

## 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
<b>Conducting several meetings to make decisions about the project, preparing purchase offers, setting a list of purchases and distributing tasks to members</b>	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	<b>6366</b>	-	-	<b>6366</b>	
2-	Wage for Embroidery Worker no. 1	<b>1000</b>	-	-	<b>1000</b>	
3-	Wage for Embroidery Worker no. 2	<b>1000</b>	-	-	<b>1000</b>	
4-	Wage for Embroidery Worker no. 3	<b>1000</b>	-	-	<b>1000</b>	
5-	Wage for Embroidery Worker no. 4	<b>600</b>	-	-	<b>600</b>	
6-	Transportation	<b>34</b>	-	-	<b>34</b>	
	<b>Total</b>	<b>10000</b>			<b>10000</b>	