

**REQUEST FOR INTERNAL LOAN**

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| **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
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| **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** |  |