



GRANT AGREEMENT

Grant Agreement between Welfare Nepal Incorporated and Mane Dhada Primary School

The Parties to this agreement are Welfare Nepal Incorporated, Melbourne, Australia (hereinafter referred as “WN”) and a Nepali government school named Mane Dhada Primary School, Bigu Rural Municipality – 06 Alampu, Dolakha (hereinafter referred to as “MDPS”). This agreement is established to fund the project proposed by MDPS on 28/06/2017 for underprivileged school students, the project proposal submitted is attached herewith.

The conditions of this agreement are set forth below:

Article 1: The Purpose of the Project

- To provide educational sponsorship to 10 children studying at MDPS, Bigu Rural Municipality – 06 Alampu, Dolakha, selected based on economical background of their family.
- To provide educational scholarship to 6 children (1 Boy & 1 Girl from each class 1-3) studying at MDPS, Bigu Rural Municipality – 06 Alampu, Dolakha, selected based on their merit.

Article 2: Amount & Time Periods

- WN hereby agrees to grant **NRs. 200600.0** to MDPS, on a yearly basis to carry out the activities as described in Attachment B.
- Effective period for this grant agreement is from 01/01/2018 through to 31/12/2018.
- Any expenditure incurred before or after the effective period of the grant will not be allowed as a deduction from WN’s grant.
- The grant budget approved by WN to be disbursed to MDPS for 16 children studying at MDPS. Should there be any change in this number, MDPS should inform WN & propose new eligible students profile for consideration.

Article 3: Obligations and Disbursements

- Disbursements against an approved grant budget and work plan for the project will be made once this agreement is signed by both parties (WN and MDPS) and a disbursement request form is submitted by MDPS.
- Yearly disbursement condition will be effective after the successful submission and approval of the previous year report and proposal for following year by MDPS or any other relevant school. (See Attachment C & D for report format)
- Yearly update on “सहयोगी नेपाल-Help Nepal” face book page.
- Details of endorsed official representative of MDPS to be provided in written to receive fund, purchase and deliver the education support to MDPS.
- Details of each student under WN sponsorship to be provided. (See Attachment E)

Article 4: Banking Facilities

- MDPS will maintain a separate account and shall not use the WNs funds for any other purpose other than those agreed in the Grant Budget.
- On conclusion of the project, these assets may only be disposed of or transferred to another project with the WN’s prior written approval.

GRANT AGREEMENT

Article 6: Financial Reporting Requirements

- All financial reports and statements are to be prepared in accordance with generally accepted cash accounting principles.
- MDPS will submit a Financial Report on 15th Mar, 2018. MDPS should adhere with the financial reporting format attached herewith (See Attachment D).
- All scanned receipts, paid bills and financial records substantiating grant expenditures must be submitted with the Financial Report. WN will retain copies of all receipts for their records.
- Financial Reports will include project budget line items and reporting of expenditures against budget items.
- Financial Reports will also include amounts provided by WN and other Donor's in the cost of the project.
- Financial reports will include exchange rate used for converting local currency into AUD.

Article 7: Programme Reporting Requirements

- A final narrative report will be submitted by the MDPS by the end of Jan 2019. This will include findings from project review or evaluation. MDPS will prepare and submit this report in a specified format attached herewith (See Attachment C).

Article 8: Obligations and Modification

- MDPS agrees to expend the funds granted by WN, in accordance with the agreed budget and programme of activities. Any modifications to the agreed budget or to the agreed programme of activities must have written authorisation by WN.
- In the event of staff recruitment for the programme WN has the right to appoint a representative to the selection panel.
- Funds disbursed but not expended will revert to WN upon completion of the grant period or termination of the agreement.

Article 9: Termination

- WN may terminate this Agreement by giving MDPS ten days' notice in writing if it is determined that MDPS is not following the Terms and Conditions of this agreement or if it is deemed necessary by WN. MDPS may terminate this agreement by giving the WN ten days' notice in writing.
- In the event of termination, WN reserves the right to take such action as may be necessary to recover any obligated funds or unauthorised expenditures.
- WN has the right to terminate the project in the event that WN identifies any **fraudulent and corruption related activities**.

Article 10: Liability

- WN will not be liable for any claims and damages arising during the execution of any events related to the project outlined in this agreement. MDPS shall have their own insurance in place as required by government of Nepal to cover themselves for all claims and damages while running the project as noted on this grant agreement.



GRANT AGREEMENT



Article 11: Attachments

All attachments to the Grant agreement are hereby incorporated as part of the Agreement.

- Attachment A - Proposal By MDPS
- Attachment B – Grant Budget Summary
- Attachment C - Yearly Narrative Reporting Format
- Attachment D – Financial Reporting Format
- Attachment E – Details of Parents

Executed as an Agreement:

Signed on behalf of **Welfare Nepal Inc**

Signed on behalf of **Mane Daha Primary School**

.....
Representative of Welfare Nepal Inc,

.....
Representative of Mane Daha Primary School

Print Name:.....

Print Name:.....

Position:.....

Position:.....

Date:.....

Date:.....



GRANT AGREEMENT



Attachment A



Attachment B

Grant Budget Summary:

S.N	Items	Proposed Requirements for 10 Students/year	WN's Support for 16 Students/year	Fund Allocation, NRs
1	School Bag	10 sets	16 sets	16800
2	Uniform (Sweater, Pant and Shirt)	20 sets	32 sets	59200
3	Tracksuits	20 sets	16 set	20000
4	Shoes & 3 Pairs Socks	10 pair & 30 socks	16 pair & 48 socks	16000
5	Steel Tiffin Box	10 sets	16 sets	4800
6	Copy	60 dozen	48 dozen	14400
7	Pen	5 dozen	8 dozen	1600
8	Pencil	5 dozen	32 dozen	3840
9	Eraser	5 dozen	8 dozen	960
10	Sharpener	-	Table Sharper-1, 16 Sharpeners	1000
11	Pocket Money for Tiffin	91000	2000 per student which total to NRs. 32,000/per	32000
12	Quarterly Exam Fee	3000	Free	-
13	Admission Fee	Free	Free	-
14	Book	Free	Free	-
15	Transportation	30000	15,000	15000
16	2 Volunteers Allowance and Food	30000	15,000	15000
			Total, NRs	200600.0



Attachment C

Table of Content for Yearly Narrative Reporting Format:

1.0 Background:

No more than 200 words

2.0 Objective:

No more than 50 words

3.0 Financial Report:

3.1 Total fund received and summary of expenditure

3.2 Budget forecast for 2019

3.3 Audit Report (If Applicable)

4.0 Educational Progress:

4.1 School Report Card of all students

4.2 Attendance

4.3 Message from teachers

4.4 Message from students

4.5 New top students name list

5.0 Projects

5.1 Highlight the art work, literature or any special outcome

5.2 Provide photos of works

5.3 Cover Story

6.0 Photos

Photos of all 16 students/parents receiving the material and pocket money.



GRANT AGREEMENT

Attachment D

Financial Reporting Format:

Project Title: Annual Education Sponsorship to the under privileged and merit students at Mane Daha Primary School.

Financial Reporting for the year

Income	
Items	Amount (NRs)
Funds Disbursed by Welfare Nepal (1)	
Any Balance from the Previous Year (.....) (2)	

Expenditure					
SN	Items	Unit	Cost/Unit (NRS)	Total Cost (NRS)	Remarks
1.	School Bag				
2.	Uniform (Sweater, Pant & Shirt)				
3.	Tracksuits				
4.	Shoes & Socks				
5.	Steel Tiffin Box				
6.	Copy				
7.	Pen				
8.	Pencil				
9.	Eraser				
10.	Sharpener				
11.	Incentive(Pocket Money)				
12.	Transportation				
13.	2 Volunteers Allowance				
Total Cost (NRS)					
Total Cost (AUD) using current exchange rate (3)					1AUD =.... NRS

Balance for the Month of = (1) + (2) - (3) = AUD.....

Prepared By MDPS:

Print Name:.....

Position:.....

Date:.....

GRANT AGREEMENT

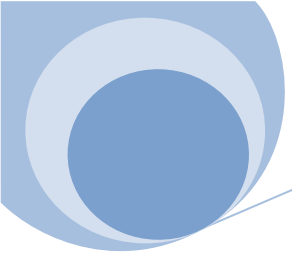
Attachment E:

Parents Details:

Project Title: Annual Education Sponsorship to the under privileged and merit students at Mane Daha Primary School.

Parents Details for the year.....

SN	Name of Student	Grade	Age/ Gender	Name of Parents	Address	Mobile/contact number of parents	Occupation	Yearly Income
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								



GRANT AGREEMENT

9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								

Prepared By MDPS:

Print Name:.....

Position:.....

Date:.....