

**INDIA GRANT-IN-AID FUND**

**PROGRESS 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: NZD $**

Progress Report: Attach a copy of the progress 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 (if applicable);
* Photos and/or Media coverage (includes newspaper, newsletters, online posts)

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)

Schedule 2: Summary Budget-Expenditure Template Example

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

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

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

Schedule 3: Checklist to be completed by DCD-MFEM staff

|  |  |
| --- | --- |
| Project title |  |
| Funding Amount Received | NZD $ |
| Funding Amount Utilised to date | NZD $ |
| Proof of Employment of funds:  YES / NO  YES / NO  YES / NO  YES / NO   * Attached detailed progress report * Budget-Expenditure Report and Original invoices * Project photos and/or videos * Proof of Donor acknowledgement | |