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**	