

Administrative report
Abdul Qader Abu Naba'a cultural Center
Sanabel Al-Balad Cultural Women Center
operating Project for Abdul Qader Abu Naba'a cultural Center

Introduction:

Within the "village decides" program and through the open meeting which was held by Dalia Associatin on 31.10.2009 at Al-Zawya village, the following institutions were granted : 4010 \$ for the cultural center ; 2083\$ was given to Sanabel Al-Balad Cultural Women Center ; While the two grants were awarded depending on partnership between institutions.

The project was implemented within the following strategy and activities:

Phase One	Phase Two	Phase Three	Phase Four
-Signing agreements and preparing plans co-operatively. - Through a meeting between the two centeres; they decided to add Sanabel Center grant to Abdul Qader Abu Naba'a cultural	offer prices : 1) chairs and tables. 2) gifts and prizes for competitions. 3)clowns clothes. 4)hospitality. 5) Stationery.	Buying of equipments and supplies: 1)chairs. 2)tables. 3)clowns clothes. 4)stationery. 5) hospitality	Competitions Preparation: 1) Recording participants in the competitions. 2) Making vote between the competitors. The following competitions were carried out:

<p>center to buy chairs and tables to rent them out in public events and wedding parties.</p> <p>- The directors met to agree on the implementation plan:</p> <p>1- issuing a magazine for the cultural center</p> <p>2- buying clowns clothes for the cultural center band.</p> <p>3- Enhancing and discovering talented people (memorizing Quran by heart, writing stories; poetry, playing tennis; chess, race)</p> <p>4- buying tables and chairs to rent them out (by cooperating with Sanabel women center)</p> <p>5- Arranging for final public festival which includes the following</p>			<p>1)Chess: (23 participants; number of winners 4)</p> <p>2)Table tennis: (17 participants; number of winners 4)</p> <p>3) Writing stories: (15 participants; Number of winners two)</p> <p>4) Writing poetry (10 participants; Number of winners two)</p> <p>5) Suburb race: would take place on the closing festival.</p> <p>6) Competition of Quran memorization by heart: (it was decided to conduct it at the first days of Ramadan)</p> <p>7) the issuance of a magazine which will be distributed at the closing festival.</p> <p>8) a day of joy and fun for school students; while the band will take part in festivals outside the town.</p>
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<p>agenda:</p> <ul style="list-style-type: none"> - Distributing prizes to the winners. - Advertising the clowns' clothes to encourage other institutions to use them. -renting out chairs for wedding parties and other events. - distributing the magazine to the villagers 			
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The role Snabel women center and local societies in carrying out the activities:

- Deciding on selection committee
- Preparations for the activities
- Active participation in competitions.
- Provide assistance and collecting resources.
- Participation in the magazine and collection of ideas.
- Participation in making plans and follow-up strategy.

Dalia Association role (financially and administratively):

- Supporting us financially to buy the equipments to implement activities (22,600 shekels)
- Carrying out workshops on how to manage projects through exposing us to previous experiences in Nablus district and Ramallah district .
- Following-up and evaluating the project continuously.
- Giving us the enough opportunity time to implement the project.
- Helping us in preparing the budget and administration reports.
- Helping in building the final budget.
- Identifying priorities of the two centers without preconditions from Dalia Association.

The Financial effect of the grant on Abdel Qader Abu Naba'a Cultural Center and Women Sanabel Center:

- 1 - The project had contributed in financing the centers without obstacles.
- 2 - The project enhanced the role of the local society in the cultural center.
- 3 - Providing financial support to cover the expenses of the Cultural Centre, in particular the telephone bills and the salary of the librarian.
- 4 - Showing the role of the Cultural Centre through sport activities which were carried out in Al-Zawya village for the first time.
- 5 - Providing projects to have income for the centers (buying chairs and tables to rent them out).
- 6 - Buying clothes for the clowns. It is worth mentioning that this idea has never been done before in Salfeet District.
- 7 - Issuing a magazine; there is a room for the local society and students to share on behalf of the cultural center. This magazine improves cultural and educational situation among students in particular.

The effect of Abdel Kader Abu Naba'a cultural center and Sanabel women center in terms of:

**** Relations within the institution:***

- 1 - Roles have been distributed between the two administrations of Abdel Kader Abu Naba'a cultural center on the one hand and Sanabel women center on the other hand.
- 2 - Building positive relationships between the members.
- 3 - Increasing the meetings of the administrations
- 4 - Active participation of the centers.
- 5 - Cooperative decision-making; and participation that serves the local society on one hand and centers on the other hand.

With other institutions:

- 1 - Networking with the schools of the village.
- 2 - Networking with kindergartens.
- 3 - Participation of al-zawya village institutions in the activities.
- 4 - Participation of institutions members in the committees' activities and competitions.
- 5 - Participation in the magazine which was published by the Cultural Center.
- 6 - The possibility of using of chairs and tables by the other institutions in the village.
- 7 - Participation of the Center's clown band in the activities of other institutions.

**** With the local society:***

- 1 - building strong creative relationships with local society members.
- 2 - Increasing local society participation in Abdul Qader Abu Naba'a cultural center.
- 3 - Constant communication with the people of the village who works in various institutions.
- 4 - Forming different committees so that different members can participate in the cultural center.

Budget:

No	Items	Total Cost	Dalia Contribution	Centers Contribution	Local Society	Individuals Contributions
1.	Publishing cultural magazine	4287.5	2087.5	2200		
2.	Discovering talents: Poetry, story, memorizing the Quran by heart. Competitions: Tennis, chess, suburb race	1350	760	390	200	Adam Shqir, Ahmad Matar Abu Naba'a
3.	Buying chairs and tables	20820	15700	4920	200	Quzmar Company
4.	Preparing clown band	1300	1000	300		
5.	Expenses and services of the center: Electricity, water, Audios, hospitality, cleanliness, stationery, sport equipment, center occupancy transportation, communications	7820	2052.5	5167.5	600	Issm Shqir
6.	Librarian, selection committee,	9300	1000	6500	1800	Azmi Shqir, useful Asalkhi,

	trainers					Osama Radad, Daoud Shqir, Mohammed Sa'id Radad, Hamdallah Shqir, Tala't Mokadi, Nahedh Shqir, Fathi Shqir, Burhan Shqir, Khalil Shqir, Adnan Ali
		44877.5	22600	19477.5	2800	