



Agreement of Support

This agreement of support is entered on February 19, 2011 between (1) Small Steps Foundation (SSF) having its principal office at 40471 Torenia Circle, Fremont, CA 94538 and (2) Hayden Hall, a not-profit organization located at 42 Laden La Road, Darjeeling, 734101, India.

The primary intent of this agreement is to define the terms of affiliations between SSF and Hayden Hall. As part of the affiliation SSF will provide certain funding, as defined in section 3 to Hayden Hall to promote computer education among children in India. The funds provided by SSF must be used for the purposes defined in section 4.

In accordance with SSF's charter Hayden Hall must satisfy certain affiliation requirements. Hayden Hall must also provide a good faith affirmation that the funds were used for the purpose for which they were provided under the terms of this agreement. Any misuse or misappropriation of funds by Hayden Hall that is discovered by a surprise visit by SSF representative or from other sources will nullify this agreement immediately and all future planned funding will be cancelled.

1. **Term:** This Agreement shall become effective on the date written above and shall continue for a period of twelve (12) months.

2. **Legal Compliance:** SSF and Hayden Hall shall abide by all the applicable laws and regulations of their respective countries and shall take any action that may be required for compliance therewith and shall refrain from taking any action not in compliance therewith.

3. **Funding:** SSF will provide a total funding of \$8,900 over a 12 month period to Hayden Hall for the purposes stated in Section 4. SSF will make two payments of (\$5,000 USD and \$3,900 USD) beginning February 2011 through January 2012.

4. **Purpose:** The funds provided by SSF to Hayden Hall must be used for the purposes outlined in the project proposal submitted by Hayden Hall (Attachment A). Such purposes include:

Project: Hayden Hall-Computer Project

Place: Darjeeling, India

Project Coordinators:

- Radha Karky, Hayden Hall
- Reetu Gupta, Small Steps

Expected outreach: About 160 children

Mission: To support computer literacy

A handwritten signature in blue ink, appearing to be "R.K.", with a horizontal line underneath it. Below the signature, the letters "R.K." are printed in a small, blue, sans-serif font.



Activity:

- Computer knowledge is one way of assuring that these children have a better future, one skill which will not only help them build their future but provide them with confidence to face the world.
- The computers in Hayden Hall would give them the opportunity to work on the computers.
 - a. 160 students total
 - b. 60 children would get intensive computer education focused more on their school work.
100 children would be introduced to the computer
 - c. The final term result in December of the 60 students would evaluate the project.
 - d. 100 students knowledge and skill on the computer would be tested at the end of December.
 - e. Based on this evaluation the planned phase 2 would be implemented or changed.
- Funds provided by SSF will be used to buy omputers,printer,UPS,batteries and requirements to set up a Lan for Internet and pay salaries

In case Hayden Hall would like to use funds for purposes other than those mentioned above, it must obtain approval in writing from SSF prior to spending any funds.

5. **Half yearly Summary:** Hayden Hall will provide a half-yearly summary, beginning with August 2011 for previous half year of how funds were used along with detailed progress reports on projects for which funding is provided. Failure to provide such summary may adversely affect the future funding to Hayden Hall under this agreement.

6. **Confirmations:** Hayden Hall confirms that:

- (a) Hayden Hall is not affiliated with any religious or political organization and do not allocate our resources based on religious, political, gender or caste classification
- (b) Hayden Hall is not controlled by or operated for the benefit of a separate organization
- (c) The assets of Hayden Hall will not be used for the private benefit of individuals running the organization. Adequate compensation for such individuals' efforts is allowed
- (d) Hayden Hall will maintain proper accounting records and will provide all accounting information requested by SSF.
- (e) The person signing this agreement on behalf of Hayden Hall is properly authorized to execute this agreement on behalf of Hayden Hall.

This agreement summarizes all communications, past or present, verbal or in any other form, and this is the final terms of agreement between SSF and Hayden Hall. Any modification to the terms of this agreement must be made in writing by appropriate representatives from both parties.


R.K.



For Small Steps Foundation

By: Small Steps Foundation

Name: Tanuja Singh

Title: President

Date: Mar 15, 2011

Place: Fremont, CA, USA

For Hayden Hall (India)

By: _____

Name: Radha Karky

Title: Administrator

Date: _____

Place: Darjeeling

FCRA:146980026 dated 30th Jan 1985

R.K.
R.K.

Name of Organization: _____

Name of representative: _____

Title: _____

Amount: _____

Date: _____

Place: _____

Signature of representative: _____



APPENDIX A
PROJECT PROPOSAL

	<i>Your Organization's Name</i>
<i>Contact Person Name</i>	<i>RADHA KARKY</i>
<i>Logo (if available)</i>	
<i>FCRA Details:</i>	<i>146980026 dated 30th January 1985</i>
<i>Year of Establishment & Years of operation</i>	<i>1968</i>
<i>Address</i>	<i>Hayden Hall, 42 Laden La Road, Darjeeling, 734101 INDIA</i>
<i>Phone(s)</i>	<i>0354 2253228/ 0354 2253166</i>
<i>Fax</i>	
<i>Email</i>	<i>radhakarky@gmail.com</i>

A. ORGANISATION DETAILS

- Hayden Hall is the oldest and the largest NGO servicing the hills of Darjeeling, West Bengal. The organization is registered under the Societies Act with the Government of West Bengal. This gives permission to function as a Non Governmental Organisation (NGO) as specified in the memorandum of the association of Hayden Hall. The far sightedness of the founders is laudable as it has been mention in the memorandum of the association that the organization “will be open to persons of either sex and of whatever race, creed, caste or class, and no conditions shall be imposed as to religious belief or profession”. The remotness of the area and the people being ethnically and culturally different from the rest of India has made this area neglected and underdeveloped. Hayden Hall began work in 1969 when landslide victims were aided by a housing project on land donated by the government. Fr. Burns(late), assisted by college students and teachers, rehabilitation work lead to Community Development and Social Welfare Centre called Hayden Hall. The bad health conditions and lack of awareness in all areas of life called for a need for Health Care Programme. The organization set out to provide food, housing, health care, education for the poor. The focus was woman and children as they were more venerable to the ills of the society. Excluded from major decision making self image and confidence was very low among the women. Furthermore women who are home makers always transferred what they had gained to their homes. Women are constantly made aware of and conscious of different issues that effect women. The organization has eight field workers who are women chosen from the women coming to Hayden Hall. These multipurpose workers are trained health workers and are in constant touch with the people coming to our programme and the community.

R.K.
R.K.

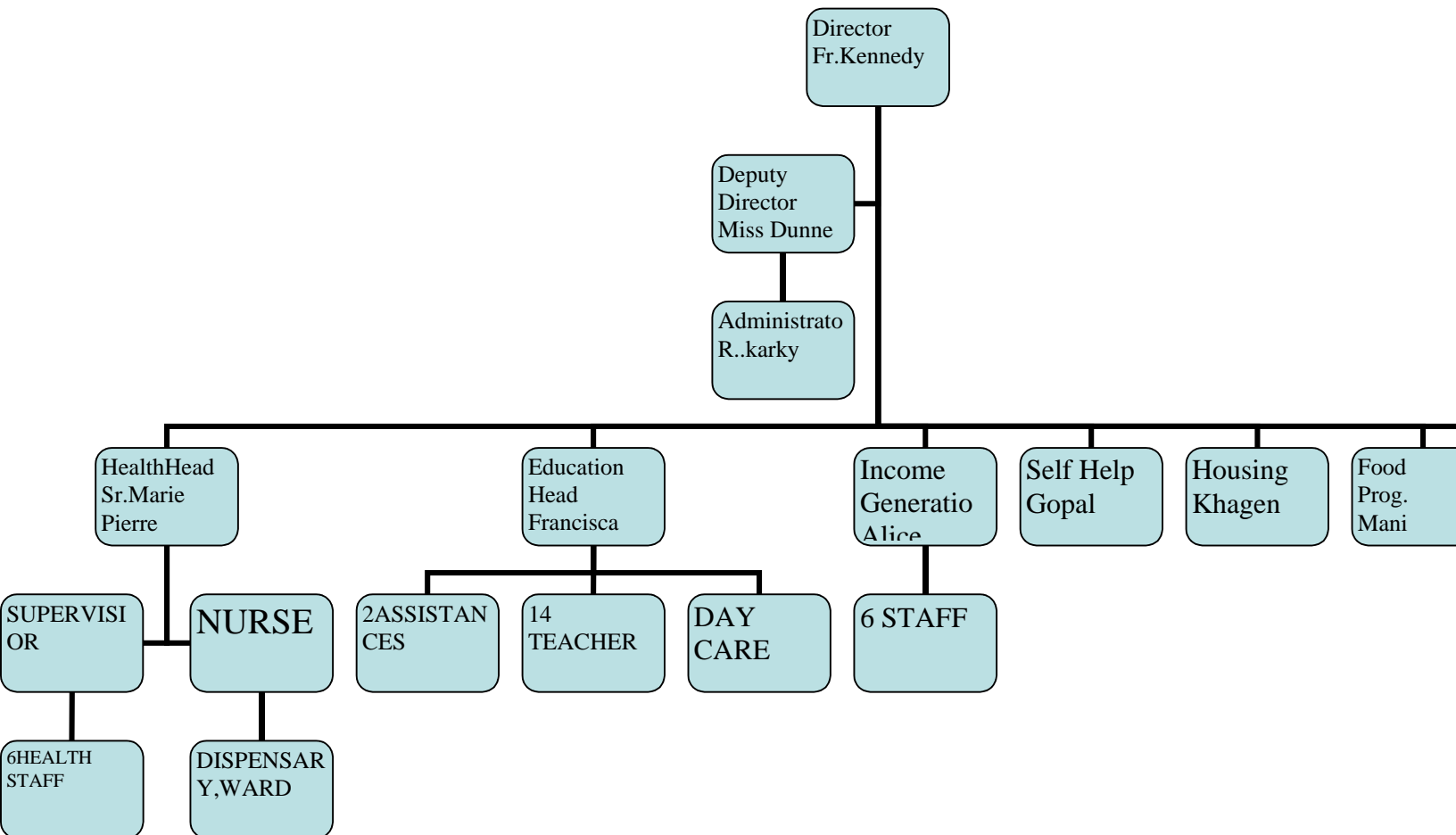


- Now the organization has added other programmes such as savings programmes where women are encouraged to save and form groups so that they can access money for small businesses, education, house repairs etc. This also prevents them from borrowing from money lenders at high interest rates which makes them indebted to them for life.
2. To help develop and empower the poor with a thrust on women and children.
The foundation of all our programmes is to work with women to define and solve the problems their children, families, and communities face by utilizing a variety of methods to ensure self-sufficiency.
 - 3.a. The hill district of Darjeeling
 - 3.b Integrated developmental approach that involves health care both preventative and curative, day care center for children of working women, education both formal and non formal for adults and children, income-generation, training, savings schemes with emphasis on self help group formation, food programme for expecting and lactating mothers, T.B.cases, aged and children and women who come to the center everyday.
 - 3c. Children from the time of conception to 3 years (the weight of these children are monitored every month.)
Above 3 years to 18 years in the educational programme.
Any poor women above the age of 18 years to be participants in the other Programmes run by Hayden Hall.
 - 4 That our self-help approach to relief, recovery and ongoing development improves the lives of the people we service.
 5. Internal departmental evaluation system exists for each department. Eg. Health Care Department would have the % of children vaccinated, on safe weight, on risk etc The Educational Department's evaluation is based on the children's performance in school. End of the year all the departments present and share their evaluation with all the staff. This evaluation is also the basis of the planning of the following year.
The organization is at a transition period. The founding Director expired and has been replaced by a new Director. A major period for the past two years has been spent on re-structuring of Hayden Hall. This has been a drawback for the programmes at present but the overall effect of the re-structuring will definitely have its outcome in the years to come.
As mentioned before this has tremendously affected the work. Comparing the work performance of the past two years the overall performance has been negative.



- 6. The organization is under the Jesuits of Darjeeling. The Governing Board consists 18 member. 2/3 Jesuits, 1/3 lay people. The Managing Committee consists of 10 Members.

THE ORGANISATION CHART



- 7. a. Permanent employees 21
- b. Part-time employees 22
- c. Volunteers 2
- d. Support staff 2
- Project staff : 8
- e. Funds received in the past one years Rs.626517.15



- f. Funds spent Rs.6098654.61
- Provide 82% on Programs/Projects and 6 % spent on administration
- g. We are programme oriented the development work carries on the people and the area of work changes.
- h. Children supported in 2009- 1050 children
- Since inception an average of 2000 children are cared for every year
- i. More girls than boys as girls and women are given priority by our programmes.

7. Education focus

- a. 2% of annual spent (from the trust fund) 2 schools in the village supported by Hayden Hall, Project Helping Hand (for children that are vulnerable at home) and the food input given to children are not included in this 2%
- b.
- c. Average 350 children are supported by Hayden Hall
- d. 17 teachers /volunteers 36% (not including 6 teachers in the 2 schools in the villages)

B. Financial Information for the Organization

- 1. Fr.E.P.Burns the founding director was responsible for raising funds for the organization. His personal contact through visits to Canada, his place of birth, and through his letters to his donors.
- 2. A corpus fund has been established to support the organization. The present Director and the Deputy Director will be responsible for raising funds for the organization.
- 3. The raised funds sometimes have to used according to the wish of the donor.

5. Funds

In Rs.	Actual	Projected		
Funds raised	626517.15	2000000.00		
Income earned	90582.56	200000.00		
Total	717099.71	2200000.00		

In Rupees	Actual	Projected 2010-2011		
Marketing & Fund raising				
Overhead	224003	775000		
Salaries	377902	Included in the operating expenses with programmes		
Payments to	135142	410000		



Directors & honorarium				
Other key expenses	339630	600000		
Total recurring Operating expense	4856593	3748000		
Capital/fixed expense	165380	350000		
Total	6098650	5883000		

PROJECT DETAILS

1. Radha Karky (Administrator)
2. Hayden Hall works with people living below the poverty line. The school children serviced by us all go to Government run schools where they have to pay minimum fees. There are almost 60 to 70 children in one class room. It is not feasible for the teachers in these schools to give individual attention to the students.
Secondly these children come from homes where the parents are semi literate or illiterate. Both the parents have to work to sustain the family. They are not present to supervise their studies. They live in one room homes where the bed services as the study table, couch, for playing, bed etc. To provide the basic infrastructure to study and to help them with their school work Hayden Hall has organized an after school studies programme. The children come to Hayden Hall from 2.30 pm after school and stay here till 5.30 pm. We have teachers to help them with their school work and we also provide a small meal. Students from class VI onwards have computer education in their school. Computer education is almost only theory as the schools they go to have very few computers and they do not get any opportunity for hands on experience. The first term examination, 60 student sat for computer examination 50% failed and the rest passed with very low marks.
Computer knowledge is one way of assuring that these children have a better future, one skill which will not only help them build their future but provide them with confidence to face the world.
The computers in Hayden Hall would give them the opportunity to work on the computers.
f. 160 students



- g. 60 children would get intensive computer education focused more on their school work.
100 children would be introduced to the computer
- 3. The final term result in December of the 60 students would evaluate the Project.
100 students knowledge and skill on the computer would be tested at the end of December.
Based on this evaluation the planned phase 2 would be implemented or changed.
- 4. Computers,printer,UPS,batteries and requirements to set up a Lan for Internet.

5 PROJECT TIMETABLE

	Description	Start dt.to completion dt.
PHASE 1	Training in IT education	1 month
PHASE 2	Training in soft ware package &office tools	3 months
PHASE 3	Training in programing	6 months

6 .Budget:

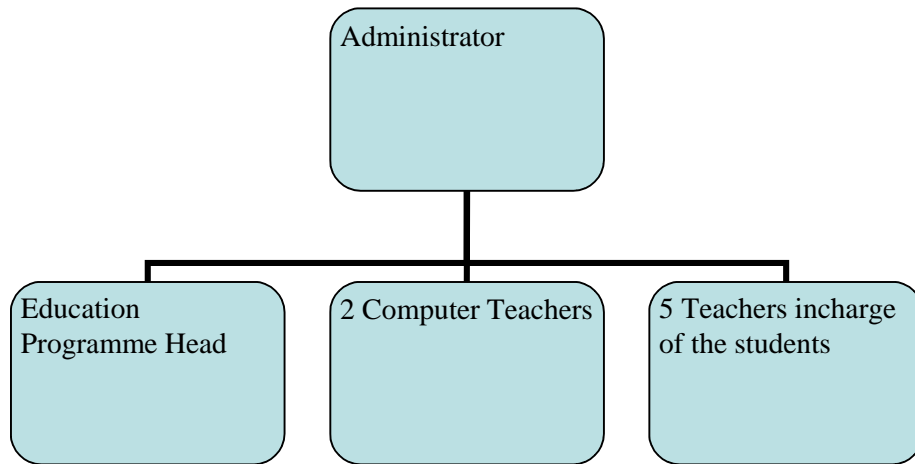
RESOURCE BUDGET

Particular	Detail	Total
Personnel: 2 part time teachers	Rs.3000 per teacher per mth Rs.6000 X 12 mths	72000.00
10 compters (intel core 2 duo 2.93 GHz)Intel DG41RQI motherboard,1GBDDR 2 ram	With dvd writer,TFT monitor,SamsungTvs champ key board,optical mouse,speaker etc. Rs.23200.00 +4% vat(Rs.24128)	241280.00



2 Elnova 2 KVA UPS	11300+4% vat4%(Rs.11752)	23504.00
4 75AH Exide Battery	13400+12.5% vat(Rs.15075)	30150.00
1 Laser Jet printer D1007	Rs.11500+4% vat(Rs.11960)	11960.00
For Lan,port,switch,cable	Rs.3500	3500.00
BSNL internet connection	Rs.7000 per year for 4 gb per month free	7000.00
Misc:ink,paper etc	Rs.1000 per month	12000.00
	TOTAL COST	401394.00

7 PERSONNEL KEY



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- 8. a. Monthly evaluation of the progress of the Students by the Computer Teachers. To evaluate the progress a test would be given to the student on the topics covered.
- b. Mid term evaluation will take place in December changes required will be done at this point.
Final evaluation at the end of one year.
All the evaluations will involve the teachers and the students.
The students will evaluate the teachers by the result of their tests.



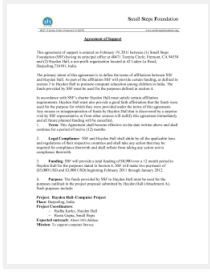
- c. The project's evaluation will be based on the knowledge and teaching technique of the Teachers, performance and knowledge of the students, infrastructure etc.
- d. The result will help us to plan for the coming year. What would the syllabus be, the number of students to access the programme, number of teachers required, could the computers be used by others other than just the students coming to Hayden Hall especially school drop-out girls and women. Where and how could we generate funds to carry on the project? Etc
9. We hope this project will be funded by Small Steps Foundation. To sustain the Programme we would have to look for local funds as well as funds from abroad

As an extra information to Small Step Foundation I would like to mention that we have already begun the computer programme with one computer, which was bought with funds saved by women whose children are in the study programme. The teacher is now concentration on theory that is being taught in the schools of the children. The children get two hours class per week.

Farina Singh

Radha Karky

Radha Karky (Mar 16, 2014)









Letter of Agreement

EchoSign Document History

March 16, 2011

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