

SUB-PROJECT AGREEMENT

BETWEEN

**THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES,
THROUGH THE DEPARTMENT OF SUSTAINABLE DEVELOPMENT
AND**

THE GRENADA PROJECT

TO

**SUPPORT THE IMPLEMENTATION OF A SUSTAINABLE COMMUNITY
DEVELOPMENT INITIATIVE**

THE PARTIES TO THIS AGREEMENT, the General Secretariat of the Organization of American States (hereinafter the GS/OAS), a public international organization with headquarters at 1889 F. St. N.W., Washington, D.C. 20006, through the Department of Sustainable Development (hereinafter the DSD) of the Executive Secretariat for Integral Development (hereinafter SEDI) represented by its Acting Executive Secretary, Ms. Sherry Tross and The Grenada Project, (hereinafter the Institution), a non-profit organization with headquarters at PO Box 4005, St George, Grenada, W. Indies represented by its Director, James Aronson.

CONSIDERING:

That at the Santa Cruz Summit of the Americas meeting in 1996, the Heads of State and Governments of the Americas made a commitment to implement the first Plan of Action for the Sustainable Development of the Americas based on the principles of the Declaration of Santa Cruz de la Sierra, with the purpose of overcoming the most pressing challenges faced by countries in the Hemisphere in several areas including Sustainable Cities and Communities;

That at the Fifth Summit of the Americas held in Port of Spain, Trinidad and Tobago in 2009, the leaders of the Americas underscored that energy and climate change are among the most important challenges they need to address in the future; reaffirmed their commitment to work together toward a clean energy future and responding to these shared challenges, all governments in the Western Hemisphere were invited to join in an Energy and Climate Partnership of the Americas (ECPA) as a flexible mechanism to foster partnerships across the Americas to achieve low carbon economic growth and development;

That the Department of Sustainable Development, recognizing the need on the part of the Organization of American States (OAS) to implement actions to build and promote the creation of sustainable communities in the hemisphere, is supporting OAS Member States in the implementation of different activities in the context of initiatives for action adopted in the Plan of Action for the Sustainable Development of the Americas within the Sustainable Cities and Communities pillar, with the objective of facilitating on-the-ground sustainable community projects and the exchange of best practices and technical assistance by countries in the Western Hemisphere;

That within the framework of the Energy and Climate Partnership of the Americas, through a contribution letter dated April 6, 2012 (“the contribution letter”), the Permanent Mission of the United States to the Organization of American States has allocated US\$1,000,000 to support efforts of the Department of Sustainable Development in the Sustainable Communities in Central America and the Caribbean Project (the Framework Project);

That one of the Framework Project’s endeavors consists of implementing a small grants program directed towards community associations, academic institutions and civil society organizations in the Central American and Caribbean OAS Member States, to finance community collaborative sub-projects; and the Institution has been identified as being apt to implement a sub-project under the terms of the Request for Proposals issued on July 17th, 2012; and

That the GS/OAS is the central and permanent organ of the OAS and is authorized to carry out relations of cooperation in accordance with Article 112(h) of the Charter and OAS General Assembly Resolution AG/RES. 57 (I-O/71),

HAVE AGREED to sign this Sub-Project Agreement (hereinafter Agreement), based on the following provisions:

ARTICLE I **OBJECTIVE**

- 1.1 The purpose of this Agreement is to establish the regulatory framework with respect to the execution of the “Protein From Waste and Local Crops” Sub-Project with the objective of recycling certain of the island’s waste streams to manufacture a protein product that will lower the cost of feeding poultry and significantly improve the livelihoods of Grenada’s farmers (hereinafter the Project) in accordance with the Project Proposal in Annex 1, attached hereto.

ARTICLE II **CONTRIBUTIONS**

- 2.1. Under this Agreement, GS/OAS will contribute to the Institution US\$50,000.00 (fifty thousand 00/100 United States dollars, hereinafter the Contribution) as follows:
- a. The first transfer of funds in the amount of US\$37,800.00 shall be made upon signature of this Agreement by the authorized representatives of both Parties and submission of a detailed work plan and logical framework matrix as per the Project Proposal in Annex 1;
 - b. The second transfer of funds in the amount of US\$9,980.00 shall be made upon delivery to the satisfaction of GS/OAS of deliverables in accordance with article 3.1 below;
 - c. The final transfer of funds in the amount of \$2,220.00 shall be made upon delivery to the satisfaction of GS/OAS of the deliverables in accordance with article 3.2 below.

- 2.2. The Institution will contribute to the Project US\$50,000.00, which constitutes the contribution by the Institution. This contribution will be reported on the parallel financing form set out in Annex 2, Guidelines for Project Implementation, attached hereto.
- 2.3. The Contribution to the Institution for execution of the Project under this Agreement is subject and limited to GS/OAS' receipt of the contribution from the Permanent Mission of the United States to the Organization of American States through the contribution letter.

ARTICLE III **REPORTING REQUIREMENTS**

- 3.1 No later than five (5) months from the date of signature of the Agreement by the representatives of both Parties, the Institution will submit to the GS/OAS and to GS/OAS' satisfaction, an interim technical-financial progress report of the Project (First Report) in conformity with Article I (paragraph 1.1) and Annex 2 of this Agreement. The First Report shall include the progress made on the products planned in the proposal as these are defined in Annex 1, including the following activities:

Activity 1: Procurement: of the equipment and material in the United States to complete the outfitting of the plant in Perseverance, Grenada. The Grenada Project will stage this operation in the state of Florida. The items will be ordered and they will be logged in and assembled at a leased staging area.

Activity 2: Fabrication: to be performed in Florida, US [primarily welding] of custom machinery for the plant. Including at least the fabrication of the following equipment:

- i. Hopper, Conveyor, Bags, Packaging & Hammermill/Grinder: Fabricate a hopper using ¼" steel plate. Dimensions 4'x4'x2'. Add, discharge screw conveyor 6" diameter and 8' long W/1/2hp 230v 50hz 1425rpm motor drive unit W/safety guards for all moving parts. Into hammermill type grinder W/5hp 230v 50z 2750rpm. W/safety lock outs. [keeps the unit from opening while running and keeps the unit from starting when open]. From grinder a discharge conveyor of 6" dia W/1/2hp motor. To discharge chute with a catch bag connection. Bags will sit on a floor scale. Once the target weight of the bag is reached, the conveyor will shut off.
- ii. An industrial counter balanced [to prevent worker fatigue] bag sewer will seal bags. Anti- oxidents will be added to the meal as it discharges from the cooker and before the material is ground. Thus producing a thoroughly treated product, resistant to spoilage and protecting the protein values for the end user.
- iii. Electric Auger/Elevator: A feed conveyor for the cooker inlet. Conveyor will be 25' long W/ 7.5hp motor drive unit 230v 50hz 3ph. Fabricated in galvanized steel to prevent corrosion. At the bottom of the conveyor there will be a

receiving hopper for the product to go into [4'x4'x4'- ¼" thick]. W/on/off pendant switches top and bottom for safety. All moving parts will be guarded.

- iv. Permanent Fuel Tank w/Pump: Pre-fabricated fuel tank to be assembled in Grenada. Assembly will be pre cut ¼" carbon steel W/2"x2" angle steel for corner reinforcement, welded on site for shipping purposes. Tank will be 10'x5x5' capacity 1750 gallon. W/1.5" 2hp230v 50hz gear pump for heavy oil to pump from the ground up to the tank. Standard gravity return to the boiler room. All piping will be steel for durability and safety reason
- v. Condenser Sump Modifications and Repairs: A 4.5'x6'x6' steel liner for the steam condenser sump tank to protect the concrete sump walls. ¼" Steel plates will be pre cut and welded on site for shipping purposes. A condenser system will be submersed into the tank. It will be made of 3" pipe material with 3" ells welded in a serpentine manor. The unit will cover one side of the condenser tank. Water from an adjoining stream will cool the sump tank, condensing steam from the cooking process. The serpentine unit will measure 5.5'x5.5' and will have ¼" heat radiation fins welded to the unit for better heat transfer. This unit will be pre assembled and shipped whole.

Activity 3: Transit: including loading of a seagoing container with aforementioned equipment and shipment to Grenada from Miami, Florida.

Based on progress achieved in Activities 1, 2 and 3, the institution will submit a report to the GS/OAS in accordance with Article 1.1 of this Agreement and according to the Project Proposal submitted (Annex 1). The First Report shall also include a parallel financing report and a financial report following the templates in paragraph 2 (b) and (c) of Annex 2 to this Agreement. Within thirty (30) days following receipt of the First Report, the GS/OAS shall review it and notify the Institution in writing whether the First Report is satisfactory or not. If the First Report is not satisfactory, GS/OAS shall further notify the Institution in writing its observations and comments, and what the Institution must do to make the First Report satisfactory. The Institution shall have another thirty (30) days from the date of receipt of the written notification, to amend and resubmit the First Report to the GS/OAS.

- 3.2. No later than twelve (12) months from the date of signature of the Agreement by the representatives of both Parties, the Institution shall submit to the GS/OAS and to GS/OAS' satisfaction, a final technical-financial report of the Project ("Final Report") in conformity with Article I (paragraph 1.1), and Annex 2 of this Agreement. The Final Report shall include the progress made on the products planned in the proposal as these are defined in Annex 1 including the following activities:

Activity 4: Assembly: Unloading equipment, assembly and placement in the plant. The container will be unloaded by crane in the plant's

parking lot. Staff will be brought on and each piece of equipment will be moved to its respective location and bolted down to the floor. All unassembled equipment will be reassembled and motors will be wired in.

Activity 5: Testing: Initial testing of equipment. All electric motors and circuitry will be tested. Conveyors and other equipment will be tested with representative loads. The existing equipment will be activated and test feedstocks introduced to insure proper operation.

Activity 6: Test runs, trouble shooting and repairs. The whole line will be run with various representative feedstocks, “bugs” will surface, be evaluated, and corrected. Repairs will be rendered where necessary and preventative measures evaluated and compiled in an operators manual for the crew. Team members will travel from the US to Grenada to trouble shoot. A receiving concrete pad will be cast to be a clean platform for deliveries. A new metal fuel tank will be installed. A bathroom and septic system will be installed.

Activity 7: First Production: The Grenada Project will enter preliminary production in the last 10 weeks of the project year. The various feedstocks to be used in production will be brought in to run through the whole line. Products will be produced and sent out for analysis. Screening for insects, birds and rodents will be installed.

Based on progress achieved in Activities 4, 5, 6 and 7, the institution will submit a report to the GS/OAS in accordance with Article 1.1 of this Agreement and according to the Proposal submitted (Annex 1). The Final Report shall also include a parallel financing report and a financial report following the templates in paragraph 2 (b) and (c) of Annex 2 to this Agreement. Within thirty (30) days following receipt of the Final Report, the GS/OAS shall review it and notify the Institution in writing whether the Final Report is satisfactory or not. If the Final Report is not satisfactory, GS/OAS shall further notify the Institution in writing its observations and comments, and what the Institution must do to make the Final Report satisfactory. The institution shall have another thirty (30) days from the date of receipt of the written notification, to amend and resubmit the Final Report to the GS/OAS.

3.3 The Progress Report and Final Report shall contain all documentation and materials evidencing the attained products and results (including presentations, documents, publications, studies, pictures, videos and CDs, among others) and any other sources used for the drafting of the reports. The financial obligations and all the expenses reported in the financial portions of the Reports must have arisen from legal commitments. The reported expenses must be an account of disbursements made up to the date of each report.

ARTICLE IV **RESPONSIBILITIES OF THE INSTITUTION**

- 4.1. The Institution shall:
- a. In accordance with its Project Proposal set out in Annex 1 to this Agreement, be responsible for Project execution and the monitoring of the achievement of the Project;
 - b. Procure goods and services required for Project execution in accordance with Sections 1. (a) and (b) of Annex 2, Guidelines for Project Implementation, during the effective period of this Agreement;
 - c. Comply with the reporting requirements set out in Articles 3.1, 3.2 and 3.3 in accordance with Section 2. (a) and (b) of Annex 2 Guidelines for Project Implementation, during the effective period of this Agreement;
 - d. Cooperate fully with the representatives that GS/OAS designates in writing, to carry out periodic oversight of the Project and to perform such Project evaluations as GS/OAS deems necessary. To this end, the Institution shall allow such persons free access to the premises on which the Project is being executed and to all property, staff, and technical and financial documents pertaining to the Project;
 - e. Maintain an accounting system, including records and accounts in accordance with generally accepted accounting principles, and a financial management system adequate to reflect its progress and financial condition and to register separately the operations, resources and expenditures related to the Project;
 - f. Keep income and expense vouchers and/or supporting documents for the accounting records of the transactions made with the Project funds for a period of (5) five years after the Agreement is completed;
 - g. Reimburse any funds contributed by GS/OAS under this Agreement that are unused no later than 60 days after the termination date of this Agreement. This amount shall be reimbursed by means of a remittance in United States dollars, payable to GS/OAS; and
 - h. In the event that GS/OAS proposes to conduct an audit of the Project funds contributed by GS/OAS during the effective period of this Agreement and/or within (3) three years after the date of completion of the Project, the Institution shall facilitate to GS/OAS representatives such information on financial or operational matters or financial records related to the Project as may be requested and shall allow full, free, and unrestricted access to the functions, activities, operations, records, property, and staff of the Institution, and to the relevant technical and financial documents.

ARTICLE V
FINANCIAL MANAGEMENT

- 5.1. Within fifteen (15) days after this Agreement comes into effect in accordance with Article 11.2, the Institution shall authorize one person to serve as the

representative to request and receive payments under this Agreement, and shall notify GS/OAS of that designation in writing. The Institution may revoke this authorization and designate another representative upon provision of written notification to DSD, accompanied by an original sample of the new representative's signature. Such notification must be received by DSD at least five (5) calendar days prior to a request for payment by the Institution under its new representative's signature.

- 5.2. The Institution may place the Contribution under this Agreement in an interest-bearing account. Interest accrued on this account must be used for financing only the Project activities. Otherwise, the interest accrued herein must be returned to GS/OAS at the end of this Agreement.
- 5.3. If, at the written request of the Institution, a portion or all of the contributions under this Agreement are converted to or paid in a currency other than United States dollars, the Institution shall bear any losses resulting from exchange rate fluctuations.

ARTICLE VI **WARRANTIES AND LIABILITIES**

- 6.1. The Institution shall defend, indemnify and hold harmless OAS, GS/OAS and their staff, officers and agents from and against any claims, damages, losses and expenses, including, but not limited to, reasonable attorneys fees and court costs arising out of or resulting from performance of the Project that are brought by third parties against them in relation to or resulting from operations carried out by the Institution or the Institution's partners, officers, employees, contractors or agents, except those claims or liabilities resulting from GS/OAS' gross negligence or intentional wrongful acts.
- 6.2. At the request of GS/OAS, the Institution shall obtain insurance policies which reasonably cover the risks associated with implementing this Agreement.
- 6.3. Except as otherwise stated in this Article VI, each Party shall be exclusively responsible for its own actions and omissions in relation to this Agreement.
- 6.4. In the event that the Institution is unable to continue with the execution of this Agreement, the Institution shall immediately notify GS/OAS in writing and shall deliver to GS/OAS all products and materials including, but not limited to software, databases, website domains and their contents, files, equipment and hardware, and tools acquired or developed through the implementation of this Agreement shall be returned to GS/OAS in certified good and workable condition and at no cost to the GS/OAS, to the Director of DSD in Washington D.C., within 60 days from delivery of the written notification.

ARTICLE VII **ATTRIBUTION AND INTELLECTUAL PROPERTY RIGHTS**

- 7.1 All documents published and outreach activities (e.g. presentations, workshops, interviews) conducted by the Institution in the execution of this Project shall recognize the role of the OAS, and shall include the OAS and ECPA logos (Annex

4). At the same time, the following disclaimer should be included in all project related materials: "Views expressed in this document do not necessarily reflect the position of the OAS member states or the OAS General Secretariat".

- 7.2 The GS/OAS shall retain title, copyright, patent, or other proprietary rights of the outputs produced under the project with the funds provided by GS/OAS under this Agreement. Prior written request by the Institution, the GS/OAS shall grant to the Institution a non-exclusive unlimited license at no cost for the use of those outputs.

ARTICLE VIII **PRIVILEGES AND IMMUNITIES**

- 8.1. Nothing in this Agreement constitutes an express or implied waiver of the privileges and immunities of the OAS, the GS/OAS, their personnel, and their assets, in accordance with the OAS Charter, relevant agreements, applicable national law, or the general principles and practices of international law.

ARTICLE IX **DISPUTE RESOLUTION**

- 9.1. Any dispute or complaint that may arise in connection with the execution or interpretation of this Agreement which cannot be settled amicably by the Parties, shall be settled by arbitration pursuant to the arbitration rules, currently in effect, of the United Nations Commission on International Trade Law (UNCITRAL). The place of arbitration shall be Washington, D.C., United States of America, and the law applicable to the arbitration proceedings and to this Agreement shall be the law of the District of Columbia, USA. The language of the arbitration shall be English, unless the Parties mutually agree on another language. The sole arbitrator in accordance with those rules shall decide *ex aequo et bono*, and his/her decision shall be final and binding.

ARTICLE X **INSTITUTIONAL COORDINATION AND NOTICE**

- 10.1. The representative of GS/OAS designated to receive and give written notice under this Agreement is:

Name:	Richard Huber
Title:	Principal Environmental Specialist
Address:	OAS General Secretariat Building 1889 F Street, N.W. Washington, D.C. 20006 United States of America
Tel:	(202) 458-3227
Fax:	(202) 458-3560
E-mail:	RHuber@oas.org

- 10.2. (i) The representative of the Institution designated to receive and give written notice under this Agreement is:

Name: James Aronson
Title: Director
Address: PO Box 4005 St George, Grenada, West Indies
Tel: 473 534 2653 Grenada 207 460 7592 US
Fax:
E-mail: thegrenadaproject@yahoo.com

(ii) The representative of the Institution designated to coordinate and prepare the deliverables under this Agreement is:

Name: James Aronson
Title: Director
Address: PO Box 4005 St George, Grenada, West Indies
Tel: 473 534 2653 Grenada 207 460 7592 US
Fax:
E-mail: thegrenadaproject@yahoo.com

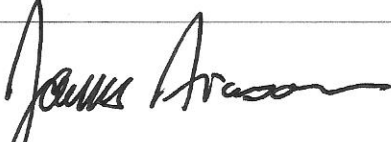

- 10.3 All communications and notifications derived from this Agreement will be valid only when submitted via facsimile or electronic mail and are directed to the representatives indicated in Articles 10.1 and 10.2 of this Agreement. Communications and notifications submitted via electronic mail will only be valid when submitted directly from the electronic mail address from the representative of one of the Parties to the electronic mail address from the representative of the other Party.
- 10.4 Either Party may replace its designated representative under this Article by providing advanced written notice to the other.

ARTICLE XI
TERM, MODIFICATION, TERMINATION, AND ANNEXES

- 11.1. This Agreement may be modified in agreement with the Parties by written amendment or an exchange of letters signed by the duly authorized representatives of the Parties, dated, and attached hereto.
- 11.2. This Agreement will come into force after its signature by the duly authorized representatives of the Parties, and will remain into effect for fourteen (14) months. Nonetheless, the Parties may agree at any time to extend the term of this Agreement. These actions will be effective once GS/OAS has expressed no objection and when the duly authorized representatives of both Parties have signed an Addendum to this Agreement.
- 11.3. GS/OAS may terminate this Agreement for cause, by giving notice in writing to the Institution five (5) calendar days in advance of the termination date. The following are causes for termination: noncompliance by the Institution with any of the obligations assumed by it under this Agreement; the existence of irregularities in the management by the Institution of the contributions under this Agreement; the bankruptcy of the Institution; the non-receipt by GS/OAS of funding from United States Permanent Mission to the Organization of American States; and, the need to safeguard the interests of the OAS and/or GS/OAS.

- 11.4. This Agreement may be terminated by mutual consent or by either Party giving written notice to the other thirty (30) calendar days in advance of the termination date.
- 11.5. In the situations indicated in Article 11.4 above, the Institution shall not undertake any new obligations under this Agreement after the date of receipt of the termination notice. Moreover, the Institution must submit a final (narrative and financial) report within a period no later than thirty (30) calendar days after receipt of the notification of termination, and in compliance with the parameters set forth in Article III, above.
- 11.6. Within five (5) calendar days of the termination date, the Institution shall reimburse GS/OAS for the portion of the funds provided under this Agreement that were not spent and/or were not irrevocably obligated to third parties prior to the termination date. The reimbursement shall be made by way of remittance in United States dollars payable to the order of GS/OAS.
- 11.7. Annexes 1, 2, 3 and 4 to this Agreement are attached hereto, and are hereby incorporated by reference into this Agreement.
- 11.8. The use of the term "days" in this Agreement refers to calendar days.

SIGNED by the duly authorized representatives of the Parties (Annex 3) in duplicate originals as of the effective date and at the place indicated below:

FOR THE GRENADA PROJECT:	FOR THE GENERAL SECRETARIAT OF THE ORGANIZATION OF AMERICAN STATES:
 James Aronson Director The Grenada Project	 Sherry Tross Executive Secretary (Acting) Executive Secretariat for Integral Development
Date: 18 JAN 2013	Date: 2013-01-17
Location: GRENADA WESTINDIES	Location: Washington D.C.

List of Annexes:

- Annex 1 – Project Proposal (Separate PDF Document available at [http://www.oas.org/en/sedi/dsd/Biodiversity/Sustainable_Cities/Sustainable_Communities/Proposals/GRE-Grenada%20Project%20\(Waste\)/Complete%20Proposal%20GRE-Grenada%20Project.pdf](http://www.oas.org/en/sedi/dsd/Biodiversity/Sustainable_Cities/Sustainable_Communities/Proposals/GRE-Grenada%20Project%20(Waste)/Complete%20Proposal%20GRE-Grenada%20Project.pdf))
- Annex 2 – Guidelines for Project Implementation
- Annex 3 - Delegation of Authority of the duly authorized representatives of the Parties (Separate PDF Document available in [http://www.oas.org/en/sedi/dsd/biodiversity/Sustainable_Cities/Sustainable_Communities/Proposals/GRE-Grenada%20Project%20\(Waste\)/Grenada_Project.asp](http://www.oas.org/en/sedi/dsd/biodiversity/Sustainable_Cities/Sustainable_Communities/Proposals/GRE-Grenada%20Project%20(Waste)/Grenada_Project.asp))
- Annex 4 - OAS and ECPA logos available at: http://www.oas.org/en/sedi/DSD/Biodiversity/Sustainable_Cities/logos.asp

Annex 2 –Guidelines for Project Implementation

1. (a) *Procurement.* The procurement of goods and services should be made on a selective basis upon the value of each acquisition. It is expected that the Institution will ensure that the principle of economy and efficiency is respected and that every effort is made to get the best value for the money.

Steps to be followed:

- Determine the type and units of the required equipment or works and their delivery time;
- Obtain at least three quotations for the required goods or works either by phone or in person;
- Compare the quotations received;
- Select the supplier or contractor, justifying the selection based on the quality and availability of good or work, and the price;
- After executing the payment, keep all documents, including list of suppliers or contractors, receipts, etc, on file for possible audit.

(b) *Selection of Consultants*

Steps to be followed:

- Prepare a job description if an individual is to be selected as a consultant, or terms of reference if a firm is to be selected,
- Issue a letter of invitation, and based on the responses, select the best candidate individual/firm, at least three candidates should be considered and interviewed.
- Contact the selected candidate,
- Negotiate the contract terms and conditions,
- Prepare and sign a contract,
- After the contract is completed, keep all documents on file for possible audit.

Eligible expenditures under this Agreement are:

- Consultants services that work within and/or outside of the Institution;
- Goods necessary to carry out the project;
- Operating costs (means, incremental Institution staff salaries, project administration costs, operation and maintenance of office equipment, and non-durable goods);
- Training (means incremental travel costs. The Institution is encouraged to utilize the Institution co-financing funds to finance staff travel costs)

2. *Reporting.* The Institution shall prepare and furnish to the DSD, in Spanish or English:

(a) Technical and Financial Progress and Final Reports containing at a minimum:

- The Project title, objectives, period reported and amount expended (OAS funds as well as co-financing)
- An executive summary in Spanish and English

- A detailed report on progress to date under each project activity including challenges and/or difficulties encountered to the date of the report;
- Outputs and results achieved in accordance with Article III of the Agreement. Please include an update on the indicators detailed in the Logical Framework under Annex 1 in an effort to measure progress and achievement of project objectives;
- Lessons learned, challenges and possible solutions;
- Next steps

(b) A parallel financing report which shall contain the co-financing contributed by the institution to the project. The following template can be used:

COFINANCING FUNDS		
<small>IMPORTANT: You are filling out this form, because your institution has received a FEMCIDI-WHMSI Grant and an Agreement has been signed. In accordance to article 4.2 of such Agreement, the cofinancing funds are part of the deliverables. Please be sure to keep supporting documents for the records included in this form, in the event that the SG/OAS proposes to conduct an audit.</small>		
INSTITUTION INFORMATION		
Recipient of FEMCIDI-WHMSI Funds	<input type="checkbox"/>	Academic <input type="checkbox"/> NGO <input type="checkbox"/> Governmental Institution <input type="checkbox"/> Multilateral Agency <input type="checkbox"/> Other <input type="checkbox"/>
Institution Name		
Department/Office		
Authorized representative		
Email		
Web site		
Country		
Date		
Units	Cost per Semester Dollars (US\$)	Description
Technical Personnel		
Administrative Personnel		
Equipment and supplies		
Physical Infrastructure		
Documents		
Training		
Others		
Sub-Total	\$ -	

(c) A financial report which shall contain as a minimum a statement of expenditures. The following template can be used:

ORGANIZACION DE LOS ESTADOS AMERICANOS								PO #:	
REPORTE DE GASTOS								Date:	
INSTITUCION xxxxxx								Application #:	1
								Page number:	1
1	2	3	4	5	6	7	8	9	10
Item No.	Nombre del proveedor / Descripción	Numero de contrato	Ubicación	Monto original del contrato (equivalente en Dolares)	% Financiado por SGI/OEA	Pagos acumulados ya reportados	Fecha de Pago	Factura	Monto
1									
2									
3									
TOTAL									\$0.00