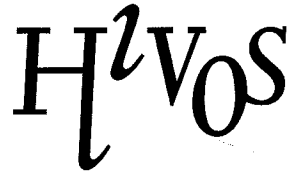


Raamweg 16
Postbus 85565
2508 CG Den Haag / Nederland
Tel. + 31- (0) 70-376 55 00
Fax + 31- (0) 70-362 46 00
E-mail: hivos@hivos.nl
Internet: www.hivos.nl
Postbank 716.000
ABN-AMRO 51 37 23 749



Women's Cultural Centre
Att. Ms Mansoureh Shojayee
25, 5th Street, Asadabady Avenue, Apt 7
TEHRAN
IRAN

date : 01 July 2004
name of project : Establishment of Women's Resource Centre 2004-2005
number of project : IR00401 (please, always mention this number in your correspondence)
reference : contract-letter

Dear Ms Mansoureh Shojayee,

Considering our mutual interest in the realisation of the objectives set forth in your application dated 25 May 2004 and the additional information by email dated 24 June 2004, relating to the Establishment of Women's Resource Centre 2004-2005, we have the pleasure of offering you a contract concerning a contribution to the aforesaid project.

The amount of the contribution will be € 130,000. This will be made available for the project according to the following remittance schedule:

€ 10,000	upon return of the signed copy of the contract
€ 80,000	see condition 1
€ 40,000	see condition 2

Your application, the general conditions, the enclosed budget and this letter together constitute the contract for the project.

The contract period will be from 1 August 2004 up to 31 December 2005.

The following conditions apply:

1. Hivos will contribute a maximum of € 90,000 for the purchase of premises for the establishment of the Women's Resource Centre. This includes preparatory expenses to a maximum of € 10,000. The instalment of € 80,000 will be transferred to WCC when the premises have been identified and acquired by WCC.
2. The amount of € 40,000 is meant for refurbishment of the new resource centre and for purchase of equipment to a maximum of € 20,000. The minimum of € 20,000 is meant for programme activities that will be organised from the centre.

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number of project : IR00401
page : 2/2

Hivos is a Dutch organisation for co-operation with developing countries / Instituto Humanista para la Cooperación con los Países en Desarrollo
Stichting Humanistisch Instituut voor Ontwikkelings samenwerking (KvK s198677) / Iid Eurostep, Zuid-Noord Federatie en Alliance2015

HIVOS

3. Funds that are saved from the purchase and refurbishment of the premises and equipment can be used for programme activities.
4. Not later than 15 January 2005 WCC must present to Hivos a narrative report on all activities implemented by WCC during the period August-December 2004. A financial report must be presented of the funds received from Hivos.
5. Not later than 15 July 2005 WCC must present to Hivos a narrative and financial report of the activities implemented by WCC during the period January-June 2005 and the income and expenditure of its financial resources.
6. Not later than 15 January 2006 WCC must present to Hivos a narrative report on all activities implemented by WCC during the period July-December 2005.
7. Not later than 15 February 2006 WCC must present to Hivos an overall financial report on the organisation for the period 1 August 2004 – 31 December 2005. The report must be approved by an external auditor.

We request you to arrange for this contract to be signed by your organisation's lawful representative(s). The contract will take effect after Hivos has received one signed copy by return of post.

Please complete the enclosed form with details of your bank account and return it, also signed by your organisation's lawful representative(s), together with the copy of the contract.

For Women's Cultural Centre: 1. 

For Hivos : 

Name : 1. Mansoureh Shojjai
Function : 2. Khadijeh Keshavarz
Place : 1. Board member

Name : Tini van Goor
Function : Head Bureau Asia and SEE

Place : Tehran

Place : Den Haag

Date : 1-7-05



22-7-04

Budget 2004-2005

- | | |
|--------------------------------------------------------------|----------|
| 1. Purchase of premises for Women's Resource Centre, maximum | € 90,000 |
| 2. Refurbishing, equipment, maximum | € 20,000 |
| 3. Programme activities, minimum | € 20,000 |

Annexes: - general conditions
- complaints procedure
- bank-account form