



Dear UNDEF Grantee,

We are pleased to inform you that the first tranche of your project grant was disbursed by UN Headquarters today 18th of April 2017 and should be available on your account in the next 2 weeks. Please acknowledge receipt of the funds. Your UNDEF Project Officer remains **Mikiko Sawanishi**.

To conform to UNDEF visibility guidelines, please post an announcement on your website home page stating that you have launched a new project: **Transparency and Public Accountability in Education in Brazil**, funded by The United Nations Democracy Fund.

We attach the fully signed project document indicating the official start and end dates of your project. This document is in effect the contract between your organization and UNDEF. It is therefore the reference document for project implementation and the basis of our collaboration.

Please note that as the project progresses, there can be no increase in the rent or salary amounts set in the project document budgets; nor can we make accommodations for currency rate fluctuations. All budgetary modifications should be submitted to UNDEF for approval.

Allow us also to remind you that as an UNDEF grantee, you are required to follow certain monitoring and reporting requirements during the coming two years. You can see these requirements on our website at: <http://www.un.org/democracyfund/ninth-round>

Among these requirements, let us draw your attention to the milestone monitoring requirement. You have identified two milestones (milestones 2 and 3) which will be verified by a monitor designated by UNDEF. Please bear in mind that you will need to inform us two months in advance whether the milestone will take place as scheduled in the project document, or if there will be a new time and place for the milestone event to be monitored. After the completion of each milestone, you will need to submit an audited financial statement (certified by the external independent auditor identified in the project document) reflecting the amount spent to date. If you do not provide UNDEF with this information in a timely manner, the disbursement of the next tranches of your grant will be delayed.

Please note that a Mid-term Progress Report must be submitted to UNDEF half-way through the project cycle (by month 13 of a 24-month project).

In addition, UNDEF is always pleased to receive some news from the field.

Our website section dedicated to UNDEF grantees, <http://www.un.org/democracyfund/information-grantees> also contains guidelines, reporting templates and other key information. Please visit it regularly as these documents will be useful for your project implementation.

Also, please bear in mind that you have committed to featuring the project and naming UNDEF as a donor in all outreach materials associated with the UNDEF-funded project, including banners, signs, written materials and publications, as well as on your website. This acknowledgment should include the words 'The United Nations Democracy Fund'.

Finally, you will receive our quarterly newsletter, UNDEF Update. It will provide you with news of our activities and also information on other UNDEF funded projects and initiatives. We would be pleased to feature your project in the future and we may ask you for more specific information at some point. Do not forget to take photographs of your events! We especially appreciate photographs that are interesting and visually striking (rather than only shots of indoor conference tables).

Please do not hesitate to contact us with any questions. Please acknowledge receipt of this email.

We look forward to working with you,



United Nations Democracy Fund | UNDEF

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