

Friends Fund Grant Report Guidelines

Give2Asia Friends Fund (FF) are required to submit a **Final Report**, with narrative and financial report sections, within one month of the grant period end date (typically 12 months from the date of grant disbursement) as established in Paragraph 4 of the Friends Fund Agreement.

- ☐ **Change in Funds.** If the FF Grantee determines, for any reason, that the grant funds cannot be used for the purposes specified in the Request for Fund Distribution Form, **the FF Grantee should request a change of purpose in writing to Give2Asia prior to expending funds for any purpose not already approved.**
- ☐ **Remaining Funds.** If there are funds remaining and the grant was not for purposes of an endowment, please email friendsfund@give2asia.org to request an extension.
- ☐ **Report Submission.** Please submit completed reports with signed certification to Give2Asia via email (friendsfund@give2asia.org). If email is not possible, Give2Asia will also accept faxed reports (U.S. +1 415-967-6290). For faxes, it is not necessary to include this first page.
- ☐ **Report Format.** You may use the attached document as a form and complete it, preferably as a Microsoft Word document and/or Excel spreadsheet. **Please ensure that the attached form is complete with the certification signature.** You may also use your own report format using this form as a guideline and ensure that all questions are addressed. **Please ensure that your document is attached with the certification signature page.**

Give2Asia FF Grant Financial and Narrative Report

Name of FF Grantee: Group for Technical Assistance

Grant Amount: \$50,000 USD

Grant Disbursement Date: 11 January 2024

Grant Period: 01 January 2024 to 30 June 2024

Final Report Due Date:

Date of this Report: 27 June 2024

I. Description of Project Activities

How were grant funds spent toward implementing the project? Please describe the project activities and in what ways those activities were successful in meeting the planned goals.

The project supported by Give 2 Asia for responding to the devastating earthquake in the Jajarkot and West Rukum districts in Karnali Province, was very important for the affected people. The project package included relief materials for the neediest 1000 households. It also covered supporting the schools, municipalities and local stakeholders. The project activities were conducted in close collaboration with the leadership and authorities from Nalgad Municipality (Wards 1, 3 and 5) of Jajarkot district and Aathbiskot Municipality (Wards 11 and 12) of W. Rukum district. So, the grant funds were utilized to conduct each and every activity proposed in the budget.

Below are the project activities that led to the success of the project in both municipalities;

i) Coordination with the municipalities

We have coordinated with the mayor and the administrative chief of both municipalities and shared our objectives. After our briefing, the authorities from both municipalities were happy to welcome us and provided support letters for the project activities. The support letters are in Annex 1.

ii) Received approval from the Social Welfare Council

We have submitted the proposal including documents from Give 2 Asia, and support letters from municipalities for the regulatory approval of the project. The approval letter was received within two weeks of the submission as it was for the disaster response. The approval letter is in Annex 1.

iii) Procurement of relief materials

We initiated the procurement following GTA's rules and regulations aligned with the government. We have advertised and procured the relief materials as per the budget plan. These items include 300 sacks of rice, 54 bundles of GI sheets, 1000 sets of WASH kits, 1000 sets of hygiene kits, 1000 packets of super flour, 1000 woolen blankets, and 1025 bottles of Piyus. The originally planned 200 sacks of rice were replaced with the 54 bundles of GI sheets which were requested by the municipality instead of rice. We have also received approval from Give2Asia. Also, we have procured the 240 ml Piyush (chlorine solution) which is equivalent to the six. It was due to a shortage of Piyush.

- iv) Procurement of Evacuation/emergency kits
We have also procured the 4 tanks (big boxes) of evacuation kits that included the first aid, Jhampal, Pick, Rope, Spader, Shovel, Hammer, Stretcher, helmet, torchlight, eyeglasses, whistle, long boot, tarpaulins, nail, blanket, tank, and fire extinguisher.
- v) Coordination with schools
The municipalities identified the most affected four schools of both the municipalities (two each). After that, we have coordinated with the schools to provide the evacuation tools, training, and scholarships to the students.
- vi) Distribution of relief materials and evacuation/emergency kits.
We have coordinated with the municipality and handed it over to the municipality as per the government's one-door policy. We have provided our criteria for providing the relief materials i.e. most affected households from the selected wards, and who have not received the relief materials from others. The municipality distributed the relief materials and provided letters and a list of beneficiaries (Included in Annex 2). Also, we have distributed the evacuation kits to the following schools;
- Shree Juni Bal Sanrakshan Ma.Vi. Sirke Nalgad, ward no 5
 - Shree Suryodaya Ma.Vi.Kaina Nalgad, ward no 3
 - Shree Jana Kalayan Ma.Vi. Goiri Aathbiskot, ward no 11
 - Shree Nepal Rastriya Ma.Vi. Thuli Barkhu, Ward 12
- vii) Scholarship to thirty -five students
We have selected the most vulnerable 35 students in coordination and discussion with the municipalities and the schools. We have provided the stationary items (535 copies) and the school dress that includes both shirts and pants (letters attached in Annex 3). The total number of students selected from each school for the distribution of dress and stationery items are as below;
- Shree Juni Bal Sanrakshan Ma.Vi.Sirke Nalgad, ward no 5 (9 students)
 - Shree Suryodaya Ma.Vi.Kaina Nalgad, ward no 3 (9 students)
 - Shree Nepal Rastriya Ma.Vi. Thuli Barkhu, ward 12 (9 students)
 - Shree Jana Kalayan Ma.Vi. Goiri Aathbiskot, ward no 11 (8 students)
- viii) Development and distribution of flyers
We have developed the flyers for the awareness of the community people regarding disasters and its prevention/mitigation measures. We have printed a total of 2000 copies and distributed them to the municipality, community people and school children. The digital copy of the flyer is attached in Annex 4.
- ix) Dustbins at five wards for maintaining sanitation
We have procured and handed over the large size six dustbins to the selected five wards of the municipality.

- x) Installation of signage related to disaster management at both municipalities
We have prepared and installed the signage in public places related to the risks of earthquakes, landslides, floods, and fire disasters. The municipality wise number of signage installed as below;
- Nalgad Municipality of Jajarkot (3 public places)
 - Aathbiskot Municipality of west Rukum (2 public places)
- xi) Orientation to members of the School Management Committee (SMC) and Parents Teachers Association (PTA) on earthquake preparedness and response
We have coordinated with the schools and the municipalities and schools and conducted the orientation to members of the School Management Committee and Parents Teachers Association on earthquake preparedness and response (see annex 5)
- The orientation was facilitated by experts from GTA and the Nepal Red Cross Society. Before the orientation, orientation agenda and resource materials were developed. Below is the list of schools with the participants' number by sex;
- Shree Juni Bal Sanrakshan Ma.Vi. Sirke Nalgad, ward no 5
 - o Participation in orientation (male-11, female-3)
 - Shree Suryodaya Ma.Vi.Kaina Nalgad ward no 3
 - o Participation in orientation (male-20, female-12)
 - Shree Jana Kalayan Ma.Vi. Goiri Aathbiskot, ward no 11
 - o Participation in orientation (male-12, female-4)
 - Shree Nepal Rastriya Ma.Vi. thuli barkhu, ward 12
 - o Participated in orientation (male-11, female-5)
- xii) Conduct counseling to school students through teachers
After the orientation, we discussed with the teachers regarding counseling to the students who are more vulnerable and affected. We have coordinated with the organizations working in the field of mental health (TPO) and provided brief orientation to the teachers. Then, the teachers started to provide group counseling in the classroom before teaching their students to make relieve them from the loss due to the earthquake.
- xiii) Training to the members of the Local Disaster Management Committee (LDMC) regarding disaster management
We have conducted two training courses for the members of the Local Disaster Management Committee (LDMC) regarding disaster management focusing on earthquakes. We have conducted one training course in each municipality. Before the training, we prepared the agenda and resource materials for the training, and experts from the Nepal Red Cross Society and GTA facilitated the training. (see annex 6)
The number of participants by sex in both municipalities is as below;
- Nalgad Municipality of Jajarkot (male- 14, female-2)
 - Aathbiskot Municipality of west Rukum (male-28, female-5)
- Also, during the training and other activities, we have closely worked with other stakeholders such as TPO, UNDP, and Five Star Club.

- xiv) Monitoring of the activities from the senior management team at GTA
 The GTA senior management team has monitored each activity carried out by its to make the project successful with quality work. It also had daily meetings with its field team.

With the successful implementation of these activities and continuous support from the municipalities and other stakeholders, we were able to achieve the goal of the project.

II. Project Outcomes & Impact

Please report whether the project achieved the metrics included in the original Request for Distribution. Include numbers of beneficiaries served and how they were affected, as well as success stories, letters, or reports from beneficiaries where possible.

The project successfully achieved the metrics planned originally during the request for distribution. The table shows the outcome, outputs, number of beneficiaries, and how they were affected by our project.

Outcome	Outputs	Number of beneficiaries	Support and services received
i) Saved lives from the shivering cold in the winter season	○ Distribution of blankets to 1000 families	○ 1000	○ Provided blankets
ii) Reduced WASH and hygiene-related diseases	○ Distribution of Piyush (chlorine solution) for water purification to 1000 families (6 each) ○ Distribution of hygiene kits to 1000 families ○ Distribution of WASH kits for 1000 women ○ Installation of dustbins at selected five wards	○ 1025 ○ 1000 ○ 1000 ○ 6	○ Piyush received by the families ○ Hygiene kits received from families ○ WASH kits received from women of the households ○ Dustbins received by the five wards of both municipalities
iii) Promoted nutritious food, reduced hunger, and support for temporary shelter	○ Distribution of 1 kg super flour to 1000 families ○ Distribution of ½ sack rice for 600 families	○ 1000 ○ 600	○ 1 kg Super flour each received by the families ○ Rice sack received from the families

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	○ Distribution of 54 bundles of GI sheet	○ 54	○ GI sheet bundle received by the families
iv) Trained local disaster management committee, teachers, and community help groups	○ Training to local disaster management committee (LDMC) (1 in each municipality (2)) ○ Orientation to school teachers (4 schools)	○ 78 members of LDMC ○ 49 members of SMC and PTA	○ Training provided to the LDMC members ○ Orientation provided to the school management committee and parents teachers' association
v) Awareness to students and community people	○ Development of flyer related to disease prevention ○ School events for preparedness and response ○ Counselling to students through teachers	○ 2000 ○ 4 schools	○ Flyers developed and distributed to the community people and students ○ Both the events and counselling activities were carried out in schools
vi) Educational support to earthquake-affected students	○ Scholarship for books/stationery and dress for 35 students/year	○ 35	○ Provided the stationery items and dress (shirts and pants)
vii) Availability of emergency tools at schools	○ Provide emergency tools to 4 schools	○ 4 schools	○ Handed over the evacuation/emergency tools to the schools

The planned activities were successfully completed during the project period. There were minor changes which is under five percent of the budget with the approval from Give2Asia. We have replaced 200 sacks of rice with 54 bundles of GI sheets for the temporary shelter and toilet constructions with the request from the leadership and authority from the municipality. Also, due to the shortage of small Piyush (40 ml) proposed in the budget, we have provided 240 ml Piyush to each family.

There are many success stories that our support has relief to the people. We have collected two stories (See annex 7) of the beneficiaries. They were very relieved with our support of food, shelter, and the scholarship to the students.

Lesson learned from the project

The municipality leadership and authorities as well as the community stakeholders have appreciated our support for the earthquake-affected people. Also, it has support to the LDMC and schools for the preparedness and response to the disaster through training/orientations. The municipality has a disaster preparedness plan, however, during our training, they have edited the relevant topics in the plan. It would be great if we could move within a month of the earthquake to reach the beneficiaries/victims timely.

III. Supporting Materials

Please attach photos, DVDs, copies of news reports, press releases or other materials related to this grant, if available.

All the supporting materials are included in the annexes as below;

Annex 1: Support letters from the municipality and approval letter from SWC

Annex 2: Letters from municipality and schools, and a list of beneficiaries

Annex 3: Letter from Municipality/school regarding dress and stationery support

Annex 4: Digital copy of the flyer

Annex 5: Orientation to members of the School Management Committee (SMC) and Parents Teachers Association (PTA)

Annex 6: Training to the members of the Local Disaster Management Committee (LDMC)

Annex 7: Success stories

Annex 8: Photos

Annex 9: News reports

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IV. Financial Report

Please complete the following table or attach a financial report listing and summarizing all grant expenses. Please itemize expenses where available.

EXPENDITURE DESCRIPTION <i>PLEASE PROVIDE DETAILS UNDER EACH CATEGORY</i>	AMOUNT (USD)
Personnel (e.g., number of teachers, salary, time period etc):	7,121
Program Costs (e.g., for scholarships, indicate number of students, funding per student and school years covered):	36,914
Equipment (e.g., books, computers etc):	0
Travel (e.g., cost of school bus, field trip etc):	2,778
Other Expenditures:	3,827

TOTAL SPENT**US\$** 50,640

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Name of FF Grantee: Group for Technical Assistance

Grant Amount: \$50000 USD

Grant Disbursement Date: 11 January 2024

Grant Period: 01 January 2024 to 30 June 2024

Final Report Due Date: 30 June 2024

CERTIFICATION: I certify that the amounts listed above have been received and expended as detailed above in accordance with the terms and conditions of the Friends Fund Agreement and purposes proposed in the Fund Distribution Request Form dated 11 January 2024. This expenditure is substantiated by documentation in our files.

Printed Name Deepak Chandra Bajracharya

Title Chairperson

Signature 

Date 26 January 2024

