



New Zealand Embassy,
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20 June 2018

Mrs Ana Teresa Sequeira

Executive Director for the Conselho de Imprensa de Timor-Leste

Dear Mrs Ana Teresa Sequeira,

It is with a great pleasure that The New Zealand Embassy is pleased to offer Conselho de Imprensa de Timor-Leste assistance under the New Zealand Small Grant Fund 2017/2018 towards the Dili Dialogue Forum on 19-20 July 2018.

A total amount of USD 16,428 has been approved for Timor Aid to organize the two-day Dili Dialogue Forum on "Strengthening Media Self-Regulatory Mechanism in South East Asia and the Pacific" which will take place in Dili.

The condition of this Small Grant Funding is outlined on Attachment A to this letter and your proposal also forms part of the Grant Agreement. Please note that you are expected to provide us a final report by August 2018.

We will be in touch with you on how to proceed with the handing over the payment cheque and to discuss the conditions with you.

Congratulations on your proposal! I very much look forward to seeing the outcome from this Dialogue Forum.

Yours sincerely

Vicki Poole

Ambassador

Attachment A – Conditions of Grant

The following conditions apply to the Funding provided under this Grant Agreement:

1. The funding (including any interest earned on it) will only be used for the Project.
2. Any funding (including interest) not used for the Project, including if it does not proceed or is not completed for any reason, must be refunded to the New Zealand Embassy/High Commission.
3. If the Project does not proceed or is not completed, any unused goods purchased with the funding must be returned to the New Zealand Embassy/High Commission, unless the New Zealand Embassy /High Commission agree to their use for other related projects.
4. The Project is to be completed by July 2018.
5. Within one month of Project completion, a final Project report will be provided to the New Zealand Embassy/High Commission including:
 - (a) a statement outlining achievements against project objectives;
 - (b) a financial statement showing the agreed budget, the funding provided and the actual expenditure incurred against budget items;
 - (c) full details of any unspent funding or unused goods; and
 - (d) a statement signed by a senior official of your organisation stating that the funding, including goods purchased using it, is used only for the Project.
6. If funding is provided for the purchase of specific goods, copies of invoices and/or delivery receipts can be supplied instead of the financial statement under condition 5(b). Subject to condition 3, ownership of goods purchased using the funding will be your property.
7. During and after completion of the Project, New Zealand Embassy/High Commission personnel or nominees may visit and monitor the Project.
8. Conselho de Imprensa de Timor-Leste will use all reasonable steps to make the community benefiting from the Fund aware that the funding was provided from the New Zealand Embassy/High Commission Fund.

Conditions Accepted

Signed

Date:



22 June 2018

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