

LFA On-going Progress Review and Disbursement Recommendation

Instructions to the LFA for completing the LFA On-Going Progress Review and Disbursement Recommendation

The Principal Recipient (PR) is required, through the *On-Going Progress Update and Disbursement Request*, to:

1. Provide past expenditure and programmatic performance information for the Reporting Period just ended; and
2. State its cash requirement for meeting on-going program expenditures.

The LFA is required, using this form, to verify progress and make recommendations on the cash amount requested.

Progress Update

The PR will report past expenditure and programmatic performance information for the Reporting Period just ended as well as progress made towards fulfillment of any conditions precedent/special conditions. The LFA is required to review and verify this information and, in accordance with the information fields set out in this form, to comment on current and cumulative progress.

Disbursement Recommendation

The PR will normally make a disbursement request from the Global Fund covering the PR's cash requirements for one Reporting Period, plus one additional quarter as a cash buffer, to ensure that the PR has adequate cash on hand for program expenses at all times. The Reporting Period for which the Disbursement Request is being made should be the period that immediately follows the Reporting Period covered by the PR's progress update (as explained above). The LFA is required to verify the PR's Cash Reconciliation and to ensure that the cash request is properly calculated. The LFA should recognize that the cash request should be based on the most up-to-date budgets for the relevant periods which the LFA should review for reasonableness.

Documents to be attached/retained

When submitting this form to the Global Fund, the LFA should attach the following:

1. *PR On-Going Progress Update and Disbursement Request* form (by email with originals to follow by mail)
2. Any supplementary information, as appropriate, to inform the Global Fund of the review and verification process and to support the review and recommendation

The LFA should also retain the PR's detailed Statement of Uses of Funds (Cash Flow Statement) for the Reporting Period just ended as well as any additional relevant documentation of verifications performed (to be provided upon request by the Global Fund).