

Financial and Administrative Report

Women Supporting Women

Center/ Association Name: Tree of Life Heritage Association

Project Name: Establishment of a Headquarter for the Cooperation

Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Conducting several meetings to make decisions about the project, preparing purchase offers, setting a list of purchases and distributing tasks to members	Preparing purchase offers, purchases' bills and receipts	Finishing purchase process for the materials needed for the project, opening a new bank account and bringing a checkbook	Implementing project and assigning women to make embroideries to be prepared for the gallery

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

- 1- Requesting for purchase offers
- 2- Communicating with local society about the gallery
- 3- Finishing purchase process
- 4- Assigning workers and distributing sewing materials like cloth and threads

The Role of Dalia Association (financially and administratively)

- 1- Helping the association to set their priorities first and helping them in the project pre-preparation
- 2- Learning how to put plans and budgets
- 3- Showing the association all the needed financial requirements

The effect of the grant on the Center/ Association financially

- 1- Having it's own embroidery project
- 2- Improving project and adding to it whether in finance, administration aspects or through media tools
- 3- Taking the project into the next levels
- 4- Being able to implement the project

The effect of the grant on the Center/ Association concerning

❖ Relationships inside association

1. Exchanging expertise
2. Cooperating with other institutions
3. Conducting and documenting meetings

❖ Relationships with other Institutions

1. Building relations with other institutions
2. Exchanging ideas and information
3. Suggesting new ideas for the future time

❖ Relationships with local society

1. Having a close relationship with local society
2. Gaining local society's trust
3. Having good relations with sellers and traders

Budget:

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	Sewing material: silk, cloth, tools	6366	-	-	6366	
2-	Wage for Embroidery Worker no. 1	1000	-	-	1000	
3-	Wage for Embroidery Worker no. 2	1000	-	-	1000	
4-	Wage for Embroidery Worker no. 3	1000	-	-	1000	
5-	Wage for Embroidery Worker no. 4	600	-	-	600	
6-	Transportation	34	-	-	34	
	Total	10000			10000	