



July 4, 2018

Dr. Elsie Laurence-Chounoune
Deputy Resident Representative
United Nations Development Programme Jamaica
1-3 Lady Musgrave Road
Kingston 5

Dear Dr. Laurence-Chounoune,

Re: Grant Agreement (Micro-Capital Grant Agreement) for Non-Credit Related Activities
Project Title: Capacity Development of mineral institutions and of small-scale private sector
operating
in low-value minerals in ACP countries
Project Number 0075375

The Rose Town Foundation has signed and hereby submit the agreement as prepared by your office. We wish to have documented however, that the Foundation has contracted and agreed to manage these funds (NOT the overall project) for a management fee of 5% of the total grant.

As such we will be only responsible for properly documenting the receipt of funds from your office into our account and the disbursement of said funds (amounts and persons) on the direction of your project/program team. As such the Foundation will not be held accountable for the actual implementation of any aspect of the activities described.

Regards,



Ruth Jankee
Executive Director

Cc: RTFBE Board



July 4, 2018

Dr. Elsie Lawrence-Chroumou
Deputy Resident Representative
United Nations Development Programme Jamaica
1-3 Lady Margaret Road
Kingston 8

Dear Dr. Lawrence-Chroumou,

Re: Grant Agreement (Minor Capital Grant Agreement) for Non-Credit Related Activities
Project Title: Country Development of mineral institutions and of small-scale private sector
operating
in low-income minerals in ACP countries
Project Number: 0078325

The Rose Town Foundation has signed and hereby submit the agreement as prepared by your office. We wish to have documented however, that the Foundation has contacted and agreed to manage these funds (NOT the overall project) for a management fee of 5% of the total grant.

As such we will be only responsible for properly documenting the receipt of funds from your office into our account and the disbursement of said funds (amounts and persons) on the direction of your project/program team. As such the Foundation will not be held accountable for the actual implementation of any part of the activities described.

Regards,

Ruth Jankoe
Executive Director

Cc: RTTBE Board

Board of Directors: Peter Melhado (Chairman); David Clarke (Treasurer); Earl Samuels; and Brenda Johnson, Michele Rollins
Patricia R. Francis, Errol Jackson (RTTBE), Carol Kearsse

GRANT AGREEMENT

(Micro-Capital Grant Agreement)

**For Non-Credit Related
Activities**

A. MICRO-CAPITAL GRANT AGREEMENT

MICRO-CAPITAL GRANT AGREEMENT BETWEEN THE IMPLEMENTING PARTNER AND THE RECIPIENT INSTITUTION FOR THE PROVISION OF GRANT FUNDS

Micro-Capital Agreement (hereinafter referred to as the "Agreement") made between the Implementing Partner **UNITED NATIONS DEVELOPMENT PROGRAMME** and the **ROSE TOWN FOUNDATION**.

WHEREAS the United Nations Development Programme ("UNDP") is the Implementing Partner for the project defined in project document [00075375, Capacity development of mineral institutions and of smallscale private sector operating in low-value minerals in ACP countries] (hereinafter referred to as "the Project"), implemented at the request of the Government of Jamaica.

WHEREAS UNDP desire to provide funding to the **ROSE TOWN FOUNDATION** in the context of a Project and on the terms and conditions hereinafter set forth, and

WHEREAS the **ROSE TOWN FOUNDATION** is ready and willing to accept such funds from the UNDP through the administration of UNDP for the above mentioned activities on the said terms and conditions.

NOW, therefore, the parties hereto agree as follows:

I. Responsibilities of the RECIPIENT INSTITUTION

1.1 The **ROSE TOWN FOUNDATION** agrees to: 1) Undertake the activities described in its **Workplan** and **Budget** (attached), and updates related to the subsequent release of funds in **tranches**; 2) Provide quarterly reports to the Steering Committee; and 3) Provide Annual Audited Statements [Income Statement and Balance Sheets]. In projects where a technical contractor is providing assistance to the RECIPIENT INSTITUTION, the contractor shall be responsible for verifying the accuracy of these reports/statements. Funds provided pursuant to this Agreement shall be used for purposes related to producing results specified in its annual performance targets [Section C].

1.2 The **ROSE TOWN FOUNDATION** agrees to reach the performance targets contained in Section C. If the **ROSE TOWN FOUNDATION** fails to meet its responsibilities outlined in article 1.1, or [Optional] to attain at least 70% of any one performance target for any given year, then this will be considered grounds for the Steering Committee to suspend any further micro-capital grant support. The suspension shall remain in effect until the **ROSE TOWN FOUNDATION** has achieved the target. In projects with a technical assistance contractor, the contractor may, at its discretion, continue to provide technical assistance to the **ROSE TOWN FOUNDATION** during this suspension period.

1.3 The **ROSE TOWN FOUNDATION** agrees to inform the Project Manager about any problems it may face in attaining the objectives agreed upon.

1.4 The **ROSE TOWN FOUNDATION** agrees to be directed by the Project Manager with respect to all disbursements.

II. Duration

2.1 This Agreement will come into effect on **20 June 2018** and shall expire on **31 October, 2018** covering the anticipated term of the project. It can be extended, if necessary by exchange of letters, noting the new expiration date.

III. Payments

3.1 The UNDP shall provide funds to the **ROSE TOWN FOUNDATION** in an amount up to **TWENTY THOUSAND UNITED STATES CURRENCY (US\$20,000)** according to the schedule of the

project budget set out below. Payments are subject to the **ROSE TOWN FOUNDATION** meeting the outputs as specified in the Performance Targets [Section C].

US\$20,000, upon signature of this Agreement.

3.2 All payments shall be deposited into the **ROSE TOWN FOUNDATION'S** bank account of which the details are as follows:

**FIRST CARIBBEAN INTERNATIONAL BANK
ROSE TOWN FOUNDATION
1002155376
23-27 KNUTSFORD BOULEVARD, KINGSTON 5**

3.3 The amount of payment of such funds is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the **ROSE TOWN FOUNDATION** in the performance of the activities under this Agreement.

3.4 The **ROSE TOWN FOUNDATION** will confirm with Project Manager that the outputs as specified in the Performance Targets [Section C] have been successfully completed prior to all disbursements.

IV. Records, Information and Reports

- 4.1 The **ROSE TOWN FOUNDATION** shall maintain clear, accurate and complete records in respect of the funds received under this Agreement.
- 4.2 The **ROSE TOWN FOUNDATION** shall furnish, compile and make available at all times to the UNDP any records or information, oral or written, which UNDP may reasonably request in respect of the funds received by the **ROSE TOWN FOUNDATION** .
- 4.3 Within sixty days after completion of project activities, the **ROSE TOWN FOUNDATION** shall provide the UNDP with a final report with respect to all expenditures made from such funds (including salaries, travel and supplies) and indicating the progress made toward the goals of the activities undertaken, utilizing the reporting format contained in Annex I.
- 4.4 [Optional: For projects with Technical Assistance] The **ROSE TOWN FOUNDATION** agrees to submit required Performance Reports to the CONTRACTOR within 21 days of the close of each quarter using the attached reporting format (Annex 1) reporting on project progress. At the beginning of the project, the **ROSE TOWN FOUNDATION** can request CONTRACTOR assistance for the preparation of the forms. The **ROSE TOWN FOUNDATION**, however, should develop its own capacity to generate these reports, as they are critical to manage its activities.
- 4.5 All further correspondence regarding the implementation of this Agreement should be addressed to:

For UNDP:

**ELSIE LAURENCE-CHOUNOUNE
Deputy Resident Representative
United Nations Development Programme Jamaica
1-3 Lady Musgrave Road
Kingston 5, Jamaica**

For the **ROSE TOWN FOUNDATION**:

**RUTH JANKEE
Executive Director
Rose Town Foundation
26 Moore Street
Kingston 13, Jamaica**

V. General Provisions

5.1 This Agreement and the Annexes attached hereto shall form the entire Agreement between **ROSE TOWN FOUNDATION** and the UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Agreement.

5.2 The **ROSE TOWN FOUNDATION** shall carry out all activities described in its Workplan with due diligence and efficiency. Subject to the express terms of this Agreement, it is understood that the **ROSE TOWN FOUNDATION** shall have exclusive control over the administration and implementation of the activities referred to above in paragraph 1.1 and that the Implementing Partner and UNDP shall not interfere in the exercise of such control. However, both the qualities of work and the progress being made toward successfully achieving the goals of such activities shall be subject to review by the Steering Committee. If at any time the Steering Committee is not satisfied with the quality of work or the progress being made toward achieving such goals, the Steering Committee may advise the Implementing Partner to: (i) withhold payment of funds until in its opinion the situation has been corrected; or (ii) declare this Agreement terminated by written notice to the **ROSE TOWN FOUNDATION** as described in paragraph 5.7 below; and/or seek any other remedy as may be necessary. The Steering Committee's determination as to the quality of work being performed and the progress being made toward such goals shall be final and shall be binding and conclusive upon the **ROSE TOWN FOUNDATION** insofar as further payments are concerned.

5.3 The UNDP undertakes no responsibilities in respect of life, health, accident, travel or any other insurance coverage for any person which may be necessary or desirable for the purpose of this Agreement or for any personnel undertaking activities under this Agreement. Such responsibilities shall be borne by the **ROSE TOWN FOUNDATION**.

5.4 The rights and obligations of the **ROSE TOWN FOUNDATION** are limited to the terms and conditions of this Agreement. Accordingly, the **ROSE TOWN FOUNDATION** and personnel performing services on its behalf shall not be entitled to any benefit, payment, compensation or entitlement except as expressly provided in this Agreement.

5.5 The **ROSE TOWN FOUNDATION** shall be solely liable for claims by third parties arising from the **ROSE TOWN FOUNDATION**'s acts or omissions in the course of performing this Agreement and under no circumstances shall The Implementing Partner and UNDP be held liable for such claims by third parties.

5.6 Assets (Equipment) supplied by UNDP funds to the **ROSE TOWN FOUNDATION** shall be the property of UNDP until the end of the project, at which time UNDP shall determine the best use of these assets. In cases where the **ROSE TOWN FOUNDATION** has met its responsibilities under this agreement, and handover of the asset would contribute to the sustainability of activities, UNDP would normally handover these assets to the **ROSE TOWN FOUNDATION**. The assets shall be used for the purpose indicated in the Workplan throughout the period of this Agreement.

5.7 This Agreement may be terminated by either party before completion of the Agreement by giving thirty (30) days written notice to the other party, and the **ROSE TOWN FOUNDATION** shall promptly return any unutilized funds to UNDP as per paragraph 5.6 above

5.8 The **ROSE TOWN FOUNDATION** acknowledges that the Implementing Partner and UNDP and its representatives have made no actual or implied promise of funding except for the amounts specified by this particular tranches Agreement. Although project related documents may indicate a total amount of funds that could be available for this **ROSE TOWN FOUNDATION**, actual disbursements will be based upon the **ROSE TOWN FOUNDATION** meeting performance targets. If any of the funds are returned to the UNDP or if this Agreement is rescinded, the **ROSE TOWN FOUNDATION** acknowledges that the UNDP will have no further obligation to the **ROSE TOWN FOUNDATION** as a result of such return or rescission.

5.9 No modification of or change to this Agreement, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to

this Agreement or their duly authorized representatives in the form of an amendment to this Agreement duly signed by the parties hereto.

5.10 Any controversy or claim arising out of, or in accordance with this Agreement or any breach thereof, shall unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules as at present in force. Where, in the course of such direct negotiation referred to above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules as at present in force.

The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

5.11 Nothing in or relating to this Agreement shall be deemed a waiver of any privileges and immunities of the United Nations, or UNDP.

IN WITNESS WHEREOF, the undersigned, duly appointed representatives of the UNDP, and the **ROSE TOWN FOUNDATION**, respectively, have on behalf of the UNDP and the **ROSE TOWN FOUNDATION** signed the present Memorandum of Agreement on the dates indicated below their respective signatures.

On behalf of UNDP:  On behalf of the ROSE TOWN FOUNDATION:

Name: Elsie Laurence-Chounoune, *PhD*

Name: Ruth Jankee

Title: Deputy Resident Representative

Title: Executive Director

Date: 25 June 2018

Date: 

B. BUDGET

TO BE PREPARED BY THE RECIPIENT INSTITUTION. THIS BUDGET WILL BE SUBMITTED TO THE STEERING COMMITTEE FOR APPROVAL

PROJECT BUDGET OF RECIPIENT INSTITUTION

Project Number: 00075375

Date: _____

Project Title: Capacity development of mineral institutions and of small-scale private sector operating in low-value minerals in ACP countries

Name of the RECIPIENT INSTITUTION: **ROSE TOWN FOUNDATION**

Total Amount of Funds under the Agreement: US\$20,000 (J\$2,538,892)

Date of the Agreement: June 25, 2018

PROJECT BUDGET (J\$)

PERIOD COVERING FROM June TO September 2018

General Category of Expenditures	Tranche 1	Tranche 2	Tranche 3	TOTAL
Pottery Materials	373,723.00	373,723.00		747,446.00
Pottery Equipment	324,400.00	324,400.00		648,800.00
Stipends	253,961.50	253,961.50		507,923.00
Construction of wheel washing system/water trough	317,361.50	317,361.50		634,723.00
TOTAL	1,269,446.00	1,269,446.00		2,538,892.00

* Please note that all budget Lines are for costs related only to project activities.

** These budget categories and number of tranches are suggested guidelines. The Recipient may choose alternates which more accurately reflect their expense items and needs.

C. ROSE TOWN FOUNDATION Performance Targets

NAME OF RECIPIENT INSTITUTION: ROSE TOWN FOUNDATION

PERFORMANCE TARGETS	BASELINE	YEAR 1		YEAR 2		YEAR 3	
		Proposed	Actual	Proposed	Actual	Proposed	Actual
At least 35 persons trained in ceramic art	0	35					
At least 1 wheel washing water trough constructed and commissioned	0	1					

Recipient Institution: ROSE TOWN FOUNDATION

OVERALL TARGETS FOR ENTIRE GRANT	BASELINE	PROPOSED ANNUAL TARGETS	ANNUAL BUDGET	ACTUAL ANNUAL RESULTS	ACTUAL ANNUAL EXPENDITURES	PROGRESS TOWARDS TARGETS
35 persons trained in ceramic art	0	35	J\$1,904,169.00			-
	0	1	J\$634,723.00			
Construction and commissioning of 1 wheel washing water trough						





29th April 2019

Dr Elsie Laurence-Chounoune
Deputy Resident Representative
United Nations Development Program Jamaica
1-3 Lady Musgrave Road
Kingston 5

Dear Dr Elsie Laurence-Chounoune,

Re: Micro-Capital Grant Agreement for Non-Credit Related Activities
Project # 0075375

Under the above agreement, Rose Town Foundation agreed to manage the disbursement of funds and properly document (1) the receipt of funds into our bank account (2) disbursement of said funds, recipients and amounts based on the directions from your project team for a fee of 5% of the total grant.

As such, please see table below summarizing the disbursement

Period of disbursement	Amount received in US\$	Amount in JD\$	No. Of person paid	Management fees received in US\$	JD\$
July - October	20,000.00	2,673,500.00	4	500.00	67,095.00
Nov - Dec	32,500.00	4,149,965.50	7	3022.31	273,473.79
Jan - April	2,500.00	313,784.00	1	124.92	15,678.71
Totals	55,000.00	7,137,249.50		3,646.83	356,247.50

Please note the following:

- Bank charges absorbed by RTFBE
- Delroy Lamont's chq misplaced in December but was reissued
- Spanish Town Guild of Artisan have not yet satisfied UNDP requirement therefore funds (US\$5,000.00) have not been disbursed to them

Kind Regards

UNDP PROJECT BUDGET (J\$)

PERIOD COVERING FROM JULY - OCT 2018

FUNDS IN BANK A/C DISBURSEMENTS

General Category of Expenditures	Exchange rate used	Tranche 1	Tranche 2	Total received	DATE	GRANTEES	July Tranche 1 payments	Sept- Tranche 1/2	Oct - Tranche 2/2	Total STIPENDS	RTFBE PAID TO DATE	RTFBE DUE
Stipends 1	130.91	1,341,840.83			7/31/2018	Devon Townsend	313,650.00	0	357,300.00	670,950.00	32,727.50	65,455.00
						Robert Campbell	313,650.00	0.00	357,300.00	670,950.00	0.00	0.00
						Wazari Johnson	313,650.00	0.00	357,300.00	670,950.00	0.00	0.00
Stipends 2 (1/2)	133.35		333,373.00		8/30/2018	Harry Ince /Hodges Aggregates	313,650.00	333,373.00	0.00	660,648.15	0.00	16,668.75
Stipend 2 (2/2)	137.47		1,065,379.32		10/1/2018					0.00	34,367.50	51,551.25
Total Rec		1,341,840.83	1,398,752.32	2,740,593.15			1,254,600.00	333,373.00	1,071,900.00	2,673,498.15	67,095.00	133,675.00
Total PAID OUT				2,740,593.15							OWING TO RTFBE	66,580.00
Difference				0.00								

UNDP 2

PERIOD COVERING NOV 2018

FUNDS IN BANK A/C DISBURSEMENTS

General Category of Expenditures	Exchange rate used	Tranche 3	RTFBE 5%	Total	DATE	GRANTEES	Nov payments	Total STIPENDS	RT FBE DUE
Stipends 3	129.09	1,936,390.50	96,819.53	2,033,210.03	11/22/2018	Lydford Mining Company Ltd	322,731.75	322,731.75	96,819.53
						Southfield Mining Corporation	322,731.75	322,731.75	
6/8 jul - oct	129.09		64,545.00	64,545.00	11/9/2018	Delroy Lamont	322,731.75	322,731.75	64,545.00
						Egbert Hamilton	322,731.75	322,731.75	
						Garfield Willis	322,731.75	322,731.75	
						Fabian Rainford	322,731.75	322,731.75	
Total Rec		1,936,390.50	161,364.53	2,097,755.03			1,936,390.50	1,936,390.50	161,364.53
Total PAID OUT				2,097,755.03					

PERIOD COVERING DEC 2018

FUNDS IN BANK A/C							DISBURSEMENTS		
General Category of Expenditures	Exchange rate used	Tranche 4	RTFBE 5%	Total	DATE	GRANTEES	DEC payments	Total STIPENDS	
Stipends 4	126.49	2,213,573.20	112,109.26	2,325,682.46	12/14/2018	Lydford Mining Company Ltd	316,225.00	316,225.00	
						Southfield Mining Corporation	316,225.00	316,225.00	
						Delroy Lamont	316,225.00	316,225.00	
						Egbert Hamilton	316,225.00	316,225.00	
						Garfield Willis	316,225.00	316,225.00	
						Peter Chin - Harmony i Mines Ltd	316,225.00	316,225.00	
						Fabian Rainford	316,225.00	316,225.00	
Total Rec		2,213,573.20	112,109.26	2,325,682.46			2,213,575.00	2,213,575.00	

PERIOD COVERING JAN - Apr 2019

FUNDS IN BANK A/C							DISBURSEMENTS		
General Category of Expenditures	Exchange rate used	Tranche 4	RTFBE 5%	Total	DATE	GRANTEES	APR payments	Total STIPENDS	
Stipends 4	125.51	313,784.75	15,689.24	329,473.99	4/15/2019	Peter Chin - Harmony i Mine Ltd	313,784.75	313,784.75	
Total Rec		313,784.75	15,689.24	329,473.99			313,784.75	313,784.75	

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Report on Micro Capital Grant Agreement (MCGA)
between
UNDP and Rose Town Foundation for the Built Environment (RTFBE)
Signed June 25, 2018

- **Background**

A Micro-capital grant agreement between the above-mentioned parties was signed on 25th June 2018 for the disbursement of US\$20,000/J\$2,673,500.00 to the Foundation for four (4) grantees. They comprised:

Company Name	Product	Contact
Advocate Industries Ltd., Kingston	Clay/ceramic	Mr. Wazari Johnson
Hands in Clay Ltd., St. Catherine	Clay/ceramic	Mr. Robert Campbell
Stunning Art Ltd., St. Catherine	Clay/ceramic	Mr. Devon Townsend
Hodges Aggregates and Powders Ltd.	Limestone aggregate, whiting and clay	Mrs. Jennifer Ince

The agreement came into effect on 20th June 2018 and expired on 31st October 2018. Permission was granted by UNDP Brussels, for reporting of funds and project proposals to continue into 2019 as the programme received a no cost extension from November 1st, 2018 to August 27, 2019.

- **Method of Disbursement**

Funds were disbursed in two (2) tranches as it was the first time that UNDP was managing a programme whereby grant- funded assistance was being given to the private mining sector. It was therefore decided that grantees would receive only 50% of the funds (first tranche) after which monitoring visits would be conducted and receipts collected for all procurement of goods and services. The **first tranche** was disbursed in July, August 2018 and funds were received through Rose Town Foundation by wire transfer from UNDP. Grantees received funds by way of company cheques prepared by Rose Town Foundation. The amount was J\$313,650.00 or US\$2,500 each. Funds disbursed as at June 2018 were J\$1,336,750.00 and total sum disbursed was J\$2,673,498.15 or US\$20,000.00. Each grantee received total of US\$5,000.00

Monitoring visits were conducted to the four (4) grantees in October, December 2018 and May 2019.

The **second tranche** and the remaining 50% was disbursed in November 2018. Funds were again received through Rose Town Foundation and disbursed to grantees, by way of cheques. The amount was J\$1,336,750.00 or US\$2,500 each.

Monitoring visits were conducted to the grantees in December 2018.

- **Highlights: Mechanism of the role of Rose Town Foundation for Built Environment (RTFBE) (registered NGO).**

The Rose Town Foundation agreed to manage the funds and not the overall project activities, for a management fee of 5% of the total grant. The Foundation was therefore only responsible for the documentation of the receipt of the funds from UNDP and the disbursement of the said funds upon the direction of UNDP Development Minerals Programme team. The Foundation was therefore not responsible for the actual implementation of the activities set out in the Agreement.

Period of disbursement	Funds disbursed US\$	Funds disbursed J\$	Comments
July – October 2018	500	67,095.00	Funds were disbursed based on grant funding transferred to grantees.
November 2018 – April 2019	500	67,095.00	
Total	1,000.00	134,190.00	

The monitoring and reporting of these activities were the responsibility of the ACP-EU Development Minerals Programme team. This management comprised Programme Manager/Country Co-ordinator and Project Support Assistant (Independent Contractor). The total funds disbursed was J\$67,095.00

Hodges Aggregate and Powders Ltd. was the only grantee that had not completed all the activities of their proposal. The company experienced delays in the implementation of their project proposal, due to external factors. It is expected that a status report will be submitted by Hodges Aggregates and Powders Ltd. by May 24th, 2019.

Table showing expenditure of funds

Grantee	Tranche 1	Tranche 2	Status
Hands in Clay	313,650 – July 2018	357,300.00 – November 2018	All activities are completed and most receipts submitted. **Remaining receipts for \$206,850.00 are still outstanding.
Stunning Art Ltd.	313,650 – July 2018	357,300.00 – November 2018	All activities are completed. All receipts submitted.
Advocate Industries Ltd.	313,650 – July 2018	357,300.00 – November 2018	All activities are completed and all receipts submitted. Delay was experienced in clearing some of the glazes which were just released and imported after a wait of 4-5 months.
Hodges Aggregates and Powders Ltd.	313,650 – July 2018	357,300.00 – November 2018	Land was cleared and topsoil removed in order to commence construction of wheel washer. All funds were expended on this activity and project was affected by delays to completion of road re-surfacing project. The washer could not be constructed until the roadway was completely re-surfaced. The latter was completed in December 2018. Final monitoring Visit is to be done on May 24, 2019
Total	1,254,600.00	1,429,200.00	

** Receipts promised for submission by Friday, May 10th, 2019.

- **Final Report from Rose Town Foundation** (due 2 months after project completion activities – May 2019)

See Appendix 1 (Attachm.)

- **Role of Country Working Group (CWG) in selection of grantees**

Country Working Group selected the grantees however only 1 meeting was held after grants were disbursed. The Final meeting was held in August 2018.

All Assets are to be labelled and will be handed by May 31, 2019.

The process of selection used was to issue call for grant funding proposals in February 2018. After applications were received, a scoring system was used with selection criteria set up by UNDP Brussels. There was a total of 8 projects that were received by the CWG and all projects were eligible for assistance. The members of the Country Working Group scored each project proposal.

The average scores ranged from a high of 86% (MGD's Slope Stability Assessment Project) to a low of 67% (Stunning Art Ltd. – artisan) Only 5 of those projects were disbursed through a micro-capital grant agreement (MCGA) mechanism. The remaining three (3) projects were disbursed through a Letter of Agreement (LOA)/Responsible Parties Agreement (RPA) between UNDP and the government entity.

AGENCY OR COMPANY	GRANT RECEIVED	COMMENT	MECHANISM FOR DISBURSEMENT
Advocate Industries	US\$5,000/J\$670,950.00	All funds received and project completed. J\$670,950.00 expended.	MCGA
Stunning Art Ltd.	US\$5,000/J\$670,950.00	All funds received and project completed. J\$762,631.47 expended. Excess of J\$91,681.47 spent.	MCGA
Hands in Clay Ltd.	US\$5,000/J\$670,950.00	All funds received and project completed. J\$? expended.	MCGA
Hodges Aggregates Ltd.	US\$5,000.00/J\$660,650.00	All funds received however project incomplete. To date, company has spent J\$701,416.66. Excess of J\$40,766.66 was spent. Final Site visit scheduled for May 24 th , 2019.	MCGA*
Mining and Quarrying Association	Nil	Entity did not have a current bank account. Still awaiting creation of same.	MCGA*
UTECH	US\$5,000.00/J\$654,721.50	All funds received and project is being completed. Site visit scheduled for May 13 th	LOA/RPA
MGD – Web map	US\$5,000/J\$634,723.00	All funds received and project is completed.	LOA/RPA
MGD – slope stability assessment study	US\$5,000/J\$645,450.00	All funds received and project is completed.	LOA/RPA
Total	US\$20,000/J\$2,012,850.00	J\$2,388,982.21 spent. Excess of J\$376,132.21 from grantees funds.	MCGA
	US\$15,000/J\$1,934,894.00	J\$2,765,114.42	LOA/RPA

PROJECT EXPENDITURE

General Category of Expenditures	Tranche 1	Tranche 2	Total	Comments
Pottery Materials	594,656.02	403,370.92	998,396.94	
Pottery Equipment	551,959.53	88,147.48	640,107.01	
Stipends	96,100.00	40,246.05	136,346.55	
Transportation of materials and rental of motor vehicles	N/A	N/A	Nil	
Construction of wheel washing system/water trough	313,650.00	357,300.00	670,950.00	Excess expenditure of J\$40,766.66
TOTAL			2,683,800.00	

PERFORMANCE TARGETS, 2018-2019

Performance Targets	Baseline	Proposed	Actual 2018	Proposed	Actual 2019	TOTAL	Comments
1. Purchased pottery materials	Nil	Purchase 1,808,800.00 worth of pottery materials	594,656.02	Nil	403,740.92	998,396.94	
2. Purchased pottery equipment	Nil	Purchase \$323,000.00 worth of equipment	551,959.53		88,147.48	640,17.01	
3. Trained youths	Nil	32	28	Nil	Nil	28	Female trainees were difficult to source due to alternate employment and domestic duties.
4. Constructed wheel washing system	Nil	1	701,416.66	Nil	Nil	701,416.66	Exceeded grant funding budget

Annex 1: Annual Reporting Format

Overall Targets for entire grant	Baseline	Proposed Annual Targets	Annual Budget	Actual Annual results	Actual Annual Expenditures	Progress towards targets
1. Train youths.	Nil	To train 32 youth – 26 male and 6 females	2,673,500.00	Trained 28 youth – 13 males & 5 females.	136,346.05 (stipend)	All grantees have completed their targets except Hodges Aggregate and Powders Ltd.
2. Purchased pottery equipment	Nil			Potter's wheel, kiln, were acquired.	640,107.01	
3. Purchased pottery materials	Nil	To purchase material for training and honing skills gained from training session in Tanzania (south- south co-operation)		Purchased clay, glazes, powders, kaolin, etc.	998,296.94	
4. Constructed wheel washing system	Nil	To construct 1 wheel washing system	3,740,500	Prepared area and excavated clay from section for wheel washer.	701,416.66	Grantee is still working on completion of the wheel washer system.

Appendix 2: Letter re: Audited Financial Statements from Rose Town Foundation for 2018. (Attachm.)

Prepared by:



Ruth Clarke
Country Co-ordinator
UNDP

May 10, 2019

