Document No.:

Receiving Date:

*(For APFNet Secretariat use)*

PROJECT GRANT REQUEST FORM

|  |  |  |
| --- | --- | --- |
| Project title (ID) |  | |
| Supervisory agency |  | |
| Executing agency |  | |
| Implementing agency(s) |  | |
| Project Director(coordinator):  Tel: Fax: Email: | | |
| APFNet total grant (USD) | |  |
| APFNet grant received (USD) | |  |
| Cumulative expenditures of APFNet grant (USD) | |  |
| Expenditure rate (%) | |  |
|  | | |
| The amount of USD ([amount]USD dollars only) is requested as [first/second/third…/last] grant disbursement, to cover Project expenses during mm/yy to mm/yy. The grant shall be transferred following bank account:  Name of Account:  Number of Account:  Name of Bank:  Bank Branch:  Bank Address:  Swift Code:  NOTE: If grant is requested to disburse to different implementing agencies, please specify amounts and bank information separately. | | |
|  | | |
| Attachment list (please list documents to prove project progress and expenditure status, such as progress report, financial statements, budget, etc.) | | |
|  | | |
| Requested by EA    Project Director Signature Date | | |

**PRG Instructions:**

1. PGR form could be used for requesting APFNet project grant to cover expenses to be occurred, or to reimburse expenses pre-paid by EA. In case of project grant for reimbursement, please attach expense documentation or records as required.
2. The annual disbursements should be up to 90% of the total annual APFNet budget (not include APFNet retained supporting budget);
3. Up to 10% of the total grant (against the actual cost) will be disbursed upon acceptance of the project completion.
4. Expenditure rate is the percentage of cumulative expenditures against received grants from APFNet. Project grant requests during Project implementation require the expenditure rate to reach 80% or more. Documents/reports to prove project progress and financial status should be attached.
5. Please delete this page when submitting a request.