

**REQUEST FOR INTERNAL LOAN**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REQUESTING OFFICE:** | | **XXXXXXXXXX** | | | | | |  |
| **1** | **Details of the Project:** | * **Project Title:** |  | | | | |  |
| * **Umoja Grant #** (Borrower) | **XXXXXXXXXX** | * **Project Code** | | **XXXXXXXXXX** | |  |
| * **Project Value: USD** | **XXXXXXXXXX** | * **This year’s allotment: US$** | | **XXXXXXXXXX** | |  |
| **2** | **Loan Requested:** | * **Amount: USD** | **XXXXXXXXXX** | * **Repayment date:**   *[Within 3 months of loan]* | | **31/12/2016** | |  |
| * **Note to Applicant:** | **Internal loans are given for repayment within 3 months of the date of issue. Please attach proof that you have attempted to collect** | | | | |  |
| **3** | **Purpose of Loan:** | **XXXXXXXXXX** | | | | | |  |
| **4** | **Contribution Agreement:** | * **Title:** | **XXXXXXXXXX** | | | | |  |
| * **Name of Donor:** | **XXXXXXXXXX** | | | | |  |
| * **Start Date:** | **XXXXXXXXXX** | * **End Date:** | | **XXXXXXXXXX** | |  |
| * **Currency:** | **EURO** | * **Value:** | | **863,196.00** | |  |
| **5** | **Status of Contribution agreement** | * **Received to date in USD:** | **USD 687,179.00** | * **Due but not yet received:** | | **USD 433,855.00** | |  |
| * **Note to Applicants** | ***Loan application is option of last resort. Please attach proof of correspondence of attempts made to collect funds from the donor before applying for the loan!*** | | | | |  |
| **AUTHORISATION – SUBSTANTIVE OFFICE** | | | | | | | |  |
| **6** | **Requested by:**  *[Project Manager]* | *Name:*  **XXXXXXXXXX** | | | *Signature:* | | *Date:*  **31/12/2016** |  |
| **7** | **Authorised by:**  [HEAD: Branch, Division/Region]  **[Applicant]** | *Name:*  **XXXXX** | | | *Signature:* | | *Date:*  **31/12/2016** |  |
| **8** | **Reviewed by:**  *[Director: Programme Division]* | *Name:*  **Rafael Tuts** | | | *Signature:* | | *Date:*  **31/12/2016** |  |
| **APPROVAL OF LOAN** | | | | | | | |  |
| **9** | **Recommended by:**  **[Reviewer]**  *[OiC, Management and Operations Division]* | * MOD Risk Rating | |  |  |  | | --- | --- | --- | | **LOW** | **MEDIUM** | **HIGH** | | | | | |  |
| * Reason for Risk Rating | **XXXXXXXXXXXXXXXX** | | | | |  |
| *Name:*  **Joerg Weich** | | | *Signature:* | | *Date:*  **31/12/2016** |  |
| **10** | **Approved By:**  [*Deputy Executive Director]* | *Name:*  **Victor Kisob** | | | **Approved  Not Approved**  *Signature:* | | *Date:*  **31/12/2016** |  |