

Minutes Mini Grant Workshop
In Relation to provide Shelters or roof structures for families affected by the Earthquake
in Yogyakarta and Central Java.
Venue: Radiyo Suyoso Room-Bappeda DIY
14 October 2006 14:00-17:00

1. The objective of workshop is to explain of mini grant under ERA Programme in both Yogyakarta and Central Java Province, and also to discuss in relation to shelter that need mini grant support, Criteria of NGOs, CBOs and Private sector that eligible to propose mini grants proposal, the criteria and mechanism to evaluate proposal. The workshop attended by 178 participants consist of NGOs, CBOs, Unviersities and Private sector which are based in DIY and Central Java and also international NGOs: TDH Italy and Oxfam GB.
2. The main agenda of Mini Grant Workshop is as follows : (a) explanation of ERA Program-UNDP-BAPPENAS and Shelter; (b) Mini Grants Information; (c) Explanation of Mini Grant in Centra Java Province: Refference of project location and Beneficiaries and reference of shelter concept;(d) Explanation of Mini Grant in DIY: Refference of project location and Beneficiaries and reference of shelter concept;(e) Lesson Learnt; (f) Questions
3. The Mini Grants workshop is officially opened Ibu Retno Winahyu/Team Leader Program ERA-UNDP followed by explaining ERA Program UNDP-BAPPENAS
4. It was further explained that UNDP ERA mini grant project will support proposals with various type of activities such as delivery of transitional shelter, roof first, as well as training and technical facilitation. Further detail about types of activities shall be explained later by UNDP and representatives of both provinces and to be uploaded on website.
5. Ibu Retno's presentation was followed by explanation of Mini Grant Shelter by Budi Ulaen. Regarding Mini Grant in Central Java Province and DIY Province delivered by Bappeda DIY Province and Central Java Province .Then Mr. Basuki present lesson learnt includes procedure and mechanism of proposal evaluation. The last session is questions related to Mini Grants Proposal and some agreements.
6. There are 11 participants rose some questions and statements which could be summarized as follows:
 - (a) What time is the deadline to submit the proposal?
 - (b) Is the expenses in the proposal including tax?
 - (c) How many copy of proposal to be submitted?
 - (d) Is it possible to choose only 1 type of 2 sizes?
 - (e) Is there any repetition in page 18 table volume – description?
 - (f) Is there any payment after signed contract?
 - (g) Is it allowed using the old materials?
 - (h) Is there any priority of Kecamatan in Bantul and Sleman?
 - (i) Can CBOs use AD/ART as legal document?

- (j) Does it allow to merge among NGOs or CBOs who doesn't attend the workshop?
- (k) Is it possible to scan signature and stamp?
- (l) Is there any policy to give assistance in Boyolali because there are 5053 Household whose their house are damage?
- (m) Is there any determination of colour and the lay out of proposal cover?
- (n) Is there any appointed bank?
- (o) How much is the allowance of the mini grants for a shelter?
- (p) How many the percentage for Central Java Province and DIY Province?
- (q) Is the roof design by UNDP providing guarantee for safety?
- (r) Is it possible to deliver the copy of AD/ART by email?
- (s) Is it possible to do the construction under the number of targeted?

7. After learning the questions and statement offered by the participants, the answers from presenters sides are as follows:

- (a) The deadline for proposal submissions is 20 October 2006 at 17:00
- (b) There is no tax in UNDP Program implementation. All taxes in attached to certain activities will be deducted from payment. The institutions are allowed to request tax free recommendation from UNDP Side
- (c) 1 original and 1 copy of proposal
- (d) It is possible to take one of the two types of floor width
- (e) The repeated tables underlines the necessity of the breakdown
- (f) The 1st payment is delivered at advance right after the signing of contract. Number of payment hasn't been decided yet.
- (g) The remaining materials are reusable but out of the proposed budget. Such strategy of activity give higher value to a proposal as indicating self supply of the society.
- (h) The data from Kimpraswil only cover districts level, not sub district level.
- (i) CBOs is allowed to use AD/ART or NGOs umbrella or using other NGOs who has legal status
- (j) It is allowed to develop a consortium with any company though the company does not attend this workshop . It is also allowed to bring a recommendation letter from local government as legality
- (k) It is allowed to scan signature and stamp.
- (l) Klaten is the priority because based on the government data, there are 99.740 improper house in Klaten.
- (m) There is no specification on the colour and the lay out of proposal cover.
- (n) The institution is allowed to use their own bank account. Suggestion from UNDP: using Bank who has online system with Jakarta to wire transfer easier: Bank Mandiri and BRI.

- (o) The allowance of the mini grants for shelter is 250 million rupiah;(p) the percentage for central java province and DIY province is 40% for Jateng and 60% for Central Java Province
- (q) UNDP pays high attention to the safety by which the criteria of roof construction becomes the primary point of UNDP
- (r) It is possible to scan AD/ART but only part of them
- (s) The maximum allowance is 250 millions rupiahs for 125-250 units. If any institutions doesn't have the capacity for constructing due to the maximum standardization, in this case consortium is suggested for such institution.

6. Government of Central Java policies:

- (a) Mini Grants is proposed to support the construction programmed by government in its function to cover the needs on housing.
- (b) The Concept of Roof First : Roof construction should be designed to be used as transitional shelter by means of which would give the access for the construction of foundation with no necessary to be ruined down.
- (c) Priority of area: Klaten district, sub district of Gantiwarno , Wedi and Prambanan
- (d) Priority of Beneficiaries: Poor families
- (e) Technical supervision: designing, burnt bricks roofing for 36m2, woods for roofing construction

7. Government of DIY Provinces:

- (a) Priority of area: Bantul and Sleman) Priority of Beneficiaries: Poor families
- (b) Technical supervision: designing, burnt bricks roofing for 18m2 and 24 m2, woods for roofing construction.

Presentation material attached.

8. Workshop is officially closed at 17: 00.

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