

Financial and Administrative Report

Women Supporting Women

Center/ Association Name: Al Nowe'meh Cooperation for the development of Handicrafts

Project Name: Establishment of a Headquarter for the Cooperation

Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Looking for a place like an office or a container	Bulldozing ground	Starting implementation: blacksmithing and constructing	Continuing and following up with work
Looking for a land appropriate to set the container on	Buying a container and moving it to the land	Setting up extensions for electricity and water	Auditing purchases
Bulldozing ground	Making agreement with the smith and the contractor	Requesting for electricity service from the electricity company	Moving purchases to the new headquarter
Contracting with the people who's implementing the project and putting purchases list	Buying materials from the place of the chosen purchase offer		Preparing financial report
Requesting for purchase offers	Building an estimated budget		

The role of the Association and the local society in carrying out the project:

- 1- Preparing a simple headquarter for the cooperation to be able to do it's activities and share it with local society
- 2- This project were done by the cooperation of the association, supporting institutions and local society
- 3- Contributing in providing a piece of land to make the project on

The Role of Dalia Association (financially and administratively):

- 1- Learning how to put plans and budgets
- 2- Helping the association in choosing the project and preparing it in accordance with legal processes
- 3- Providing the grant to the association
- 4- Giving a training to the administrative committee on how to prepare financial and administrative reports
- 5- Giving a chance to members to participate in the project and choose institutions

The effect of the grant on the Center/ Association financially

- 1- Having a permanent headquarter
- 2- Contracting with stone company
- 3- Supporting the association financially and administratively and following up with details

The effect of the grant on the Center/ Association concerning

❖ Relationships inside association

1. Increasing knowledge and ability to plan a project
2. Being loyal and connected to the association
3. Having local society participating in the association activities

❖ Relationships with other Institutions

1. Building relations with other institutions and Exchanging expertise
2. Finding solution to problems

❖ Relationships with local society

1. Local society have positive attitude towards the association
2. Having more people joining membership in the association
3. Trusting in the association

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Construction material + electricity and water extensions	5184	-	-	5184	
2-	Container cost + moving cost	6600	1784	-	4816	
3-	Bulldozing ground cost	400	400	-	-	
4-	Moving container cost	500	500	-	-	
5-	Smith wage	1300	1300	-	-	
6-	Installation of bared wires and bricks costs	600	600	-	-	
7-	Application for electricity service cost	80	80	-	-	
8-	Setting up container cost	400	400	-	-	
	Total	15064	5064		10000	