grantee cost-sharing contributions and program income where applicable.
- Ensure the performance of recipient contracted audits according to schedule and in coordination with the USAID/Bangladesh staff.
- Ensure resolution and closure of any audit recommendations, subject to the prior approval, if necessary, of the resolution and closure by the Regional Contracting Officer.
- Perform timely close-out of all expired grants.

All disbursements will be made directly to the bank account designated in the Grant document unless otherwise stated in the grant; payments will be made once it is determined by the grants manager or Chief of Party that the deliverables and financial reporting, have been completed. Neither changes in the programming of the project nor budget alterations greater than 20% of the budget line items are permitted, unless those modifications are requested, in writing, to the Chief of Party of the Nishorgo program and then authorized in writing by USAID.

5. GRANTEES

5.1 GRANT AWARDS TO U.S. ORGANIZATIONS

Grant awards to U.S. organizations are not currently envisioned under the terms of the NSP Small Grants component.

5.2 GRANT AWARDS TO BANGLADESHI ORGANIZATIONS

Bangladeshi organizations meeting eligibility requirements may request funding through the NSP Small Grants component. In addition to the required proposal and grant application elements (see Annexes), eligible organizations may be asked to present:

- Certification of registration, FCRA approval and account, as required.
- Pre-award audit findings as deemed appropriate.
- Certification of grant worthiness as deemed appropriate.

Grantees may request technical assistance, which can be provided by IRG or its sub-contractors, for capacity building and training if audit or grant worthiness findings do not meet minimum requirements for financial or technical compliance.

USAID has specific operational requirements that organizations must meet to be eligible for potential funding. In many cases these requirements are consistent with good management and financial stability, but may include organizational capacity components such as:

- Governance/leadership.
- External relations,
- Administration and operations management.
- Human resources management.
- Financial resources management.
- Program management.

ANNEX I: GUIDE FOR APPLICATIONS/REQUESTS FOR FUNDING FOR NISHORGO SMALL GRANTS

Proposals will be accepted in English or in Bangla; proposals which meet the basic criteria will be translated by NSP for review by the Grants Committee. NSP field staff will provide training and assistance as required to ensure that grant proposals are sound and well presented. Proposals should include the following sections:

1. **Title:** Descriptive, precise, and brief.

2. **Executive Summary:** This should include a brief paragraph indicating the objective of proposed project, a brief description of the proposed activities, and the specific relevance to the NSP objectives and results (maximum 1 page).

3. **Justification/Background:** An analysis of the development challenges to be addressed. This should include historical aspects, opportunities and most relevant constraints, and previous efforts to deal with the subject. The most relevant factors and points that need to be considered in order to address the subject or problem described should be specified (maximum 1 page).

4. **Description of the Proposed Project:**

4.1 **Objectives:** These objectives should be oriented towards an impact. They should be specific, measurable, realistic, and have a time limit (maximum 1/2 page).

4.2 **Final results:** Specific and concrete results should be listed (e.g. reduce illegal logging; improved conservation of biodiversity, increased levels of tourism and visitation in the PA, increased local socio-economic benefits). The progress towards the achievement of these results may be considered to be an indicator of the success of the grant activities. The proposal should indicate a clear relation between the expected results and the objectives (maximum 1 page).

4.3 **Methods:** Depending on the subject to be dealt with, the proposal should describe the specific methods that will be used to achieve the results (maximum 2 pages).

4.4 **Activities:** The activities necessary to achieve the desired results (e.g., investment in infrastructure, demonstration and organization of AIG, field trips, meetings with community leaders, etc.). Each result requires a specific group of activities (maximum 1 page).

4.5 **Evaluation methodology:** Explain how and to what degree objectives and results will be determined and achieved, and how the expected results will be qualitatively and/or quantitatively measured. Indicate when this will be done (maximum 1 page).

4.6 **Communication and Dissemination of results:** How will the results of the project be disseminated? Present this in chart form as shown below:

Client	Way of dissemination/distribution
Communities in region X	Workshops for community leaders, radio programs, publication in language X, etc.
Local authorities	Public presentation of results, documents, maps, etc.
Private sector	Targeted outreach, etc.

5. **Work plan:** An implementation plan and calendar that indicates when each of the objectives is expected to be achieved (maximum 1 page).

6. **Sustainability plan:** If grant funding concerns equipment/durable commodities, describe plans for maintenance (maximum 1 page).

7. **Budget:** The budget should be prepared in local currency (maximum 1 page). It should be organized in accordance with the following categories:

- salaries,
- supplies,
- transport,
- travel and per diem expenses, and
- administrative costs.

8. Schedule for Disbursements:

Activities	Periods	Expected Costs
	Total Disbursements	

9. Signature:

I, the undersigned (Mr./Ms., Chairman)of..... that is requesting financial assistance from the NSP Small Grant component for the implementation of the proposed activity related to....., certify that all the information in the grant application file is exact and correct.

Signature: _____

Date: _____

ANNEX II: GUIDE FOR APPLICATIONS/REQUESTS FOR FUNDING FOR FAST ACTION GRANTS

Proposals will only be accepted in Bangla or English. Proposals should include the following sections:

1. **Title:** Descriptive, precise, and brief.

2. **Justification/Background:** An analysis of the subject to be dealt with. This should include historical aspects, opportunities and most relevant constraints, and previous efforts to deal with the subject. The most relevant factors and points that need to be considered in order to address the subject or problem presented should be specified (maximum 1/2 page).

3. **Description of the proposed project:**

3.1 **Objectives:** These objectives should be oriented towards an impact. They should be specific, measurable, realistic, and have a short time limit (maximum 1/2 page).

3.2 **Final results:** Expected specific and concrete results should be listed. The progress towards the achievement of these results may be considered to be an indicator of the success of grant activities. The proposal should indicate a clear relation between the expected results and the objectives (maximum 1/2 page).

3.3 **Methods:** Depending on the subject to be dealt with, the proposal should describe the specific methods that will be used to achieve the results (maximum 1 page).

3.4 **Activities:** The activities necessary to achieve the desired results. Each result requires a specific group of activities (maximum 1 page).

3.5 **Evaluation methodology:** Explain how and to what degree objectives and results will be determined and achieved, and how the expected results will be qualitatively and/or quantitatively measured. Indicate when this will be done (maximum 1 page).

3.6 **Dissemination of results:** How will the results of the project be disseminated?

4. **Work plan:** An implementation plan and calendar that indicates when each of the objectives is expected to be achieved (maximum 1 page).

5. **Budget:** The budget should be prepared in local currency (maximum 1 page). It should be organized in accordance with the following categories:

- salaries,
- supplies,
- transport
- travel and per diem expenses, and

- administrative costs.

6. Signature:

I, the undersigned (Mr./Ms., Chairman)of..... that is requesting financial assistance from the NSP Small Grant component for the implementation of the proposed activity related to....., certify that all the information in the grant application file is exact and correct.

Signature:

Date:

ANNEX III: NOTIFICATION OF AWARD

Date:

Recipient of the grant:

Grant number:

Responsible:

Address:

Telephone:

Period of financing:

After examining your request number to implement the activity “.....,” an amount of[Taka] will be granted following receipt of your acceptance letter. The advance will be allocated to begin activities according to the schedule discussed and finalized. Additional allocations will be made after receipt and processing of invoices for the initial advance, and after receiving preliminary technical and financial reports. The management of the grant and related expenses is subject to the Standard Provisions included in the grant.

Initial briefings will be held with the IRG Project team to introduce you to NSP grant procedures and to review the requirements of this Agreement. The briefings will include an overview of all financial and progress reporting, and final agreement on the implementation plans for funded activities. The briefings will provide you and NSP an occasion to clarify tasks and responsibilities, and they will allow you the opportunity to pose questions and address any issues there may be concerning the proposed activities and requirements for funding under this Agreement.

IRG Grant Officer

Signature

Date

ANNEX IV: CONDITIONS AND SPECIAL PROVISIONS FOR GRANT AWARD

Basis for award of the grant:

The grant is awarded to support or fund (insert description of the activity).

Management of the grant by IRG:

This grant has been financed by the Government of the United States through U.S. Agency for International Development/Bangladesh's contract with the International Resources Group (IRG). USAID/Bangladesh is funding a Small Grant component as part of the support for the activities of a project named the Nishorgo Support Project (NSP). All requests for grants as well as all questions related to the use of these grant program funds are to be addressed in writing to the IRG Chief of Party.

Special Provisions:

In addition to the standard provisions for grants, the following special provisions apply:

1. The attached budget is accepted as the official budget of the grant.
2. The attached advance request form should be signed and returned at the same time as the letter of acceptance.
3. All expenses should be justified by invoices or other documentation of payments.

Special Conditions:

The final reports should be received by the IRG Grant Officer within thirty (30) days after the end date of the grant.

All modifications related to the attached grant program description must be requested in writing and approved in advance.

Calendar of payments:

Payments will depend on the progress achieved in the realization of the objectives of the grant and the timely submission of the financial and progress reports as scheduled.

ANNEX V: REQUEST FOR ADVANCE DISBURSEMENT PAYMENT

Date:

Recipient of the grant:

Grant number:

Responsible:

Address:

Telephone:

Number of the demand:

Type of request: [] Temporary [] Final

Amount (in numbers):

Amount (in letters):

Object:

Date of payment:

The Authorized Signatory of the Grantee:

Signature

Date

ANNEX VI: GRANT PAYMENT VOUCHER

Date:

Recipient of the grant:

Grant number:

Responsible:

Address:

Telephone:

Number of the grant request:

Amount:

Amount of the grant:

Total advanced:

Balance:

Date of payment:

IRG Grant Officer

Signature

Date

ANNEX VII: FINANCIAL REPORT

Grant number:

Period covered by the report:

Date of submission of the report:

Organization:

All funds not spent by the recipient at the end of the grant period must be returned to [name], [title], at the time of the submission of the final report in the form of a check to the order of [name]. The check should be sent by registered mail or delivered by courier to the Grant Officer at IRG-NSP, House 68, Road 1, Block I, Banani, Dhaka 1213, Bangladesh.

To notify of the existence of funds not spent, please fill in the lines below:

Total grant received by the Grantee:

Minus (-) Total spent by the Grantee:

= Amount to be refunded (currency):

Check Number:

Statement of Expenses (currency)

Type of expenses*	Amount Budgeted	Cumulative Expenditures	Balance
Salaries			
Supplies			
Transport			
Travel and per diem			
Administrative costs			
TOTAL	(Amount)		

*Items listed should be the same as those in original budget.

Certification

Mr./Ms..... of the organization _____, certify that the present financial report is exact and complete and that all of the expenses are related to the different categories allocated and documented in this grant. I also certify that there are no outstanding commitments of expenditures.

Representing the Recipient/Grantee: Name/Signature/Date

ANNEX VIII: TECHNICAL PROGRESS REPORTING

1. Progress Reports

Submission of Reports

All grantees are requested to submit quarterly progress reports (or at regular intervals per the grant agreement) during the grant period. Unless other arrangements have been agreed upon with the IRG Grant Officer, the signatories of the letter of acceptance of the Grant are responsible for the timely submission and the content of these reports. These reports will be submitted in English. A copy of every report should be submitted to the IRG Grant Officer.

Recipients of Fast Action grants will be required to submit a final technical and financial report, as stipulated in the grant agreement. However, if a Fast Action grant is for a period longer than six months, quarterly or interim reports may be required. This will be stipulated in the grant agreement.

The dates of submission of the progress reports are indicated in the Special Conditions of the grant agreement.

The inability to submit anticipated reports on time will entail a delay in further payments or the suspension or the termination of the grant agreement at the discretion of IRG.

Purpose of Progress Reports

Progress Reports serve to assess the progress achieved in the implementation of the grant activity and permit the identification of problems that needed to be resolved or taken into consideration by the program and the project management team. The progress reports constitute a permanent archive of the accomplishments of the project. They enable the NSP Small Grant team to manage the program and its funding efficiently. They also enable the team to know if the program activities correspond effectively to grant objectives.

This report should sum up the different accomplishments during the reporting period and report on cumulative results over the life of the grant. It will be necessary to describe work done from a quantitative and qualitative point of view; accomplishments should be compared to the objectives, activities and results planned for the designated period. If the objectives are not reached, it is necessary to give the reasons and to propose corrective measures.

2. Final Report

The final progress report should contain the following details as appropriate:

A description of the main activities covering the entire period of the grant, and a comparison of accomplishments with respect to the objectives, activities and results outlined in the grant request;

If necessary, indicate any changes in the organization of activities in relation to those included in the initial grant application;

Describe any plans for the continuation of the activity beyond the period of the grant;

Include an assessment of the impact of the grant on the targeted population; and

Include a sample or copy of all products or documentation that would help to better understand the accomplishments or completed activities.

The Final Activity Report must be submitted within 30 days after the period covered by the grant. A copy of every report should be submitted to the IRG Grant Officer.

3. Presentation of the Progress and Final Reports

Progress and Final Reports should be presented as follows:

Cover Page (see below)
Description of the activities
Appendices (if there are any)

Cover Page

The cover page should include the following information in this order:

Type of Report
Period covered (for example: 1 October – 31 December 2006)
Grant Number
Title of the activity or program
Name of the Grantee
Date of Submission

ANNEX IX: STANDARD PROVISIONS FOR NSP GRANTS

Awards to non-U.S. organizations shall be subject to the Standard Provisions for non-U.S. organizations. Apart from the Standard Provisions listed below, other Provisions may be applied as required. (See Mandatory References 22 CFR 226, Standard Provisions for U.S., Nongovernmental Recipients, Standard Provisions for Non-U.S., Nongovernmental Recipients.)

STANDARD PROVISIONS FOR NON-U.S., NON- GOVERNMENTAL RECIPIENTS:

1. ALLOWABLE COSTS (OCTOBER 1998)

(a) The recipient shall be reimbursed for costs incurred in carrying out the purposes of this award which are determined by the Agreement Officer to be reasonable, allocable, and allowable in accordance with the terms of this award and the applicable* cost principles in effect on the date of this award. The recipient may obtain a copy from the Agreement Officer. Brief definitions of what may be considered as reasonable, allocable, and allowable costs are provided below, however, it is the recipient's responsibility to ensure that costs incurred are in accordance with the applicable set of Cost Principles.

(1) Reasonable. Shall mean those costs which are generally recognized as ordinary and necessary and would be incurred by a prudent person in the conduct of normal business.

(2) Allocable Costs. Shall mean those costs which are incurred specifically for the award.

(3) Allowable Costs. Shall mean those costs which conform to any limitations in the award.

(b) Prior to incurring a questionable or unique cost, the recipient shall obtain the Agreement Officer's written determination on whether the cost will be allowable.

(c) It is USAID policy that no funds shall be paid as profit or fee to a recipient under this agreement or any subrecipient. This restriction does not apply to contractual relationships under this agreement.

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*NOTE: For educational institutions use OMB Circular A-21; for all other non-profit organizations use OMB Circular A-122; and for profit making firms use Federal Acquisition Regulation 31.2 and USAID Acquisition Regulation 731.2.
=====

2. ACCOUNTING, AUDIT, AND RECORDS (OCTOBER 1998)

(a) The recipient shall maintain financial records, supporting documents, statistical records and all other records pertinent to the award in accordance with generally accepted accounting principles formally prescribed by the U.S., the cooperating country, or the International Accounting Standards Committee (an affiliate of the International Federation of Accountants) to sufficiently substantiate charges to this award. Accounting records that are supported by documentation will as a minimum be adequate to show all costs incurred under the award, receipt, and use of goods and services acquired under the award, the costs of the program supplied from other sources, and the overall progress of the program. Unless otherwise notified, the recipient records and subrecipient records which pertain to this award shall be retained for a period of three years from the date of submission of the final expenditure report and may be audited by USAID and/or its representatives.

(b) Foreign for-profit and non-profit organizations that expend \$300,000 or more per their fiscal year in "USAID awards", i.e. as recipients or subrecipients of USAID grants or cooperative agreements, or as cost reimbursable subcontractors of USAID grants or cooperative agreements, shall have an annual audit conducted in accordance with the "Guidelines for Financial Audits Contracted by Foreign Recipients" issued by the USAID Inspector General.

(c) Foreign for-profit and non-profit organizations expending less than \$300,000 per their fiscal year under USAID cost-reimbursable contracts, grants, cooperative agreements, or agreements with host governments shall be exempt from the above financial audit requirements, but are subject to the requirement to make records available upon request for review by USAID officials or their designees.

(d) USAID shall retain the right to conduct a financial review, require an audit, or otherwise ensure adequate accountability of organizations expending USAID funds regardless of the audit requirement.

(e) Foreign organizations that provide USAID resources to other organizations to carry out the USAID program and activities shall be responsible for monitoring their subcontractors or subgrantees. Allowable costs for limited scope subrecipient audits charged to USAID funds shall be limited to one or more of the following types of compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; matching, level of effort; earmarking; and reporting.

(f) The audit report shall be submitted to USAID within 30 days after completion of the audit; the audit shall be completed, and the report submitted, not later than 9 months after the close of the recipient's fiscal year. The USAID Inspector General will review this report to determine whether it complies with the audit requirements of this award. No audit costs may be charged to this award if audits have not been made in accordance with the terms of this provision. In cases of continued inability or unwillingness to have an audit performed in accordance with the terms of this provision, USAID will consider appropriate sanctions which may include suspension of all or a percentage of disbursements until the audit is satisfactorily completed.

(g) This provision in its entirety shall be incorporated into all subawards with non-U.S. organizations which meet the \$300,000 threshold as described at paragraph (b) of this Provision.

Subawards to non-U.S. organizations which are for more than \$10,000 but do not meet the \$300,000 threshold shall at a minimum incorporate paragraph (d) of this Provision. Subawards of grants and cooperative agreements made to U.S. organizations shall state that the U.S. organization is subject to the audit requirements contained in OMB Circular A-133.

3. PAYMENT ADVANCES AND REFUNDS (OCTOBER 1998)

(a) Recipients shall maintain advances of USAID funds in interest bearing accounts, unless:

- (1) the recipient receives less than \$120,000 in U.S. Government awards per year;
- (2) the best reasonably available interest bearing account would not be expected to earn interest in excess of \$250 per year on U.S. Government cash balances; or
- (3) the depository would require an average or minimum balance so high that it would not be practical to maintain the advance in an interest bearing account.

(b) Interest earned on advances will be remitted to USAID. However, the recipient may retain up to \$250 of interest earnings per account per year, for administrative expenses.

(c) At the time the award expires or is terminated, the following types of funds shall immediately revert to USAID:

- (1) USAID has obligated funds to the award, but has not disbursed them to the recipient;
or
- (2) USAID has advanced funds to the recipient, but the recipient has not expended them.
Notwithstanding (c) (1) and (2) above, funds which the recipient has obligated in legally binding transactions applicable to this award will not revert to USAID.

(d) USAID reserves the right to require refund by the recipient of any amount which the recipient did not spend in accordance with the terms and conditions of this award. In the event that a final audit has not been performed prior to the closeout of this award, USAID retains the right to a refund until all claims which may result from the final audit have been resolved between USAID and the recipient.

4. REVISION OF AWARD BUDGET (OCTOBER 1998)

(a) The approved award budget is the financial expression of the recipient's program as approved during the award process.

(b) The recipient is required to report deviations from budget and program plans, and request prior approvals from the Agreement Officer for any of the following reasons:

- (1) To change the scope or the objectives of the project and/or revise the funding allocated among project objectives.

(2) To change a key person where specified in the award, or allow a 25% reduction in time devoted to the project.

(3) Additional funding is needed.

(4) Where indirect costs have been authorized, the recipient plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.

(5) The inclusion of costs that require prior approval in accordance with the applicable set of Cost Principles.

(6) The transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expense.

(7) The recipient intends to contract or subaward any of the work under this award, and such contracts or subawards were not included in the approved award budget.

(c) If specified in the Schedule of the award, the recipient may be further restricted from transferring funds among cost categories. Such a restriction would require the recipient to get the prior approval of the Agreement Officer before making budget shifts which expect to exceed 10% of the total budget.

(d) USAID is under no obligation to reimburse the recipient for costs incurred in excess of the total amount obligated under the award. If the total obligated amount under the award has been increased, the Agreement Officer will notify the recipient in writing of the increase and specify the new total obligated award amount.

5. TERMINATION AND SUSPENSION (OCTOBER 1998)

(a) The Agreement Officer may terminate this award at any time, in whole or in part, upon written notice to the recipient, whenever it is determined that the recipient has materially failed to comply with the terms and conditions of the award.

(b) This award may be terminated at any time, in whole or in part, by the Agreement Officer with the consent of the recipient. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion of the award to be terminated. The agreement to terminate shall be set forth in a letter from the Agreement Officer to the recipient.

(c) This award may be terminated at any time in whole or in part by the recipient upon sending written notification to the Agreement Officer with the following information: the reasons for the termination, the effective date, and, in the case of a partial termination, the portion to be terminated. However, if USAID determines in the case of partial termination that the reduced or modified portion of the award will not accomplish the purposes for which the award was made, USAID may terminate the award in its entirety in accordance with paragraphs (a) or (b) above.

(d) If at any time USAID determines that continuation of all or part of the funding for a program should be suspended or terminated because such assistance would not be in the national interest of the United States or would be in violation of an applicable law, then USAID may, following notice to the recipient, suspend or terminate this award in whole or part and prohibit the recipient from incurring additional obligations chargeable to this award other than those costs specified in the notice of suspension during the period of suspension. If the situation causing the suspension continues for 60 days or more, then USAID may terminate this award on written notice to the recipient and cancel that portion of this award which has not been disbursed or irrevocably committed to third parties.

(e) Termination and Suspension Procedures. Upon receipt of and in accordance with a termination notice as specified above, the recipient shall take immediate action to minimize all expenditures and obligations financed by this award and shall cancel such unliquidated obligations whenever possible. Except as provided below, the recipient shall not incur costs after the effective date of termination.

The recipient shall within 30 calendar days after the effective date of such termination repay to the U.S. Government all unexpended USAID funds which are not otherwise obligated by a legally binding transaction applicable to this award. Should the funds paid by USAID to the recipient prior to the effective date of the termination of this award be insufficient to cover the recipient's obligations in the legally binding transaction, the recipient may submit to the Government within 90 calendar days after the effective date of such termination a written claim covering such obligations. The Agreement Officer shall determine the amount(s) to be paid by USAID to the recipient under such claim in accordance with the applicable Cost Principles.

This provision must be included in all subagreements.

6. DISPUTES (OCTOBER 1998)

(a) Any dispute under this award shall be decided by the USAID Agreement Officer. The Agreement Officer shall furnish the recipient a written copy of the decision.

(b) Decisions of the USAID Agreement Officer shall be final unless, within 30 days of receipt of the decision of the Agreement Officer, the recipient appeals the decision to USAID's Assistance Executive. Any appeal made under this provision shall be in writing and addressed to the Assistance Executive, U.S. Agency for International Development, Office of Procurement, 1300 Pennsylvania Ave., N.W., Washington, D.C. 20523. A copy of the appeal shall be concurrently furnished to the Agreement Officer.

(c) In order to facilitate review on the record by the Assistance Executive, the recipient shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.

(d) A decision under this provision by the Assistance Executive shall be final.

7. INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the USAID Agreement Officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

8. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (MARCH 1989)

(1) The recipient certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) The recipient agrees that, unless authorized by the Agreement Officer, it will not knowingly enter into any subagreements or contracts under this grant with a person or entity that is included on the "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs". The recipient further agrees to include the following provision in any subagreements or contracts entered into under this award:

DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION (MARCH 1989)

The recipient/contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(3) The policies and procedures applicable to debarment, suspension, and ineligibility under USAID-financed transactions are set forth in 22 CFR Part 208.

9. INVESTMENT PROMOTION (JANUARY 1994)

No funds or other support provided hereunder may be used in a project or activity reasonably likely to involve the relocation or expansion outside of the United States of an enterprise located in the United States if non-U.S. production in such relocation or expansion replaces some or all of the production of, and reduces the number of employees at, said enterprise in the United States.

No funds or other support provided hereunder may be used in a project or activity the purpose of which is the establishment or development in a foreign country of any export processing zone or designated area where the labor, environmental, tax, tariff, and safety laws of the country would not apply, without the prior written approval of USAID.

No funds or other support provided hereunder may be used in a project or activity which contributes to the violation of internationally recognized rights of workers in the recipient country, including those in any designated zone or area in that country.

This provision must be included in all subagreements.

10. NONLIABILITY (NOVEMBER 1985)

USAID does not assume liability for any third party claims for damages arising out of this award.

11. AMENDMENT (OCTOBER 1998)

The award may be amended by formal modifications to the basic award document or by means of an exchange of letters or forms between the Agreement Officer and an appropriate official of the recipient.

12. NOTICES (OCTOBER 1998)

Any notice given by USAID or the recipient shall be sufficient only if in writing and delivered in person or mailed as follows:

To the USAID Agreement Officer and Cognizant Technical Officer, at the addresses specified in the award. To recipient, at recipient's address shown in the award or to such other address designated within the award.

Notices shall be effective when delivered in accordance with this provision, or on effective date of the notice, whichever is later.

13. METRIC SYSTEM OF MEASUREMENT (AUGUST 1992)

Wherever measurements are required or authorized, they shall be made, computed, and recorded in metric system units of measurement, unless otherwise authorized by the Agreement Officer in writing when it has found that such usage is impractical or is likely to cause U.S. firms to experience significant inefficiencies or the loss of markets. Where the metric system is not the

predominant standard for a particular application, measurements may be expressed in both the metric and the traditional equivalent units, provided the metric units are listed first.

ANNEX X: NISHORGO SUPPORT PROJECT SMALL GRANT AGREEMENT

SMALL GRANT AGREEMENT

NSP Small Grant Agreement

Between

And

International Resources Group (IRG)
(Bangladesh Nishorgo Support Project)

DATE

OBJECTIVES OF THIS GRANT AGREEMENT

The objective of this grant is to implement the activities and achieve the results described in the attached proposal from for, and for the maximum total amount of _____ Taka. The Program Description Budget attached to this Agreement will serve as the primary guiding documents for the implementation activities. Funding under this grant will be made in payments according to a preset schedule based on satisfactory completion of proposed activities and is subject to availability of funds. A more detailed description of the proposed activities is included as Attachment A.

TERMS OF AGREEMENT - WORK AND PAYMENT SCHEDULE

The following provides specific information about the structure of this Agreement and outlines key work schedules and outputs for the Grantee.

TERMS OF AGREEMENT

Grant funds made available under this Agreement may only be used for activities detailed in Attachment A, and may under no circumstances be used for other purposes. The NSP Small Grant contribution is limited to the items listed in the attached Budget. Any additional expenses incurred during the implementation of these activities must be born by the Grantee unless prior written approval is obtained from the IRG Grant Officer.

Reporting and Payment Schedule

It is understood that the Grantee will provide **IRG** with progress and financial reports according to the following schedule:

- First progress and financial reports due by 2006
- Second progress and financial report due by , 2006
- Third progress and financial report due by, 2006
- Final progress and financial report due not later than , 2006

The IRG Grant Officer will remain in close contact with the Grantee between reporting periods. A delay in submitting financial or progress reports could delay grant fund disbursement. The IRG Grant Officer (or NSP team member) will also carry out field monitoring and program evaluation upon receiving progress reports and may attend workshops, trainings, or other activities held during the grant period. Additionally, IRG may conduct a training session for the Grantee focused on reporting requirements acceptable under this agreement, including progress and financial reporting.

Progress reports should include a detailed assessment of all activities supported under this Agreement. The reports will include a summary of activities undertaken for each sub-activity. The reports should also re-state the purpose of each activity and provide details of all efforts undertaken during the reporting period to reach a successful outcome for the activity.

IRG also requests copies of all documentation, reports and materials, compiled or produced during the reporting period. The Grantee is also required to acknowledge the support of USAID and the NSP Small Grant in all published documents produced.

Financial reports must be presented in the NSP Small Grant report formats provided with the first distribution of funds, and must include receipts and detail all expenses as required.

Funds that the Grantee contributes from its own resources or receives from other sources and partners are a very important indicator of the commitment and likelihood of sustainability of the grant-funded activities. Thus, data on other contributions in support of the Grantee's activities from other sources for this activity, both monetary and in-kind contributions, are of great importance to IRG in its continuing efforts to raise overall funds supporting activities such as this program. IRG requests that such data be reported along with the financial reports and may include supplies, in-kind services such as personnel or equipment, office space, office equipment and other in-kind support. This information can be presented in a brief table format with estimate values of the contribution. If, for any reason, any program activities are eliminated or altered it is understood that the Grantee will notify IRG and refund unused funds. Failure to comply with the terms and conditions of this Agreement will result in termination of the funded activities.

Accounting, Records and Audits

It is agreed that the Grantee will be responsible for overall program management and administration and will maintain accounts and records in accordance with generally recognized accounting procedures to sufficiently substantiate expenditures made under this set of grants. Any unused funds related to this account will either be returned to IRG or deducted from future disbursements as agreed by IRG and the Grantee.

PAYMENT SCHEDULE

1. First Disbursement (Advance Payment): 20% (twenty percent) upon receiving the signed agreement between the Grantee and IRG not later than , 2006.
2. Second Disbursement: 25% (twenty-five percent) after receiving the first progress and financial report.
3. Third Disbursement: 20% (twenty percent) after receiving the second progress and financial report.
4. Fourth Disbursement: 20% (twenty percent) after receiving the third progress and financial report.
5. Final Disbursement: 15% (fifteen percent) after receiving the final progress and financial report. If IRG requests revisions to the final report, the revisions must be completed prior to final payment.

Please indicate your agreement with the terms presented in this Agreement by signing the Agreement of Terms and Conditions (below).

Agreement Supervision

The IRG Grant Officer for the NSP Small Grant component is the Direct Supervisor for this Agreement. The Grantee representative signing this Agreement will serve as the primary responsible person and direct manager for all field implementation activities related to this Agreement and will be responsible for the verification of all financial and progress reports, and all other information submitted under this agreement. The representative must sign all documentation before submitting it to IRG in Dhaka for payment. All work coordination, questions and claims relevant to the contract will be submitted to the IRG Grant Officer as the point of contact for the NSP Small Grant component. Any additional coordination necessary between IRG and the Grantee will be coordinated with the Grantee representative and may include the NSP Chief of Party, other NSP staff or consultants as required.

Liaison and Approval

The Grantee will be required to maintain close contact with a variety of persons involved in the implementation of this program. It is expected that this communication will be timely and conducted in such a way as to avoid delays in implementation of the program. Any significant changes to the approved proposal and budget must be approved in writing by the IRG Grant Officer or they will not be covered under payments made under the Agreement.

Reporting and Payment

Reporting and payment will be conducted according to the table and other information contained within this Agreement.

Delays in reporting are likely to affect the payment schedule.

Assignment of Rights

The Grantee shall assign copyright and/or Freedom of Use for all work commissioned under this Agreement (i.e., any work that is specifically agreed to and paid for by the NSP Small Grant component) to IRG, USAID and other partners for public use. The Grantee must acknowledge, according to USAID policy, the support of NSP, USAID and other partner agencies in any works produced independently from this Agreement that are supported by USAID funding.

Suspension or Termination

In the event that the Terms of this Agreement are not met, the Grantee is unable to continue work on the activities described in this Agreement, is required to cease operations, or is unable to comply with the terms and conditions of this Agreement for any reason, this Agreement may be suspended or terminated. In either case, IRG or the Grantee should submit a formal notice to the other party advising the reasons for suspension or termination and the Grantee should submit a financial report for the period up to the date of termination or suspension.

This Agreement can be terminated by written notice from one party to the other with two weeks

written notice. IRG may terminate this Agreement by written notice due to non-performance by the Grantee, or due to non-compliance with the terms of this Agreement. IRG shall not be liable for any services or expenses incurred after the receipt of notice of termination, except as shall be agreed upon by the Parties at the time of notification.

Insurance and Indemnity

The Grantee warrants that it maintains insurance coverage for accident, health/evacuation, property and equipment necessary to the performance of this Agreement and indemnifies the International Resources Group and USAID from any claim for loss, change or negligence arising from the conduct of this agreement.

SPECIFIC TERMS AND CONDITIONS

The Services called for under this Agreement shall commence on or about the date of signing and may continue in effect until (date).

The Grantee is responsible for any local, provincial, national or other taxes or levies that may be due on payments received by the Grantee under this Agreement, including social security, value added (VAT) and payroll taxes.

Other than costs authorized in this Agreement, no other costs are allowable except through prior written approval of the IRG Grant Officer in consultation with the NSP Chief of Party.

AGREEMENT OF TERMS AND CONDITIONS

The parties to this Agreement hereby indicate their acceptance of all terms and conditions outlined in this Agreement.

AGREED: _____ DATE: _____
Grantee

AGREED: _____ DATE: _____
Grant Officer
International Resources Group (IRG)
Nishorgo Support Project (NSP)

cc: NSP Project Accountant
Azharul Mazumder, USAID/Bangladesh

ANNEX XI: FAST ACTION GRANT AGREEMENT

GRANT AGREEMENT

Fast Action Grant Agreement

Between

And

International Resources Group (IRG)
(Bangladesh Nishorgo Support Project)

DATE

OBJECTIVES OF THIS GRANT AGREEMENT

The objective of this grant is to implement the activities and achieve the results described in the attached proposal from for , and for the maximum total amount _____ **Taka**. The Program Description and Budget attached to this Agreement will serve as the primary guiding documents for the implementation activities. Funding under this grant will be made in payments according to a preset schedule based on satisfactory completion of proposed activities and is subject to availability of funds. A more detailed description of the proposed activities is included as Attachment A.

TERMS OF AGREEMENT - WORK AND PAYMENT SCHEDULE

The following provides specific information about the structure of this Agreement and outlines key work schedules and outputs for the Grantee.

TERMS OF AGREEMENT

Grant funds made available under this Agreement may only be used for activities detailed in Attachment A, and may under no circumstance be used for other purposes. The NSP Small Grant contribution is limited to the items listed in the attached budget. Any additional expense incurred during the implementation of these activities must be born by the Grantee unless prior written approval is obtained from the IRG Grant Officer.

Reporting and Payment Schedule

It is understood that the Grantee will provide **IRG** with progress and financial reports according to the following schedule:

Interim progress and financial report due not later than , 2006

Final progress and financial report due not later than , 2006.

Any delay in submitting the financial or progress report could delay grant fund disbursement. The IRG Grant Officer (or NSP team member) will also carry out field monitoring and program evaluations and may attend workshops, trainings, or other activities held during the grant period.

IRG also requests copies of all documentation, reports and materials, compiled or produced during the reporting period. Each Grantee is also required to acknowledge the support of the USAID NSP Small Grant in all published documents produced.

Financial reports must be presented in the NSP Small Grant report formats provided with the first distribution of funds, and must include receipts and detail all expenses as required.

Accounting, Records and Audits

It is agreed that the Grantee will be responsible for overall program management and administration and will maintain accounts and records in accordance with generally recognized

accounting procedure to sufficiently substantiate expenditures made under this set of grants. Any unused funds related to this account will either be returned to IRG or deducted from future disbursements as agreed by IRG and the Grantee.

PAYMENT SCHEDULE

First Disbursement: 90% (ninety percent) upon receiving the signed agreement between the Grantee and IRG not later than , 2006.

Final Disbursement: 10% (ten percent) after receiving the final progress and financial report. If IRG requests revisions to the final report, the revisions must be completed prior to final payment.

Please indicate your agreement with the terms presented in this Agreement by signing the Agreement of Terms and Conditions (below).

Agreement Supervision

IRG Grant Officer for the NSP Small Grant component is the Direct Supervisor for this Agreement. The Grantee representative signing this Agreement will serve as the primary responsible person and direct manager for all field implementation activities related to this Agreement and will be responsible for the verification of all financial and progress reports, and all other information, submitted under this Agreement. The Grantee representative must sign all documentation before submitting it to IRG in Dhaka for payment. All work coordination, questions and claims relevant to the Agreement will be submitted to the IRG Grant Officer as the point of contact for the NSP Small Grant component. Any additional coordination necessary between IRG and the Grantee will be coordinated with the Grantee representative and may include the NSP Chief of Party, other NSP staff or consultants as required.

Liaison and Approval

The Grantee will be required to maintain close contact with a variety of persons involved in the implementation of this program. It is expected that this communication will be timely and conducted in such a way as to avoid delays in implementation of the program. Any changes to the approved proposal and budget must be approved in writing by the IRG Grant Officer, or they will not be covered under payments made under the Agreement.

Reporting and Payment

Reporting and payment will be conducted according to the table and other information contained within this Agreement.

Delays in reporting are likely to affect the payment schedule.

Assignment of Rights

The Grantee shall assign copyright and/or Freedom of Use for all work commissioned under this Agreement (i.e., any work that is specifically agreed to and paid for by the DMS Grant Program)

to IRG, USAID and other partners for public use. The Grantee must acknowledge, according to USAID policy, the support of the NSP, USAID and other partner agencies in any works produced independently from this Agreement that are supported by USAID funding.

Suspension or Termination

In the event that the Terms of this Agreement are not met, and the Grantee is unable to continue work on the activities described in this Agreement, or is required to cease operations, or is unable to comply with the terms and conditions of this Agreement for any reason, this Agreement may be suspended or terminated. In either case, IRG or the Grantee should submit a formal notice to the other party advising the reasons for suspension or termination and the Grantee should submit a financial report for the period up to the date of termination or suspension.

This Agreement can be terminated by written notice from one party to the other with two weeks written notice. IRG may terminate this Agreement by written notice due to non-performance by the Grantee, or due to non-compliance with the terms of this Agreement. IRG shall not be liable for any services or expenses incurred after the receipt of notice of termination, except as shall be agreed upon by the Parties at the time of notification.

Insurance and Indemnity

The Grantee warrants that it maintains insurance coverage for accident, health/evacuation, property and equipment necessary to the performance of this Agreement and indemnifies the International Resources Group and USAID from any claim for loss, change or negligence arising from the conduct of this Agreement.

SPECIFIC TERMS AND CONDITIONS

The Services called for under this Agreement shall commence on or about the date of signing and may continue in effect until (date).

The Grantee is responsible for any local, provincial, national or other taxes or levies that may be due on payments received by the Grantee under this Agreement, including social security, value added (VAT) and payroll taxes.

Other than costs authorized in this Agreement, no other costs are allowable except through prior written approval of the IRG Grant Officer in consultation with the NSP Chief of Party.

AGREEMENT OF TERMS AND CONDITIONS

The parties to this Agreement hereby indicate their acceptance of all terms and conditions outlined in this Agreement.

AGREED: _____ DATE: _____
Grantee

AGREED: _____ DATE: _____

Grant Officer
International Resources Group (IRG)
Nishorgo Support Project (NSP)

cc: NSP Project Accountant
Azharul Mazumder, USAID/Bangladesh