

Grant Agreement
Between
The Partnership for Transparency Fund
And
The Public Affairs Centre (PAC), India

1. The Public Affairs Centre (PAC), Bangalore, India has requested the financial support of the Partnership for Transparency Fund (PTF) for a proposal to review and publicize the effectiveness of "citizen's charters" in India. There are an estimated 600 such charters for central and state government departments and agencies, designed to inform citizens about functions of the department or agency and how they can access the services. The review would (i) evaluate the charters against internationally-recognized criteria, (ii) assess implementation experience and impact and (iii) disseminate findings and work with the Government of India and state governments to fill any gaps identified by the review.
2. PAC has submitted the attached Project Proposal and Budget laying out the methodology and approach to the research program, and curriculum vitae of the three principal research staff undertaking the project.
3. On the basis of this information, PTF has approved a grant of US\$ 25,000 to be disbursed in 3 tranches for the purposes spelled out in the attached document. The three tranches will be released according to the schedule spelled out in paragraph 6 below.
4. The PTF Grant will be made available to PAC on the following conditions:
 - (a) The grant will be used only for the purposes described in the attached Project Proposal. Any material changes in the use of project funds or project design shall be made only with the agreement of the PTF.
 - (b) PAC will notify the PTF of its authorization from the Government of India to accept funds from international sources.
 - (c) Any funds remaining at the end of the project shall be returned by PAC to the PTF.
 - (d) PAC shall keep a record of all expenditures incurred under the project and will provide PTF a full certified accounting of these expenditures, with relevant documentation, on completion of the project, or by February 28, 2007. These expenditures will also be subject to the regular auditing

requirements of PAC, who will furnish the PTF with a copy of the relevant audit if so requested.

- (e) PAC will make brief quarterly reports on the implementation of the project accompanied by a statement of expenditure showing the use of PTF funds and, on project completion, a full detailed final report summarising the implementation of the project and its outcome and assessing its potential impact on increasing transparency in the delivery of government services to the public, its likely sustainability and the lessons learned, together with a certified final itemised statement of expenditure. The latter report will be sent within two months of the completion of the Project, or about April 30, 2007, together with a copy of any other reports prepared under the Project.
- (f) Following project completion, the PTF may make its own independent ex post evaluation of the implementation, outcome and impact of the project. PAC will furnish the person appointed to undertake this task all possible assistance and access to all relevant documents.
- (g) PAC will post this agreement, the Project Proposal, the final project report, and the statement of expenditures on its Website.

5. PAC will be responsible for securing all necessary government approvals of the grant and any necessary government filings. PAC will be responsible for paying any tax liability arising from the grant.

6. The PTF will disburse the first tranche of US \$10,000 on the signature of this Grant Agreement; the second tranche of US\$10,000 on completion of the field research and submission by PAC of an itemized statement of expenditures to date; and the third tranche of \$5000 on completion of the project and submission of the final report and itemized statement of expenditures for the entire project.

7. A signed copy of the Grant Agreement and the request for the subsequent tranche releases may be faxed to the Secretary of the PTF at 1-202-522-2653. Two original signed copies of the Grant Agreement should be mailed to Daniel Ritchie, Secretary, PTF, at 4355 Klingle Street NW, Washington DC 20016, USA. He will sign one original copy and return it to PAC.


Dated: *November 18, 2005*

For
The Partnership for Transparency Fund

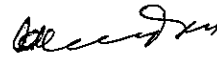


Daniel Ritchie
Secretary

Agreed:



Samuel Paul
Board Chair
Public Affairs Centre



A. Ravindra
Director
Public Affairs Centre

Date: November 11, 2005

Attachment 1 – Project Proposal
Attachment 2—CVs of Project team