

Financial and Administrative Report

Women Supporting Women 2012-2013

Center/ Association Name: Awareness and Heritage Association for Women

Project Name: Photography Studio for Women

Project Implementation Stages:

Stage One	Stage Two	Stage Three	Stage Four
Conducting meeting for the administrative body at the Association headquarter	Approving the project and building an implementation plan	Appointing tasks to the administrative body	Implementing project
Announcing the project	Meeting to collectively approve the launching of the third and fourth stage of the project.	Communicating and implementing	Opening purchase offers to choose one
Discussing implementation feasibility			Buying equipment for the project and starting training for 15 women.

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

- 1- Announcing the project
- 2- Facilitating the purchase process
- 3- Choosing the targeted groups

The Role of Dalia Association (financially and administratively):

- 1- Supporting the Association financially
- 2- Conducting a training to explain the process of purchasing equipment.
- 3- Conducting a training on how to prepare financial and administrative reports
- 4- Building a plan on the mechanism of acting in the market.

The effect of the grant on the Center/ Association financially

- 1- Buying equipment for the project
- 2- Obtaining a project
- 3- Having a permanent headquarter.
- 4- Having a project of its own.

The effect of the grant on the Center/ Association concerning

❖ Relationships inside association:

1. Assigning roles for group members
2. Increasing the number of women in the association.
3. Increasing members' involvement in the work.
4. Having more people coming to the association on a continuous basis

❖ Relationships with other Institutions:

1. Coordinating and networking between institutions
2. Coordinating and participating in the Municipality activities.
3. Meeting and knowing new institutions
4. Communicating with governmental institutions who could support the association

❖ Relationships with local society:

1. Communications with local society on a continuous basis.
2. Increase in the number of women participating in the trainings.

Budget:

No.	Items	Total Cost	Center Contributions	Local Society Contributions	Dalia Contributions	Contributors Names
1-	PC	2000	-	-	2000	Dalia
2-	Photography light	1500	-	-	1500	Dalia
3-	Professional Photography Camera	1000	-	-	1000	Dalia
4-	Camera	1700	-	-	1700	Dalia
5-	Camera stand + Cables	2000	-	-	2000	Dalia
6-	Photography training	1200	-	-	1200	Dalia
7-	Rent	600	-	-	600	Dalia
8-	Table	270	270	-	-	The Association
9-	Transportation	50	50	-	-	The Association
	Total	10320	320	-	10000	