

S.No	ASHA AUSTIN	KWS
	<i>Commitments from ASHA-Austin side:</i>	
1	The funding would be disbursed in two equal installments. The second one is subject to site visit by one of our ASHA-Austin volunteers in late Nov/early Dec 2008. Saurabh, who had visited KWS in Dec '07, talked about his experience at KWS today. We didn't think the first installments needs to be delayed, any further, for most of the important questions had been clarified.	<ul style="list-style-type: none"> • Receiving Funds in 2 installments suit us too. • We understand the need for site visit and welcome the volunteers in late Nov/early Dec 2008. Earlier the better. • We plan to have the annual day celebrations on 14th Dec'08. • We shall have more visitors around the time and our Chairperson shall also be in town • Thanks for considering the release of 1st installment on the basis of Saurabh's earlier visit.
2	We would approach other chapters to help meet the budget requirements towards the operational expenses for the year, depending on the overall comfort level of the group, as and when possible.	Thank you as this would play a critical role in driving our Organization towards sustenance. We would be open to provide all the needed information that facilitates this.
	<i>Commitments from KWS side:</i>	
3	(a) We would appreciate updates, the more frequent and more enlightening to us, the better. I would recommend, at least once every quarterly. Please use your discretion on the dissemination of all of these updates, keeping the frequency in mind. (Being inundated with too much information as one update, to be followed with no updates for 6 months or so, would be difficult for me, to keep the periodic review of KWS going).	<ul style="list-style-type: none"> • We would be able to provide quarterly updates. • We understand that we shall need to develop our own template for doing so. • In case there are any good examples to be followed we would be happy to replicate them

4	Videos, photos, newsletters, testimonials from parents/ teachers/ corporate sponsors, writings and drawings by the children who are able to do these activities, etc, and just about anything else you all can think of.	<ul style="list-style-type: none"> • We have quarterly newsletter which would be effective in validating the updates. • The comment from the sponsors and visitors is also a good idea and we could incorporate in our Newsletter.
5	We would highly appreciate the "sale" items of KWS - the greeting cards, calendars, diyas, candles, and others. As a token, you could give us a few of each as souvenirs, which we could help display in fund-raisers, when we have display boards about the projects supported by ASHA-Austin.	<ul style="list-style-type: none"> • Please find attached the images of the products for sale during this festive season at various corporate. • Please suggest which items we should send. In all, these are 74 items some of them are completely made at KWS and some are value added. There are also some products that are outsourced, and KWS sells them for fund raising.
6	Depending on the overall response from volunteers, we could buy them from KWS on a bigger scale, which we could use, to sell during our fund-raiser events out here. Logistics for the same can be worked out. This would help us to relate to our donors, and establish a personal connection between the NGO and the volunteers too.	<ul style="list-style-type: none"> • We would look forward to sending the items at a bigger scale. • Please inform our role to facilitate the logistics for the same. • We have sent New Year cards before to our overseas donors
7	The annual report, financial budget and balance-sheets could be given every year/ 6 months.	<ul style="list-style-type: none"> • We would provide 6 monthly financial expense statements, the annual report of the KWS shall be sent after the completion of the financial year of Apr'08- Mar'09.
8	Please let us know how you plan to use these two installment amounts. Overall, the funding is towards remunerations of salaries, as has been requested in the proposal. We don't want to put the restriction that, it be used to support 5 special educators for a year. We leave it to KWS's discretion. However,	<ul style="list-style-type: none"> • We appreciate your view to not to be restrictive about the utilization for staff salaries only. • While we propose to use your assistance primarily to meet the large deficit in Khushboo salary bill, we shall keep you informed if we need to use some of it for any other deficit area.

	<p>we definitely want to keep track of the money that has been disbursed, and we need to know as to how the funding has been utilized; and if it is being used for what it is meant for, in the first place.</p>	
9	<p>Acknowledgment of this funding wherever and whenever appropriate.</p>	<ul style="list-style-type: none"> • Please inform if an official Acknowledgement in hard copy would be needed • We could also scan and send the official receipt once we receive the funds
10	<p>The updates are very crucial for the working of ASHA-Austin and review of the proposal for the second half of the year, and for subsequent years. As you can see, these updates would come a long way in encouraging us, volunteers, to keep us motivated in doing what we do. Raise money and disburse it to worthy projects. Further, from the NGO's side, it would also help a long way in maintaining a long-term relationship with ASHA-Austin and the other sister chapters (if it so happens).</p>	<ul style="list-style-type: none"> • Thank you and the team of volunteers at ASHA-Austin for agreeing to support us and the updates shall be sent as committed. • We understand this as a very realistic expectation from our donors and would do our best in fulfilling the commitments.
11	<p>ASHA-Austin, reserves the right, to not support the project, in the second installment or the future, if we are not happy with KWS, due to lack of communication from the NGO's side; or a conflict of the philosophies, when it comes to money utilization; or whatever other reason</p>	<ul style="list-style-type: none"> • We would respect your decisions.
12	<p>Lastly, we do have a few suggestions, which I would get back to you at a later point in time. I would further like to remind you that your replies to the third</p>	<ul style="list-style-type: none"> • We would look forward to your suggestions. • The details in respect of our operating structure and the budget as sought in Q1 of Questionnaire 3 are attached herewith.

	<p>set of questions from ASHA-Austin is pending.</p>	<ul style="list-style-type: none"> • The rest of them, had been answered.
<p>13</p>	<p>If the above set-forth terms are acceptable to you all, please let me know, so that, I can proceed on the processing towards the first installment disbursement. Importantly, please get back to me, on how, KWS plans to utilize the two installment grants from ASHA-Austin; for this would be the starting point in keeping track of this project, now and for the future.</p>	<ul style="list-style-type: none"> • The terms are acceptable to us • Please proceed on processing towards the first installment disbursement. Please let us know if you would need our Banks' SWIFT particulars for e-remittance of disbursements. • We would use the funds towards: <ul style="list-style-type: none"> • the deficit in salary bill of entire Khushboo, for our Fiscal 2008-09 as per our proposal, and give a consolidated statement of utilization.