



PEACE CORPS SMALL GRANTS PROGRAM Transfer of Responsibility

PROJECT #

Grant Type

FY

Country Code

Grant #

Original Volunteer Coordinator: _____ COS date: _____

New Volunteer Coordinator: _____ COS date: _____

Volunteer Transfer Agreement

We, respectively, the undersigned, _____, stationed in _____, and _____, stationed in _____, both Peace Corps Volunteers (PCVs), hereby agree to the following:

1. The purposes and objectives of this small grants project shall be completed by the new PCV coordinator along with the community organization because the original PCV coordinator is no longer able to complete the approved project.
2. **If any small grant project funds have been spent**, the previous PCV project coordinator will submit a completion report detailing any funds spent and an explanation of the current project status.
3. The original PCV has passed on to the new PCV the total amount of project funds remaining, purchase receipts, project logs, and all other information related to Small Grant funds already expended in his or her possession.
4. The new PCV is aware of reporting and other obligations related to the management of the project and will submit the Small Grants Completion Report to the post's small grants coordinator upon completion of project activities and well in advance of COS.
5. The transfer of responsibility is undertaken willingly by the new PCV and the assumption of the responsibility for the project shall in no way hamper the regular duties of the new PCV project coordinator and that the site of the project is readily accessible to said PCV.

Status of funds and expenditures to date

(a) Total Small Grant funds originally awarded (US\$)	
(b) Expenditures to date, verified by receipts (US\$)	
(c) Grant funds remaining (US\$)	

If the sum of line (b) and line (c) does not match the amount in line (a), please attach an explanation and justification for the discrepancy.

Consent and liability

Is the new PCV accepting funds directly? (Yes/No)

If the answer is “yes,” a signed Peace Corps Volunteer consent and liability acceptance form must be attached to this document

This agreement shall be effective upon the approval of the Peace Corps country director.

Original Peace Corps Volunteer Signature

Date

New Peace Corps Volunteer’s Signature

Date

Approved by:

Administrative Officer’s Signature

Date

Peace Corps Country Director’s Signature

Date