

[REDACTED]

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**From:** [REDACTED] HQUS  
**Sent:** 26 May 2005 13:17  
**To:** [REDACTED]  
**Subject:** FW: cash flow for Real World Broadcasting Project  
**Attachments:** TEXT.htm; Cash flow for The Real World Broadcasting Project.doc; Mime.822

[REDACTED]

Please find attached the budget for the Real World Broadcasting Project. I'm won't be in the office until 6 June. If you need more information from Mark please can you contact him directly or ask [REDACTED] to help with it.

Thanks

[REDACTED]

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**From:** [REDACTED] - 1BT  
**Sent:** 20 April 2005 19:18  
**To:** [REDACTED] HQUS  
**Subject:** cash flow for Real World Broadcasting Project

Dear [REDACTED]

Please find attached an initial cash flow for the Real World Broadcasting Project.

The total project budget is £134,805.

We anticipate costs of £70,039 in 20056 and £64,769 in 20067.

I understand from [REDACTED] that DFID are prepared to fund 50% of the budget, which would mean a grant of £35,019.50 in 20056 and £32,384.50 in 20067.

Please let me know if the attached in information is insufficient with best wishes

Mark

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# The Real World Broadcasting Project 2005-7

## Budget – cash flow

### 1. Capacity building

Broadcasting officer- two year appointment – full time post - will organize seminars and conduct interviews with tv executives and commissioners. [REDACTED]

[REDACTED]

Project consultant: [REDACTED]

[REDACTED]

Seminars – room hire, accommodation, catering, travel expenses for participants, [REDACTED]

[REDACTED]

Staff expenses: travel, telephone, entertaining, research materials [REDACTED]

[REDACTED]

IBT and CMEP overheads [REDACTED]

Sub-total:

£89,532

Sub-totals:

£44,766 in 2005-6

£44,766 in 2006-7

2. Broadcast monitoring – research – University of Westminster

Research Fellow	[REDACTED]	[REDACTED]
Research Director	[REDACTED]	[REDACTED]
University of Westminster overheads	[REDACTED]	[REDACTED]
	Sub-total:	<u>£24,429</u>

£19,870 in 2005-6  
£4,559 in 2006-7

3. Broadcast monitoring - dissemination and advocacy – 3WE

Report design, typesetting, and print proofing	£ 3,000
Report printing (1,700 copies at 32pp + 2-colour cover)	£ 2,000
Dissemination (mailing and media launch)	£ 1,800
Preparing submissions to regulators, government etc	£ 2,500
3WE overheads @ [REDACTED]	£ 744
	Sub-total: <u>£10,044</u>

£0 in 2005-6  
£10,044 in 2006-7

4. Project management - IBT

Overall project management by IBT Director, Mark Galloway [REDACTED]  
[REDACTED]

IBT overheads at

Sub-total:

£10,800

£5,400 in 2005-6

£5,400 in 2006-7

Total:

£134,805

**Totals:**

£70,039 in 2005-6

£64,769 in 2006-7

[REDACTED]

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**From:** [REDACTED] DFID  
**Sent:** 26 May 2005 13:32  
**To:** [REDACTED] IBT  
**Subject:** Real World Broadcasting project

Dear Mark,

I am writing with regards to the above named project.

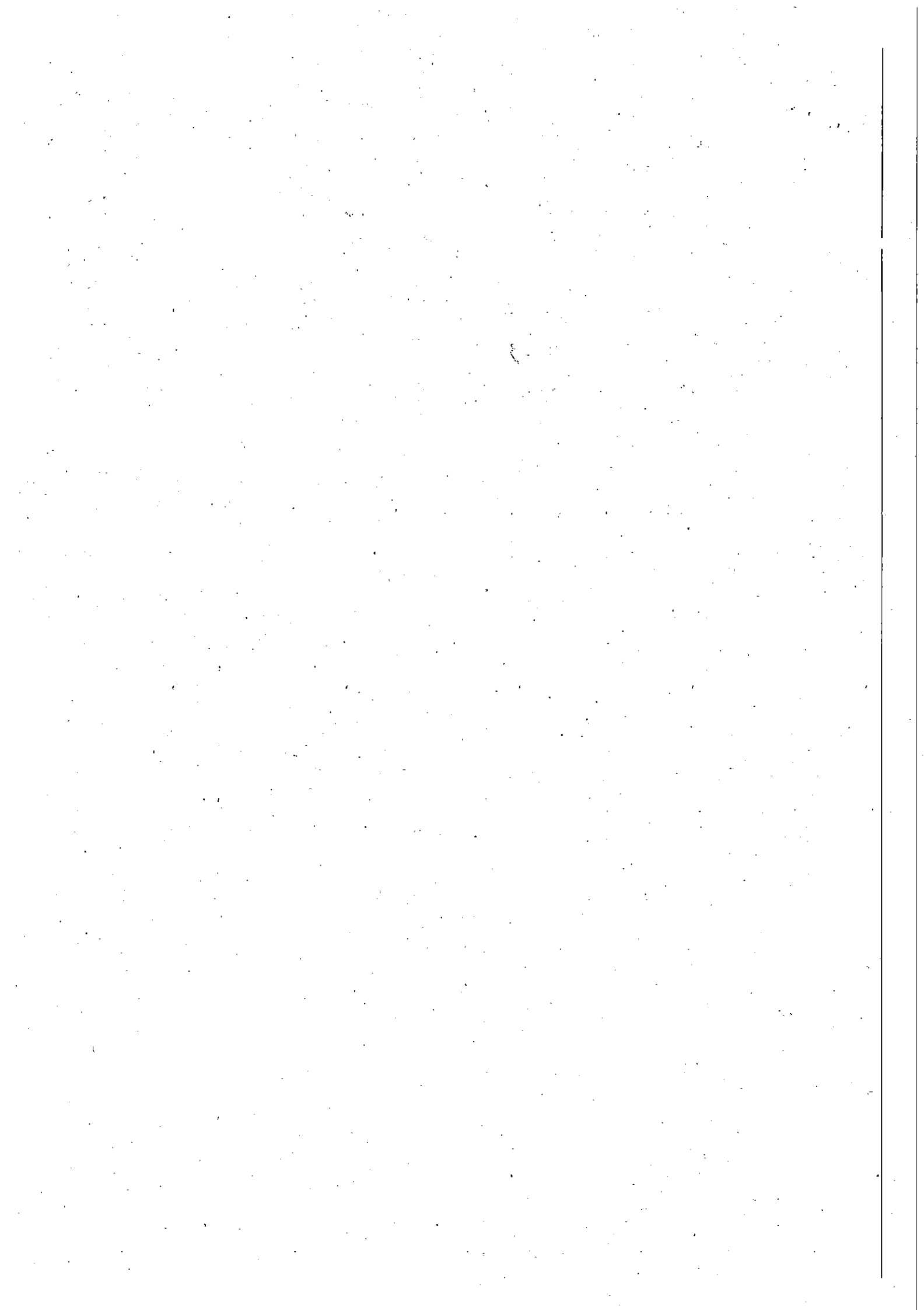
I understand that [REDACTED] has agreed that DFID will fund 50% of the overall project budget. Before we can issue a grant arrangement to formalise the funding, we will require you to submit a project proposal describing the main aims of the project and what you hope to achieve. We will also require a breakdown of the budget to cover DFID's contribution of £35,019.50 for 2005/06 and £32,384.50 for 2006/07.

Please do not hesitate to contact me if you require any further information.

Kind Regards,

[REDACTED]  
Development Awareness Fund  
Dept. for International Development

26/05/2005



**From:** [REDACTED] DFID  
**Sent:** 23 May 2006 10:30  
**To:** Mark Galloway IBT  
**Subject:** RE: DAF 135 - Quarterly Claim for January to March 2006

Hi Mark

Thanks for getting back to me. I also received the signed copy of the revised grant agreement yesterday. To be fair the timing of payments is a little confusing, particularly the final quarter when we are approaching the end of our financial year. Hope you find the following timetable useful:

1st quarter 1 April to 30 June - submit claim for actuals mid July.  
2nd quarter 1 July to 30 September - submit claim for actuals mid October.  
3rd quarter 1 October to 31 December - submit claim for actuals mid January.

As I mentioned above the 4th quarter is a bit more complicated. You should submit a claim for actual expenditure incurred for January and February by 15 March. At the same time you should also submit an estimate for the month of March. Then by mid April you should confirm your actual expenditure for March.

Hope I haven't confused you further ! Please don't hesitate to get in touch if there is anything that you are not sure about.

Regards

[REDACTED]

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**From:** Mark Galloway [mailto:[REDACTED]] IBT  
**Sent:** 19 May 2006 12:40  
**To:** [REDACTED] DFID  
**Subject:** RE: DAF 135 - Quarterly Claim for January to March 2006

Hi [REDACTED]  
Many thanks for sorting this, and apologies for missing the deadline. I've had a look at Annex A of the grant agreement and I just want to clarify when claims should be submitted so that we don't miss future deadlines. Am I right in assuming that claims should be submitted within the financial quarter not once the quarter has finished? So, for example, our next claim should be before June 30?  
Many thanks  
Mark

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**From:** [REDACTED] [mailto:[REDACTED]@dfid.gov.uk] DFID  
**Sent:** 17 May 2006 16:13  
**To:** [REDACTED] IBT  
**Subject:** DAF 135 - Quarterly Claim for January to March 2006

Hi Mark

Your letter of 9 May 2006 refers. I can confirm that your claim has been approved and sent to our Accounts Dept. Payment of £17,510.50 should be in IBT's bank account shortly.

I should point out that although the payment request was received out with the 05/06 financial year, we have processed the claim. However we had to pay this from the 06/07 financial year and as a result we will now have to adjust your budget as follows:

Total Budget - £67,404  
Year 1 05/06 - £17,509  
Year 2 06/07 - £49,895

Previous budget was:

Total Budget - £67,404  
Year 1 05/06 - £35,019.50  
Year 2 06/07 - £32,384.50

I will prepare and issue a revised Grant Arrangement shortly. Can I also just remind you that details on our financial requirements are included in Annex A of your Grant Arrangement and this includes timing of payment requests.

Please don't hesitate to get in touch if any of the above is unclear.

Regards

██████████



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RECEIVED  
01 JUN 2005  
D.A.F



International  
Broadcasting  
Trust

3-7 Euston Centre  
Regent's Place  
London NW1 3JG

tel : 020 7874 [redacted]  
fax : 020 7874 [redacted]

e-mail : [mail@ibt.org.uk](mailto:mail@ibt.org.uk)  
website : [www.ibt.org.uk](http://www.ibt.org.uk)

[redacted]  
Information and Civil Society Department  
DFID  
Abercrombie House  
Glasgow

May 31, 2005

Dear [redacted]

**The Real World Broadcasting Project 2005/7 DAF 135**

Many thanks for sending copies of the grant arrangement and annexes. I have signed and am returning them, as requested.

Our bank details are as follows:

Account name: International Broadcasting Trust  
Bank: NatWest  
Account number: [redacted]  
Sort code: [redacted]

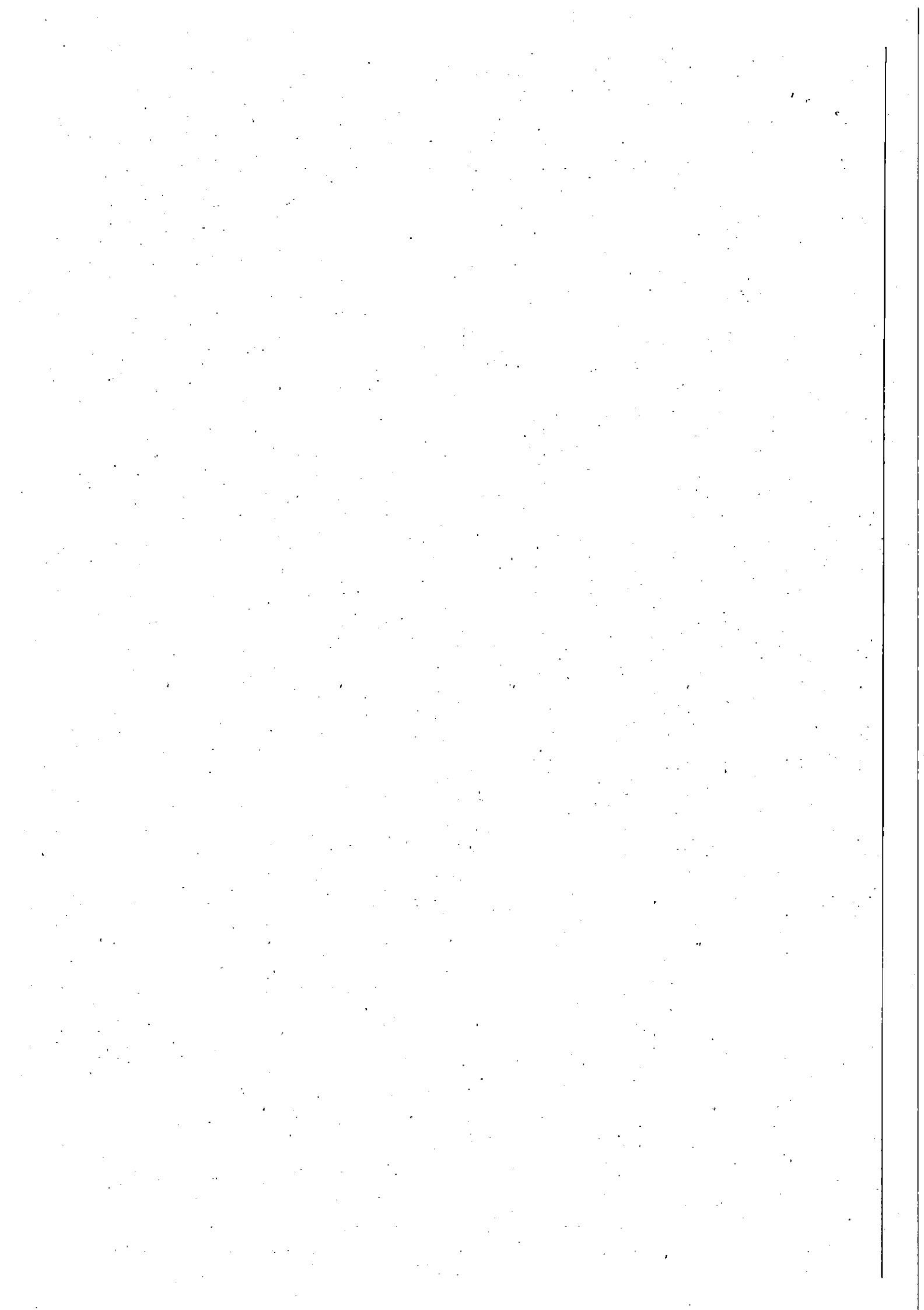
Please could you send electronic versions of the invoice templates, to me, at [redacted]

Many thanks

Yours sincerely

[redacted signature]

**MARK GALLOWAY**  
Director



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**International  
Broadcasting  
Trust**

**3-7 Euston Centre  
Regent's Place  
London NW1 3JG**

**tel : 020 7874 [redacted]  
fax : 020 7874 [redacted]**

**e-mail : [mail@ibt.org.uk](mailto:mail@ibt.org.uk)  
website : [www.ibt.org.uk](http://www.ibt.org.uk)**

[redacted]  
**Development Awareness Fund  
DFID  
Abercrombie House  
Glasgow**

June 2, 2005

Dear [redacted]

**The Real World Broadcasting Project 2005/7 DAF 135**

I am writing to confirm our bank account details, as requested.

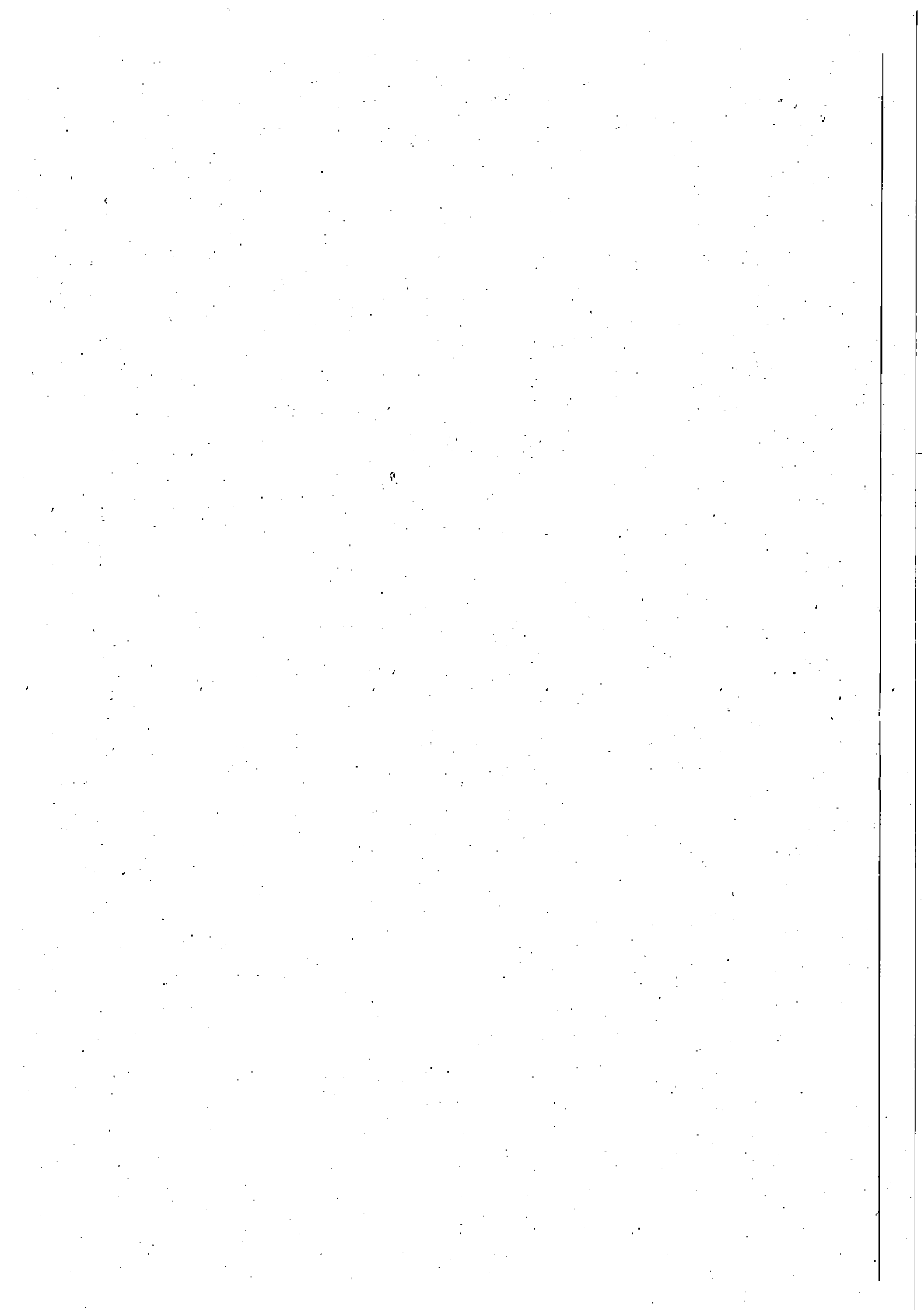
Account name: International Broadcasting Trust  
Bank: NatWest  
Account number: [redacted]  
Sort code: [redacted]

Many thanks

Yours sincerely

[redacted signature]

**MARK GALLOWAY  
Director**





Our Ref: DAF 135

Mark Galloway  
Director  
International Broadcasting Trust  
2nd Floor  
River House  
143-5 Farringdon Road  
London  
EC1R 3AB

**DFID** Department for  
International  
Development

Abercrombie House, Eaglesham Road  
East Kilbride, Glasgow G75 8EA

Direct Line: 01355 84 [REDACTED]  
Fax Line: 01355 84 [REDACTED]  
Email: [REDACTED]@dfid.gov.uk

18 May 2006

Dear Mark

**DAF 135 - The Real World Broadcasting Project 2005-2007**

I attach a copy of the revised grant arrangement for the above named project.

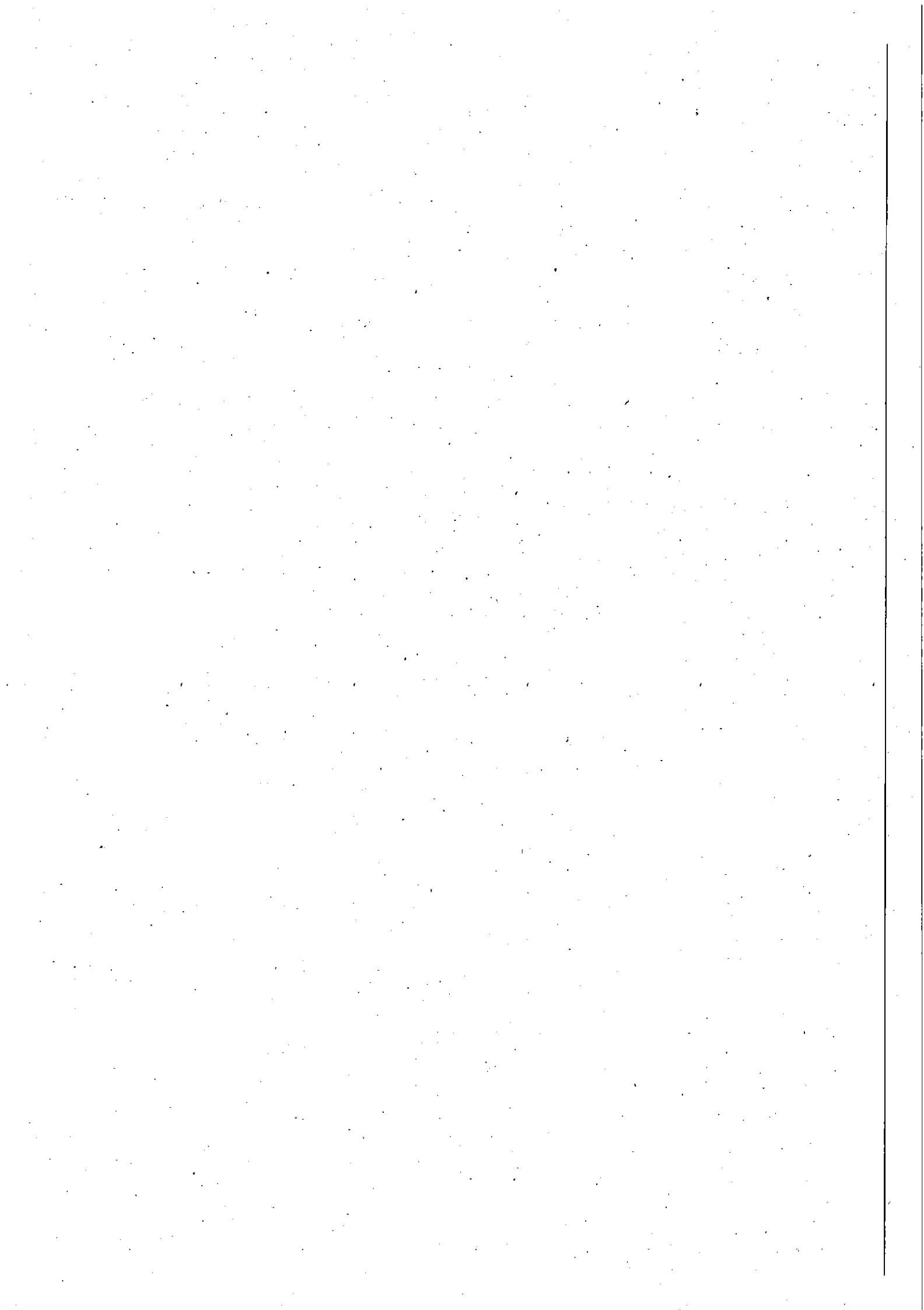
Please sign and return one copy and retain the other copy for your own records.

Yours sincerely

[REDACTED]  
Information and Civil Society Department



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## DEVELOPMENT AWARENESS FUND

### REVISED GRANT ARRANGEMENT BETWEEN THE DEPARTMENT FOR INTERNATIONAL DEVELOPMENT AND INTERNATIONAL BROADCASTING TRUST

PROJECT TITLE: THE REAL WORLD BROADCASTING PROJECT  
2005/07

DAF REF: DAF 136

(this **MUST** be quoted in **ALL** correspondence)

1. The terms and conditions of the Grant Arrangement are set out in DFID's letter dated 27 May 2005 plus accompanying Annexes.

2. I am pleased to agree the revised budget as follows:

Year 1 (April 2005 - 31 March 2006)	£17,509
Year 2 (April 2006 - 31 March 2007)	£49,895
<b>TOTAL</b>	<b>£67,404</b>

### ACKNOWLEDGEMENT

3. Please confirm acceptance of this amendment to your Grant Arrangement by signing both copies of this letter, and returning one to me within 30 days of this letter.

Name: 

Position: Programme Officer

Signature: 

Date: 18 May 2006

**ACCEPTANCE**

I accept the amendment to the Grant Agreement referred to in the above letter on the terms and conditions set out in that letter and Annexes referred to therein.

For and on behalf of:

Name MARK GALLOWAY

Position DIRECTOR

Organisation INTERNATIONAL BROADCASTING TRUST

Signature 

Date 19.5.06



(sent to Mark Galloway by e-mail)



Abercrombie House, Eaglesham Road  
East Kilbride, Glasgow G75 8EA

Tel: 01355 84 [REDACTED]  
Fax: 01355 84 [REDACTED]  
Email: [REDACTED]@dfid.gov.uk

5 February 2007

Dear Sir/Madam

**DAF EXPENDITURE: 1 APRIL 2006 TO 31 MARCH 2007**

We are in the process of determining expenditure on DAF projects for the current financial year. It is very important that we know by **Friday 16 February 2007** whether or not you will spend your entire budget for the year.

To enable our Accounts Department to process all payments for this financial year we will require a statement of actual expenditure to the end of February 2007 and a claim for an advance for estimated expenditure for March (if you have not already claimed an advance for this period) by 14 March 2007. Advances paid for March should be accounted for by mid April 2007.

You should submit this information to your usual DFID contact – remembering to quote the DAF reference of your project on all correspondence.

Yours sincerely

[REDACTED]

Development Awareness Team



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