

č: 82/08/2013 - SAMRS

**Small Grant Agreement
No. SAMRS/SG/2013/12KE**

Between the parties

Name:	Slovak Agency for International Development Cooperation
Resident at:	Bratislava, Slovak Republic
Founded by:	Slovak Ministry of Foreign Affairs Act No. 617/2007/5.Dec.2007
Contact address:	Drotarska cesta 46, 811 02 Bratislava, Slovak Republic
Bank Acc. No.:	
Bank Name:	State Treasury
ID No. (ICO):	
Telephone:	+421-2-6820-5011
Fax:	+421-2-6820-5012
Represented by:	Mrs. Lucia Lackova, Director

And

Name:	Child in Family Focus- Kenya
Resident at:	P.O.BOX 7865-00100, Rasi Gardens, Nairobi
Registered at:	No. CPR/2012/86410
Bank name:	Chase Bank
Bank account:	
SWIFT Code:	
Bank address:	P.O.BOX 28987-00200, Nairobi, City Centre Branch
Telephone:	+254 722 824 304
E-mail:	info@childinfamilyfocus.or.ke
Represented by:	Mr. Peter Kamau, Director

This Small Grant Agreement between the parties relates to the implementation of the Project “**Set up of Child in Family Focus, Advocacy unit**” supported by the small grant from the Slovak ODA under the Contract No. **SAMRS/SG/2013/12KE**.

1. The Child in Family Focus - Kenya agrees to implement the project as described in its Small Grant Application Form as the Final Beneficiary.
2. The aim of the project is to purchase necessary office equipment for the Child in Family Focus, Advocacy unit in Nairobi.

3. The project is to be implemented by the Final Beneficiary within six months from the signing this agreement.
4. The total amount of the financial contribution from the Slovak Agency for International Development Cooperation to the Final Beneficiary will not exceed **EUR 5 000** (in words five thousand).
5. With this support the Final Beneficiary will pay for 3 laptop computers, 1 projector, 1 photocopier, 3 office desks, 3 office chairs, 1 white board and stand, 1 filing cabinet, promotional materials, 1 laminating machine, 1 camera, stationery, legal publications and office water dispenser.
6. The financial contribution from the Slovak Agency for International Development Cooperation will be available and can be spend only after signing this agreement.
7. The financial contribution of **EUR 5 000** will be disbursed in two installments.
8. The first installment in the amount of **70%** from the total grant, i.e. **EUR 3 500** (in words three thousand five hundred) will be paid to the Final Beneficiary by the Slovak Embassy in Nairobi after signing this agreement.
9. The Final Beneficiary shall provide the Slovak Embassy in Nairobi with the Project Completion Report including the Financial Report within **45 days** after the completion of the project. Both documents shall be submitted in English language. The Financial Report shall contain the complete accounting documentation, i.e. order of services, invoices from service providers and payments made by the Final Beneficiary. The sample forms of the Completion Report and the Financial Report are attached to this Small Grant Agreement.
10. The remaining **30%** from the total grant, i.e. **EUR 1 500** (in words one thousand five hundred) will be paid to the Final Beneficiary by the Slovak Embassy in Nairobi within **30 days** after the Slovak Agency for International Development Cooperation endorses the Final Completion Report and the Financial Report.
11. The Final Beneficiary will permit the monitors and evaluators of the Slovak ODA to access the documentation related to the project implementation and to provide them with assistance in reviewing the project progress and impact.
12. The Final Beneficiary is obliged to use the Slovak Aid logo on all information outputs relating to the implementation of the project.
13. The Final Beneficiary is obliged to respect the implementation time schedule and budget lines and to inform the Slovak Agency for International Development Cooperation on all circumstances which can cause any significant deviation and/or jeopardize the project objectives and outputs.
14. Should the Final Beneficiary use the financial contribution contrary to the agreed project description, the Slovak Embassy in Nairobi may decide to stop the project financing. Consequently the Slovak Agency for International Development Cooperation may terminate this Small Agreement and demand the return of allocated money.

15. The Final Beneficiary is obliged to return the allocated money within 15 days from the date this Small Grant Agreement is terminated. The allocated money should be returned to the account of the Slovak Embassy in Nairobi.
16. If the Final Beneficiary does not return the allocated money within the above time period the Slovak Agency for International Development Cooperation may charge it with the late payment fees.

Date: 6.8.2013

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Slovak Agency for International
Development Cooperation

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Child in Family Focus, Kenya

Enclosure:

1. Small Grant Completion Report
2. Small Grant Financial Report