

## Capacity Development Grant Contract Letter

November 4, 2011

Mrs. Carren Williams  
Principal Land Information Officer  
Land Information Center, Lands Department  
Market Square  
Belmopan City

Dear Mrs. Williams,

The Protected Areas Conservation Trust (PACT) hereby informs the Ministry of Natural Resources and the Environment (MNRE)/Lands Information Centre (LIC) of the approval of a Capacity Development Grant. This contract letter outlines the details of the said grant and the reporting requirements of the above mentioned grantee.

Outlined below are the details of the mentioned PACT grant:

Grant type: Local Workshop/Seminar Implementation Grant

Training Title: *2<sup>nd</sup> National Workshop on the Development of Belize's National Spatial Data Infrastructure (NSDI): Enabling Sustainable Development through Equitable Access to Information*

Implementation Date: November 9<sup>th</sup> – 10<sup>th</sup>, 2011

Trainer/institution: Lands Information Centre (LIC)

Country of implementation: Belize

Approved Budget breakdown:

Budget line item	Amount
Travel (international participants)	\$3,000.00
Accommodations (30 out-district participants)	\$1,387.60
Conference Facility	\$400.00
Facilitation	\$600.00
Food and Drinks	\$2,000.00
Workshop Materials	\$500.00

*Promoting Sustainable Management and Development of Belize's Protected Areas*

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TOTAL	\$7,887.60
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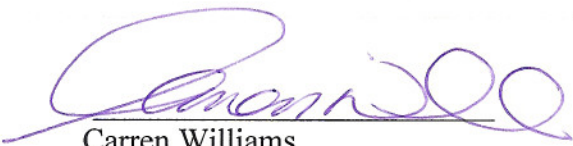
Provided that there is clear understanding of the grant details by both PACT and LIC, the following conditions have been agreed upon by both parties.

1. LIC accepts and agrees to spend all disbursed grant funds in line with the budget presented herein.
2. LIC agrees to submit a completed and signed narrative and financial report (using the template provided by PACT) along with all relevant receipts no later than November 25<sup>th</sup>, 2011; two weeks after the completion of the training initiative.
3. LIC agrees to provide PACT with copies of all training materials from the training initiative. (these materials will be shared with other interested stakeholders)
4. LIC acknowledges acceptance of this Capacity Development Grant by signing this contract letter and returning it to PACT by November 7<sup>th</sup>, 2011.
5. LIC agrees to provide to PACT its banking information by November 7<sup>th</sup>, 2011 in order to facilitate the disbursement process.
6. PACT agrees to prepare a disbursement of the total grant to the grantee within one week of receiving the signed contract letter.
7. Both parties agree to keep an open line of communication during grant implementation and during the grant reporting and closure process.

Signed on behalf of PACT,

Signed on behalf of LIC,

*for.*   
Sharon Ramclam  
Executive Director, PACT

  
Carren Williams  
PLIO, LIC

CC.  
Natalie Rosado, Associate Director-Grants-PACT  
Darrel Audinette, Grant Officer-PACT  
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