



REPUBLIC OF ZAMBIA

**MINISTRY OF LOCAL GOVERNMENT AND RURAL
DEVELOPMENT**

SHIBUYUNJI TOWN COUNCIL

**MWEMBEZHI CONSTITUENCY DEVELOPMENT FUND EMPOWERMENT GRANT
AGREEMENT FORM**

GROUP INFORMATION

Group Name:

Projects Name:

Project Description:

Sector: No of Jobs Pledge:

Grant Type: Grant Fund Year:

Number of Members Males: Females:

Youths:

Number of Differently Abled: Males: Females:

Residential Address:

Zone: Ward:

District: Constituency:

Province:

GROUP LEADERSHIP INFORMATION

Group Chairperson's Name:

Nationality:..... NRC No.:

Gender: Contact No.:

Group Secretary's Name of:

Nationality:..... NRC No.:

Gender: Contact No.:

BANKING DETAILS

Bank Name:
Account Number:
Branch:
Sort/Branch Code:
Swift Code:
T-PIN:

EMPOWERMENT GRANT AGREEMENT FORM

This Grant Agreement, is made this day of,
between Shibuyunji Town Council at Kasunka Civic Centre, P.O Box 30833
Shibuyunji of the first Part (hereinafter referred to as the "Authority") and
..... of address.....
In Ward of Mwembezi Constituency (hereinafter
referred to as the "Beneficiary") of the second part.

The **Authority** and **Beneficiary** shall collectively be known herein as "Parties." In
determining the rights and duties of the Parties under this Grant Agreement, the
entire document must be read as a whole.

The Authority agrees to give a grant worth (Amount in numbers)
..... (Amount in Words)
on grant basis to the Beneficiary for purposes of venturing into
..... Business as contained in the application form.
Therefore, the Beneficiary accepts the Terms and Conditions of the said Grant.

GRANT TERMS AND CONDITIONS

The Beneficiary and Authority hereby set further forth their rights and obligations
to one another under this Grant agreement and agree to be legally binding as
follows: -

Grant Offer

1. The Authority has agreed to pay the Grant to the Beneficiary to assist it in carrying out the Project directly to the Beneficiary through a bank Account.
2. The Authority offers to pay the Beneficiary the Grant (the amount of which is set out in this Grant application form) on condition that the Beneficiary complies fully with the terms of this Grant Agreement form.
3. The Beneficiary acknowledges that the Authority agrees to provide funding only for the amount, period and purposes set out in this Grant Application and Agreement forms.

Purpose of the Grant

4. The Beneficiary accepts responsibility for the proper use and administration of all funding provided under this Grant Agreement and undertakes to use such funding only for the purpose of carrying out the Project in accordance with the Project applied for.
5. Where the Beneficiary intends to apply to a third party for other funding for the Funded Activities, it will notify the Authority in advance of its intention to do so and, where such co-funding is permitted and obtained, it will provide the Authority with details of the amount and purpose of that funding.
6. The Beneficiary agrees and accepts that it will not apply for duplicate funding in respect of any part of the Funded Activities or any related administration costs that the Authority is funding in full under this Grant Agreement and that it may be prosecuted for fraud should it dishonestly and intentionally make such an application.

Funding Period

7. The Funding Period is from to
Project Implementation will begin on the day after the last of the two Parties signs this Grant Agreement

Amount of the Grant

8. The Authority will provide up to a maximum of towards the total costs of the Project, to be paid in the Financial Year.
9. The Authority does not guarantee grant funding for subsequent periods after the term of this Grant Agreement or in Financial Years following the Financial Year of signature of this Grant Agreement.

Managing the Grant

10. The Beneficiary will provide a quarterly monitoring report (a "Quarterly Monitoring Report") and a financial report (a "Financial Report") every three (3) months during the Funding Period.
11. Each Quarterly Monitoring Report will:
 - i. Describe the Project activities completed and the results achieved;
 - ii. Contain an assessment of progress made against the proposals.
12. When the Project has been completed the Beneficiary will prepare and send a final report (a "Project Completion Report") to the Authority within the period that the Authority requests. The Project Completion Report will contain a detailed breakdown of all expenditure for the Funding Period, Project activities completed and the results achieved.
13. The Beneficiary will be responsible for meeting all costs incurred in producing the reports required.

Procurement

14. The Grantee will procure goods, works and services in accordance with the Public Procurement (PPA) Act No. 8 of 2020 and its regulations. Non adherence to the provisions of the Act shall attract necessary legal sanctions.

Monitoring and Evaluation

15. The Authority will monitor the progress of the Project throughout the Funding Period and reserves the right to carry out Evaluation Visits, after giving reasonable notice.
16. The method and timing of the Evaluation Visit, and the Evaluation of the Project, will be at the Authority's discretion.
17. The Beneficiary will make Staff available to meet with, answer questions and provide management information to the Authority or the evaluator appointed by the Authority.
18. The Authority and the Beneficiary will undertake a joint review of the Project if the Authority considers it necessary to refocus the Project outputs.

Due Diligence

19. In utilizing the Grant the Beneficiary will exercise the same care in the discharge of its functions under this arrangement as it exercises with respect to the administration and management of its own resources and affairs

Declaration

The Beneficiary have accepted and agreed and herein confirm that they shall abide by the obligations as stipulated in this agreement, which comes in effect from

SIGNED AND DELIVERED

For and on behalf of: **SHIBUYUNJIN TOWN COUNCIL**

(Authority)

NAME:

SIGANTURE:

In the presence of:

(Witness)

NAME:

SIGANTURE:

SIGNED AND DELIVERED

For and on behalf of:

(Beneficiary)

NAME:

SIGANTURE:

In the presence of:

(Witness)

NAME:

SIGANTURE: