

## Financial and Administrative Report

2012- 2013

### Women Supporting Women

Center/ Association Name: Al-Nabi Ilyas Association

Project Name: A Sewing Workshop

#### Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Preparing purchase offers	<b>Buying supplies like machines and necessary sewing tools</b>	<b>Deciding on implementation strategy. Because there's lack of work in certain months, the administrative committee agreed upon leasing the sewing machines for amount of money as a monthly income for the association.</b>	<b>Evaluating and building administrative and financial reports</b>
Deciding on place of the project			
Searching for companies associated with sewing industry to get purchase offers, and it was very easy to do.			

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

- 1- Helping in implementing the project
- 2- Getting moral support from local society
- 3- Conducting meetings to discuss project details
- 4- Following up constantly with the association

### **The Role of Dalia Association (financially and administratively):**

- 1- Supporting the association financially
- 2- Conducting several meetings for the administrative committee members.
- 3- Conducting short-period workshops to introduce to the members all the financial and administrative matters.
- 4- Facilitating some tasks for the association
- 5- Following up constantly with the association

### **The effect of the grant on the Center/ Association financially:**

- 1- Having a monthly stable income
- 2- Getting moral support for its projects
- 3- Learning new administrative skills and abilities

## **The effect of the grant on the Center/ Association concerning:**

### **❖ Relationships inside association:**

1. Building relations with other associations
2. Communicating within the association and exchanging ideas and new suggestions
3. Having better trust in the association relations

### **❖ Relationships with other Institutions:**

1. Dealing and knowing other institutions
2. Creating new social relations
3. Exchanging expertise between associations

### **❖ Relationships with local society:**

1. Engaging the association with activities with the local society
2. Increasing trust between the association and the local society

**Budget:**

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Singer Stitch Sewing Machine	2000	1900	-	100	
2-	Alfa Machine	2300	-	-	2300	
3-	Seart Machine	3800	-	-	3800	
4-	Makhpalet Machine	3800	-	-	3800	
5-	Tools (Scissors, Machine Oil, Needles,	864	864	-		
	<b>Total</b>	<b>12764</b>	<b>2764</b>		<b>10000</b>	