

**INDIA GRANT-IN-AID FUND**

**COMPLETION REPORT**

**PROOF OF EMPLOYMENT OF FUNDS**

***Relating to the***

**Agreement from: Government of India (via CIG Development Coordination Division)**

**Grant Recipient:**

**Project Title:**

**Grant Amount:**

Completion Report: Attach a copy of the final completion report (1-2pages). Outline the following details;

* A summary of the key tasks and outcomes achieved during the Project;
* Outline any major problems/issues or lessons learned and any additional information
* A summary of budgeted expenditure versus actual expenditure and an explanation for any variance;
* All original receipts/invoices;
* Copies of all warranties provided with goods purchased;
* Photos and/or Media coverage (includes newspaper, newsletters, online posts)

Schedule 2: Example Summary Budget-Expenditure Template

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project Revenue | | Budget | Expenditure | variance (NZD$) |
| IGF Amount Received | | 30539.35 | 30537.33 | 2.02 |
| Own funds | | Nil |  |  |
| Third Party funds (if applicable) | | Nil |  |  |
| total funds remaining (NZD$) | | | |  |
| INV# | Expenses | Budget | Expenditure | variance (NZD$) |
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| total funds remaining (NZD$) | | | |  |

Send completed application to:

Development Coordination Division

C/- Tracy Cheer or Mii Kino

Ministry of Finance and Economic Management

Po Box 120, Rarotonga

Email: [tracy.cheer@cookislands.gov.ck](mailto:tracy.cheer@cookislands.gov.ck)

Email: [mii.kino@cookislands.gov.ck](mailto:mii.kino@cookislands.gov.ck)

Recipient Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipient Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_date: \_\_\_/\_\_\_/\_\_\_

Schedule 3: Checklist for Project Completion to be completed by DCD-MFEM staff.

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| --- | --- |
| Project title |  |
| Funding Amount Received | NZD $30539.35 |
| Total Amount Disbursed | NZD $30537.33 |
| Amount Returned to Donor *(if applicable)* | NZD $2.02 |
| Proof of Employment of funds:  YES / NO  YES / NO  YES / NO  YES / NO   * Completed detailed Final completion report * Budget-Expenditure Report and Original invoices * Project photos * Proof of Donor acknowledgement | |
| FINAL PROJECT INSPECTION:   * Final inspection of completed project on site by donor agent  *(if possible)* * Agent is convinced of the successful completion of the project | YES / NO –  YES / NO – |