



ANNEX- III
Request for Payment for Small Grant Contract

<Date of the request for payment>

For the attention of:

Non-State Actors Capacity Building Programme
Programme Support Unit
P.O. Box 405073, Broadhurst
PG GLASS Building,
Plot 4792, Old Lobatse Road
GABORONE

Name and address of the Beneficiary:

Grant contract reference number:

Title of the grant Contract:

Request for payment number:

Period covered by the request for payment:

Dear Sir/Madam,

I hereby request the amount of BWP (in words.....)
under the Contract mentioned above. This payment constitutes the *1st pre-financing payment/the 2nd pre-financing payment/the final balance* (underline the appropriate one).

The amount requested is as indicated in Article 3(3.1) of the Contract.

Please, make the payment to our organisation's bank account indicated in the Financial Identification Form submitted to you.

I hereby certify that the information contained in this request for payment is complete, faithful and reliable, that the costs incurred can be considered eligible in accordance with the Contract and that this request for payment is substantiated by adequate supporting documents that can be checked.

Yours faithfully,

Signature