

GHANA SECOND WATER AND SANITATION PROJECT

**SUBPROJECT COMPLETION REPORT
(Specimen Format)**

**(Attachment to Operational Manual)
Draft Proposal
RCaminha**

1. This form should include in the “caput” the following information:

a) Agreement Number; b) Subproject Name or Title; (c) Name of District; Name of Community; and Name of the beneficiary entity.

2. The basic content of the Report would be the following:

We testify that the works and goods included in the Sub-project above identified and as integral part of Ghana Second Water and Sanitation Project, have been executed and that the referred Sub-project is operational.

We also certify that all the funds receipt for the execution of the Sub-project have been duly used for the purpose set forth in the agreement signed between the District Assembly ofand the community.

Place and Date

3. Signatures of the community entity Directorate and signatures of at least three members of the community at large.