

Annexure C

SHIKSHA SANKALP

(A California Non-Profit Public Benefit Corporation)

GRANT RULES

Article-1

Purpose

The purpose of these Grant Rules is to lay down the requirements for and process of providing grants to other non-profit corporations/societies for promoting school education of children from underprivileged families in developing countries.

Article-2

Selection Committee

Section-1. Composition: The Selection Committee shall be composed of all the members of the Board of Directors of *Shiksha Sankalp*. In addition, the Board of Directors may decide to invite additional persons who have specific expertise relevant to the Selection Committee.

Section-2. Meetings: The meetings of the Selection Committee shall be called by the Secretary of *Shiksha Sankalp* to evaluate any pending proposals. The Selection Committee shall meet as and when a grant request is received but at least once every year.

Article-3

Grant Eligibility

Only grant proposals consistent with the purposes of *Shiksha Sankalp* as provided in its Bylaws shall be considered eligible for funding.

Article-4

Criteria for Selection

The criteria for selection of grantee agencies and specific projects shall be initially as listed below, and may be revised by the Board of Directors from time to time:

1. **Geographic Location:** The Board of Directors of *Shiksha Sankalp* may decide to focus efforts on a particular developing country or a particular region within a developing country at any point in time. Only project proposals located within such locations shall be selected for award of grants.
2. **Economic and Educational Status of Final Beneficiaries:** Along with other criteria, preference shall be given to grant proposals where the average economic and educational status of the final beneficiaries (students and families) is worse within the same Geographic Location.
3. **Quality of Grant Request Proposal:** The quality of grant proposal – particularly in terms of plausibility of information, absence of any significant gaps and consistency with the grant request proposal requirements decided by the Board of Directors of *Shiksha Sankalp* from time to time – shall be considered in deciding whether to select a grant proposal.
4. **Willingness to Adhere to Fiduciary and Other Requirements:** Any selected grant proposal must fully adhere to the fiduciary requirements stipulated by the Board of Directors of *Shiksha Sankalp* from time to time. This includes the Expenditure Responsibility Requirements as specified in Article-11 of this document.
5. **Availability of Funds:** Approval of any grant requests would be subject to availability of funding with *Shiksha Sankalp* based on commitments from donors.

Article-5

Grant Request

Section-1. Grant Application Form: Requests for grant funding by *Shiksha Sankalp* shall be submitted using a Grant Application Form which shall be made available on the *Shiksha Sankalp* website. The Grant Application Form shall be prepared and revised from time to time by the Executive Committee, and presented to the Board of Directors of *Shiksha Sankalp*. The Grant Application Form shall be approved and adopted by the Board of Directors of *Shiksha Sankalp*.

Section-2. Target Area Assessment Report (TAAR): Prior to submitting a Grant Request to *Shiksha Sankalp* the grant requesting agency must get done a detailed survey of the proposed project area or group, based on which a Target Area Assessment Report shall be prepared. The TAAR may be completed by using information from reliable secondary sources if available.

The Executive Committee shall lay-down and revise from time to time the requirements for the TAAR which shall be used by grant requesting agencies for conducting the Target Area Assessment Surveys and submitting their TAAR to *Shiksha Sankalp* as a part of the Grant Request.

Article-6

Shiksha Sankalp Website

Section-1. Website: *Shiksha Sankalp* shall develop and maintain a website for obtaining necessary fiduciary, operational and impact information from grantee agencies.

Section-2. Purpose of the Website: The website shall be used to maintain fiduciary oversight and ensure that deployment of funds is consistent with the purposes for which *Shiksha Sankalp* has been formed. The website shall also be used to provide donors of *Shiksha Sankalp* information about how their funds have been utilized by grantee agencies.

Article-7

Information Requirements from Grantee Agency

The Grantee Agency shall be obligated to provide the following information to *Shiksha Sankalp* on a regular basis:

1. Module¹ Information: The following information about the project module must be provided to *Shiksha Sankalp* at the beginning of the project:

1. Information about Schools in the Module Area
2. Information about Banks in the Module Area
3. Information about Other NGOs active in the Module Area

Section-2. Student and Family Information: The following information about the beneficiary students/families must be provided to *Shiksha Sankalp* by the grantee agency when the beneficiary is enrolled in the project:

1. Student and family particulars
2. Proof of identity of either parent
3. Proof of address of parents

4. Photographs of the student and the family
5. Proof of school admission and grade promotion
6. Proof of mother's bank account

Section-3. School Performance Information: The following information about the beneficiary students must be uploaded on the *Shiksha Sankalp* website by the grantee agency on a periodic basis:

1. Performance at school with documentary proof
2. Performance in the Annual Standardized Academic Performance (ASAP) Test
3. In addition, information about attendance at school may be provided where feasible

Section-4. Financial Transaction Information: The following information about the beneficiary students must be uploaded on the *Shiksha Sankalp* website by the grantee agency on a periodic basis:

1. Incentive Amount for the student based on performance in the ASAP test
2. Record of Transfer of Incentive Amount

Article-8

Annual Standardized Academic Performance (ASAP) Test

Section-1. ASAP Test: The grade-appropriate learning achievement of the students supported through funding provided by *Shiksha Sankalp* shall be measured at least once every year but preferably twice every year through the Annual Standardized Academic Performance (ASAP) Test.

Section-2. ASAP Test Cost: The cost of taking the ASAP test must be limited to within ten percent (10%) of the total amount provided for grant funding.

Article-9

Independent Oversight

The Board of Directors of *Shiksha Sankalp* shall maintain independent oversight on the grant funded activities by organizing periodic site-visits to the modules, and by leveraging volunteers or employees living in the vicinity of the project areas.

Article-9

Grant Period

Grants shall be provided by *Shiksha Sankalp* for a period of two years typically. The Executive Committee of *Shiksha Sankalp* shall be empowered to decide on variations in the grant period.

Article-10

Grant Agreement

Shiksha Sankalp shall enter into a Grant Agreement with each Grantee entity, which shall specify the obligations of each party and the terms of provision of the Grant.

Article-11

Expenditure Responsibility Requirements

Shiksha Sankalp shall conduct *pre-grant inquiry* through Grant Application Form to determine whether the proposed grantee is reasonably likely to use the grant for the specified purposes. *Shiksha Sankalp* shall sign a *written grant agreement* with the Grantee with specific terms as required by law. The grantee must maintain the grant funds in a *separate account* on the grantee's books. In addition to providing information to *Shiksha Sankalp* through the website, the Grantee shall provide an Annual Report to *Shiksha Sankalp*, explaining how it used the funds and describing its compliance with the grant terms and its progress toward the grant purposes. *Shiksha Sankalp* shall report each expenditure responsibility Grant on Form 990-PF.

Article-12

Termination of Grant

Grants may be terminated and monies sought back in cases of non-compliance with the stipulated eligibility or fiduciary requirements.