



PRE-FUNDING STEPS

All of the documents mentioned below are available on the [Projects->Resources](#) section of the ADP website. Note that these steps are not interdependent – we would highly encourage parallel processing to avoid delays.

1) Legal Screening

- ADP needs to collect certain information from the NGO that is checked against guidelines for compliance with US anti-terrorism laws
- Please fill out the [Legal Screening](#) form and e-mail to our General Counsel, Jessica Hirschfelder at jh@penguinphysics.net and Mehreen Siddiqi at msiddiqi@gmail.com
- It can take 7-10 days to complete the legal procedures once we receive the completed form from you.

2) Contract:

- ADP signs a contract with the NGO to document the grant amount, permitted uses, reporting requirements, targets, milestones and certain other representations
- The PTL should modify the [Contract](#) template to incorporate project-specific details which are highlighted in yellow.
- The PEC must approve the contract before it is sent to the NGO for execution
- If the NGO agrees to the terms and conditions as laid out in the contract and there are no changes to be made, please ask them to e-mail you a scan of the signed copy of the contract;

3) Website Summary:

- ADP creates a project web page and sends an announcement to its supporters for all approved projects
- Please fill out the [Website Summary](#) form and send to the ADP media team at media@developpakistan.org
- They will take care of putting the content online and sending an e-mail to our mailing list

4) Wire Transfer Instructions:

- ADP needs the NGO's international wire transfer instructions to release funds
- Please ask the NGO to fill out the [wire transfer form](#) and send to you
- Please send the scanned copy of the contract + completed wire transfer form to Tarim Wasim (ADP treasurer) at twasim@gmail.com