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Purchased by AZIM PREMJI PHILANTHROPIC INITIATIVES
Consideration Price (Rs) 500.00
First Party AZIM PREMJI PHILANTHROPIC INITIATIVES
Second Party SISTRY FOUNDATION
Stamp Duty Paid By AZIM PREMJI PHILANTHROPIC INITIATIVES
Stamp Duty Amount (Rs) 500.00
Description of Doc. Article 5(J) Agreement (in any other cases)



GRANT AGREEMENT

THIS GRANT AGREEMENT (THE "AGREEMENT") is made on 15 December 2025

BY AND BETWEEN

1. **AZIM PREMJI PHILANTHROPIC INITIATIVES PRIVATE LIMITED**, a Company incorporated under the Companies Act, 1956, as amended from time to time, having Permanent Account Number (PAN) AADCA2473P and part of a group of philanthropic institutions having a common identity of **Azim Premji Foundation**, with its registered office at No 134, Doddakannelli, next to Wipro Corporate Office, Sarjapur Road, Bengaluru - 560035, (hereinafter referred to as "**Foundation**", which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its subsidiaries, administrators, liquidators, successors and assigns) of the **FIRST PART**;

AND

2. **SISTRY FOUNDATION**, a Trust incorporated under the Registered under Trust Act 1882 having Permanent Account Number (PAN) AAITS6168H and having its registered office at Prangopal Nagar, P. O. - Nabadwip, Dist.- Nadia, Sate- West Bengal, India, Pin- 741302 (hereinafter referred to as "**Sistry Foundation**" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its subsidiaries, administrators, liquidators, successors and permitted assigns) and represented by its authorised signatory **Tarun Kumar Ray, Executive Director** of the **SECOND PART**.

Foundation and SISTRY FOUNDATION are collectively referred to as "**Parties**" and individually referred to as "**Party**".

WHEREAS

- A. Foundation is an organisation with a vision to facilitate a just, equitable, humane and sustainable society by supporting projects that make a tangible difference in the lives of deeply disadvantaged, impoverished, underserved and marginalised sections of the society;
- B. In order to serve the public and achieve its objective of a just, equitable, humane and sustainable society, Foundation engages with various not-for-profit organisations, treats them as valued partners and works with them to ensure that the best effort is made towards the success of a given project;
- C. SISTRY FOUNDATION is engaged in "Income enhancement of ~450 marginal landholding and sharecropper tribal households through improved agriculture and livestock interventions and facilitating access to livelihood schemes from Agriculture

department, horticulture department, ATMA, MGNREGA. in 10 hamlets of 7 villages in Purbasthali I block of Purba Bardhaman district, West Bengal” (the “**Programme**”);

- D. SISTRY FOUNDATION had sought the support of Foundation through a proposal dated **19-Aug-2025** (the “**Proposal**”);
- E. Foundation has approved a grant bearing **No. R-2503-27998** for a total amount of **₹60,00,000/- (Rupees Sixty Lakhs Only)** (the “**Grant**”), subject to SISTRY FOUNDATION complying with the terms laid down in this Agreement; and
- F. Based on SISTRY FOUNDATION promises, covenants, undertakings and agreements, the Parties seek to enter into this Agreement with a view to record the terms and conditions that will govern the Grant;
- G. This Agreement shall consist of the following parts which shall be read together to constitute the “**Agreement**”:

Part A: Particular Conditions of Agreement (PCA)

Part B: General Conditions of Agreement (GCA)

Annexures 1, 2, 3 and 4

Both Parties agree as follows:

Part A: Particular Conditions of Agreement (PCA)

1. GRANT FUNDS

1.1 Grant

Foundation shall provide SISTRY FOUNDATION the Grant amount of **₹60,00,000/- (Rupees Sixty Lakhs Only)**, subject to the terms of this Agreement.

1.2 Term

The Grant will be available over a period of three (3) years **beginning 1-Jan-2026 and ending 31-Dec-2028** (the “**Grant Period**”).

1.3 Usage of Grant Funds

- a) The Grant is made solely for the purposes stated in this Agreement and in the Proposal submitted by SISTRY FOUNDATION in furtherance of the Programme. The Grant shall be used by SISTRY FOUNDATION solely for such purposes that are substantially in accordance with the budget submitted by SISTRY FOUNDATION (in the format specified at **Annexure-1**) (the “**Budget**”) and the **Terms Sheet (Annexure-4)**. SISTRY FOUNDATION shall at all times comply with the applicable laws and statutory

obligations.

- b) If there are significant changes (as described in Annexure-4 Terms Sheet), SISTRY FOUNDATION must notify the Foundation promptly. Both parties will mutually agree in writing before any budget revisions are made for the grant, taking into consideration any significant changes in the program based on ground realities.
- c) Any interest income earned on the Grant will be treated as a part of approved grant funds to SISTRY FOUNDATION. The amount earned as interest on the Grant funds will be available to SISTRY FOUNDATION as discretionary funds to meet the program need / goal and / or in furtherance of broader organisational need / goal.
- d) Any Grant funds not expended/ committed may be redeployed with prior approval from the Foundation. Nothing contained above shall restrict the Foundation, the right to seek refund of the unused Grant funds from SISTRY FOUNDATION.

1.4 Payment of Grant

The disbursement of the Grant will be made via electronic transfer into the bank account of SISTRY FOUNDATION that is dedicated for the Foundation's Grant and registered with the Foundation, in tranches which shall be separated by a time period of 12 months each (the "Term") in accordance with the Payment Table A below.

Payment Table A

Year I (₹)*	Year II (₹)*	Year III (₹)*	Total (₹)*
25,36,000/-	17,95,000/-	16,69,000/-	60,00,000/-

*The figures are rounded off.

1.5 Disbursement of funds

- a) The disbursement of year 2 and year 3 tranche will be subject to SISTRY FOUNDATION's achievement of the previous term's outcomes that are mutually agreed to by both the Parties. If Foundation finds or has reason to believe that SISTRY FOUNDATION has not adequately achieved the previous term's outcomes, it may, at its sole discretion, make amendments to future disbursements.
- b) The amounts reflected for year 2 & year 3 in the payment table A above are subject to revisions warranted as described in Annexure-4 Terms sheet & as per timeline mentioned in Annexure-2 (provided the total approved Grant amount remains same/ unchanged). These budget revisions will be submitted by SISTRY FOUNDATION to Foundation and will be mutually agreed upon for disbursal of subsequent tranches.
- c) Notwithstanding anything contained above, SISTRY FOUNDATION may terminate this Agreement any time before the expiry of the Grant Period in accordance with clause 4 (Part B) below. In the event, SISTRY FOUNDATION terminates this Agreement before the expiry of the Grant Period, Foundation shall be relieved of any continuing

obligation to make any further disbursements to SISTRY FOUNDATION and SISTRY FOUNDATION shall return any unexpended funds to Foundation within seven (7) days from the date of such termination.

2. Reports, Timelines and Audit

- 2.1** SISTRY FOUNDATION shall provide Foundation with periodic reports containing data and particulars as provided in **Annexure-2** (*Monitoring, Reporting, Review and Assessment/Evaluation of the Programme*). The Parties may at such intervals of time as is mutually felt necessary, jointly engage in a process of reflection, learning and change so as to direct progress towards achieving the agreed effects as per finalised Framework indicated in the Programme Design Document (**Annexure-3**) in line with Annexure-1 and Annexure-2. SISTRY FOUNDATION shall at such periodicity as may be mutually agreed, review and provide feedback on the experience of engagement of SISTRY FOUNDATION with Foundation and the process of managing the Grant.
- 2.2** The Reports referred to in clause 2.1 are as follows and must be submitted by SISTRY FOUNDATION to the designated Foundation personnel, in the prescribed templates for (a) to (d).
- a) Annual narrative report as in **Annexure-2**
 - b) Annual Fund Utilization Report (FUR) as against the Budget in **Annexure-1**, along with Finance Declaration, at the end of each Grant year.
 - c) Annual Bank Statement of the dedicated bank account for Foundation's Grant.
 - d) Consolidated Audited Fund Utilization Report (FUR), along with the Independent Auditor's Report, at the end of the Grant Period.
 - e) Latest consolidated statutory audited statement, including Independent Auditor's Report, at the end of each Financial Year.
- 2.3** Though the Grant disbursements are agreed to be made on an annual basis, Foundation may make variations on the period and amount of the Grant, depending upon the progress of the Programme activities and utilisation of the Grant by SISTRY FOUNDATION as per the agreed Project Monitoring and Implementation Plan.
- 2.4** SISTRY FOUNDATION shall further notify Foundation of any significant changes during the Grant Period, including, but not limited to, changes in tax status, any changes in Programme timing, any inquiries or audits initiated by any governmental body or any statutory authority, including in respect of applicable licenses, registration of SISTRY FOUNDATION, etc. SISTRY FOUNDATION shall comply with all applicable statutory reporting requirements.
- 2.5** SISTRY FOUNDATION shall promptly intimate to Foundation the happening of any event that has or might have an adverse effect on the implementation of the program.

SISTRY FOUNDATION is responsible for effective implementation of the program mentioned in this Agreement and Foundation will not be responsible for any damage, loss or harm that is caused to any person / property in the course of implementation of the program by SISTRY FOUNDATION in respect of which this Grant has been advanced.

- 2.6** SISTRY FOUNDATION authorises Foundation to conduct audits, reviews and site audits, at any time during the Grant Period, and within four (4) years after completion of the Grant Period with reasonable prior notice to SISTRY FOUNDATION. In furtherance of this, SISTRY FOUNDATION agrees to respond to any query or request for information made by Foundation within ten (10) days of receipt of such request or as mutually agreed between the Parties.

IN WITNESS WHEREOF, the Parties execute this Agreement and each person who signs this Agreement below represents that such person is fully authorised to sign this Agreement on behalf of the applicable Party

For and on behalf of:

Azim Premji Philanthropic Initiatives Pvt. Ltd.

Sistry Foundation

Signature: _____

Signature: _____

Name: Hyma Vadlamani

Name: Tarun Kumar Ray

Designation: Authorised Signatory

Designation: Executive Director

Part B: General Conditions of the Agreement (GCA)**1. ENTIRE AGREEMENT**

This Agreement, including all Annexures incorporated herein by reference and the Proposal constitute the complete and entire agreement between the Parties with respect to the subject matter hereof. This Agreement supersedes all prior agreements and understandings (whether written or oral) between Foundation and SISTRY FOUNDATION with respect to the subject matter hereof. In the event of there being a conflict between the Proposal and this Agreement, the latter shall prevail. Foundation and SISTRY FOUNDATION relationship shall be on a principal-to-principal basis.

2. SUCCESSION AND ASSIGNMENT

- 2.1 SISTRY FOUNDATION shall not assign or transfer its rights and obligations under this Agreement without the prior written approval of Foundation.

3. WARRANTIES OF SISTRY FOUNDATION

- 3.1 SISTRY FOUNDATION and its agents (the “**Personnel**”) have the necessary experience, skill, knowledge, expertise and competence to undertake this Programme, and hold such licenses, permits or registrations as are required under applicable laws to undertake the Programme.
- 3.2 SISTRY FOUNDATION shall solely be responsible, at its own expense, to comply with all laws, rules, regulations, decrees and/or official governmental orders of India or of any authority which now or may in the future become applicable to the equipment, its agents (the “**Personnel**”), and activities undertaken by SISTRY FOUNDATION in furtherance to the Grant.
- 3.3 Any activity/assistance, covered by this Agreement, is not provided to or through any individual, private or government entity, or organisation or institution, that the Parties know or have reason to believe, advocates, plans, sponsors, engages in, or has engaged in terrorist activity; and that SISTRY FOUNDATION is not involved in or associated with terrorist activities or advocating the same. Any concerns about such activities affecting SISTRY FOUNDATION during the tenure of this Agreement must be notified immediately to Foundation.
- 3.4 SISTRY FOUNDATION will not discriminate on the basis of ethnicity, colour, creed, national origin, gender, marital status, sexual orientation, religion, age, disability or

other legally protected status regarding access to services or activities of this Programme;

4. TERMINATION

- 4.1 Either Party reserves the right to terminate this Agreement, without assigning any reason, by giving written notice of at least three (3) months.
- 4.2 Foundation may, at its sole discretion, immediately terminate this Agreement forthwith at any time, by written notice under any of the following circumstances:
- a. If the continuation of this Agreement and relationships herein are likely to compromise the reputation of the Foundation or its directors, officers or employees.
 - b. If the Foundation has reason to believe that the Grant is not being used in the manner and for the purpose intended by the Parties.
 - c. If in the assessment of the Foundation, there is management instability or issues of governance at SISTRY FOUNDATION that could potentially have a material impact on the running or operations of SISTRY FOUNDATION.
 - d. Upon breach of the terms and conditions of this Agreement.
- 4.3 On termination under the aforementioned circumstances, the Foundation shall be relieved of any continuing obligation to make any further disbursements to SISTRY FOUNDATION.
- 4.4 Except in the case of termination in accordance with clause 4.2 above, or at the close of the Grant, any unexpended funds shall be utilised in a manner as agreed to between the Parties in writing.

5. INDEMNITY

- 5.1 Each Party shall defend, indemnify and shall accordingly hold harmless the other Party, its directors, officers, employees, agents and affiliates (the “**Indemnified Persons**”) from and against any losses or liabilities caused by other Party, its directors/trustees, officers, employees or agents (the “**Personnel**”) and from any and all claims, damages, consequences which may be incurred by or asserted against the Indemnified Persons on account of or arising out of or resulting from (i) the acts or omissions of the other Party and/or its Personnel; (ii) Other Party’s misconduct or breach of any terms of this Agreement.
- 5.2 Either Party shall not be liable for any indirect, special, incidental, punitive or

consequential loss, damage, cost or expense of any kind regardless of whether any such losses or damages are characterized as arising from breach of contract, warranty, tort, strict liability or otherwise in the agreement. The liability of either Party under this Agreement shall not exceed the total Grant amount received by SISTRY FOUNDATION from Foundation.

- 5.3 Notwithstanding anything else contained in this Agreement, this clause shall survive termination of this Agreement and shall be enforceable in respect of claims that may arise pursuant to this Agreement in future.

6. REFUND

Foundation may require SISTRY FOUNDATION to refund a specific disbursement or disbursements, as the case may be, in any of the following cases:

- a. This Agreement has been terminated or suspended due to reasons listed under clause 4.2 of the GCA;
- b. The disbursement was made to SISTRY FOUNDATION in error;
- c. SISTRY FOUNDATION has made a material misrepresentation with respect to a matter related, directly or indirectly, with this Agreement; or
- d. In the event that SISTRY FOUNDATION or any of its Personnel have either:
 - i. Misused the Grant funds, including but not limited to diversion of funds for personal use, embezzlement etc.; or
 - ii. Used for any purpose other than what was intended under this Agreement.

7. CONFIDENTIALITY

- 7.1 For the purposes of this Agreement “**Proprietary/Confidential Information**” shall mean all information including but not limited to (i) data, reports, research methods, all sensitive personal data or information as defined under the Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011 or any law that may come into force of either Party’s members, plans or affairs; or (ii) such information that may be designated as confidential by either Party in writing; or (iii) any information (whether encrypted, in copy form or in any media) which by its nature the recipient ought to reasonably conclude is confidential information of the other party. However, no information that is: in the public domain (other than by breach of this Agreement); or was in possession of the receiving Party prior to or at the time of disclosure to the receiving Party; or received lawfully by either Party from a third party on a non-confidential basis shall be deemed information of proprietary/confidential information of either Party. For the purpose of ample clarity, Proprietary/ Confidential Information shall not include information pertaining to the Programme, including the Programme activities,

outcomes, measured effects, research findings, research methods, Programme statistics etc. and Foundation shall be at liberty to disclose such information to the Foundation's board members, management, internal and external stake-holders through its reports, website, or other publications of the Foundation.

- 7.2 The Parties shall keep all Proprietary/Confidential Information, in any form whatsoever, provided by either Party in connection with the Programme confidential and shall make no disclosure to a third party (e.g. verbal, written, online, etc.) without obtaining the prior written consent of the other Party. Such consent may be withheld or may be made conditional, at the sole discretion of the other Party, without offering any reasons for the same. The exception to this shall be statutory or legal audit requirements where either Party is legally required to disclose the Grant sources.
- 7.3 Notwithstanding anything else contained in this Agreement, the provisions of this clause shall survive termination of this Agreement and shall be enforceable until such Proprietary/Confidential Information remains confidential.

8. INTELLECTUAL PROPERTY

- 8.1 All intellectual property including but not limited to research methodologies, data, designs, reports, publications, audio or video films or other media product that are solely generated/developed by SISTRY FOUNDATION and/or Implementation Partner using the Grant funds and grant amount under the Implementation Partner Grant Agreement (**"Intellectual Property"**) shall be constituted as open source, public source or freeware intellectual property and shall be distributed in such manner to keep the Intellectual Property as open source, using appropriate protection such as Creative Commons copyright license or such other licences or permits as Parties may mutually agree upon.
- 8.2 The Parties agree that the Intellectual Property, including any evaluations or reports that may be created or developed by any third party for the purposes of the Programme, shall be constituted as open source, public source or freeway intellectual property and shall be distributed in such manner to keep the Intellectual Property as open source, using appropriate protection such as Creative Commons copyright license or such other licenses or permits as the Parties may mutually agree upon. Notwithstanding the above, if SISTRY FOUNDATION is bound by any confidentiality obligations with any third party with whom SISTRY FOUNDATION has entered into for the purposes of developing or creating any evaluations and/or reports for the purposes of this Programme, which may not be funded or be partly funded by Foundation, such evaluations or reports shall not be construed as Intellectual Property and shall therefore not constitute as open source, public source or freeway intellectual

property.

- 8.3 Nothing contained in this clause shall imply or be interpreted to mean that Foundation shall have any right, interest or share in any revenue earned by SISTRY FOUNDATION from use of the Intellectual Property; and this will in no way imply that SISTRY FOUNDATION can have any kind of exclusive/exclusionary use (commercial or non-commercial) right on any of the Intellectual Property or anything developed on the basis of the Intellectual Property.

9. PUBLICITY

SISTRY FOUNDATION may use the Foundation's name and logogram with prior written approvals from Foundation in accordance with the standards prescribed by Foundation. SISTRY FOUNDATION understands and agrees that display of name and/or logo of Foundation is done voluntarily by SISTRY FOUNDATION as an acknowledgement for the grant received or for reasons of compliance to any statutory obligations and is not aimed at giving publicity or promotion to Foundation.

10. ELECTRONIC SIGNATURE

- 10.1 The Parties acknowledge and agree that this Agreement shall be executed by affixing an Aadhaar based Electronic Signature which shall have the same force and effect as affixing handwritten signatures.
- 10.2 Alternatively, the Parties who do not wish to affix an Aadhaar based Electronic Signature, acknowledge and agree that this Agreement shall be executed by affixing either a handwritten signature or a Digital Signature Certificate, which shall have the same force and effect as affixing handwritten signatures.
- 10.3 In the event that the Parties affix a handwritten signature, this Agreement may be executed in one or more counterparts where each such counterpart shall be deemed to be an original and all such counterparts together shall be deemed to constitute the whole of this Agreement.

11. POLITICAL ACTIVITY AND POLITICAL EXPOSURE

- 11.1 SISTRY FOUNDATION acknowledges and agrees that the Grant Funds provided under this Agreement shall not be used directly or indirectly for any political activities, including but not limited to making any political contributions, endorsements or supporting or opposing any political party, candidate or lobbying for political purposes. This clause shall survive the termination or expiration of the Agreement.

- 11.2 SISTRY FOUNDATION agrees that in the event of any Governing Body member or leadership or related parties of Governing body or leadership of SISTRY FOUNDATION aspiring to contest in the electoral politics, such a member shall disassociate with the project funded by the Foundation and SISTRY FOUNDATION shall proactively notify the Foundation of any such developments at the earliest possible.

12. ANTI-CORRUPTION

SISTRY FOUNDATION shall not, and shall ensure that its Personnel shall not, under any circumstances, indulge in corruption. Indulging in corrupt practices would constitute a breach of this Agreement. This shall include, without limitation, offering money or gifts of any kind and value, either directly or indirectly, to any individual, entity or government official with the intention of influencing the actions practices, behaviour or judgment of such individual, entity or government official with view to securing an unfair advantage in any matter directly or indirectly relating to the Programme in violation of the Prevention of Corruption Act, 1988, as amended from time to time. If SISTRY FOUNDATION becomes aware of any such incident during the term of this Agreement involving its Personnel, it shall promptly report the same to Foundation.

13. NOTICES

All notices and other communications pursuant to this Agreement shall be in writing in English and shall be deemed duly given when delivered to the respective office of the Parties at the address set forth in the recital of this Agreement or at such other address as may be notified by the parties in writing to the other party, and shall be deemed to have been received (i) upon actual delivery; (ii) upon receiving acknowledgment by registered post acknowledgement due (RPAD); or (iii) upon transmittal by confirmed e-mail at the below mentioned email address:

Azim Premji Foundation: Maitreyee Ghosh

Address: No 134, Doddakannelli, next to Wipro Corporate Office, Sarjapur Road, Bengaluru - 560035

Email: maitreyee.ghosh@azimpremijifoundation.org

SISTRY FOUNDATION: Tarun Kumar Ray

Address: Registered Address: Prangopal Nagar, P. O. - Nabadwip, Dist.- Nadia, Sate- West Bengal, India, Pin-741302.

Communication Address: Sarathi Complex, Sulantu, Purbasthali-I Block, Purba Bardhaman District, Pin- 713513.

Email: sistry09@gmail.com

14. FORCE MAJEURE

- 14.1 The Parties shall be entitled to suspend or delay the implementation of the Programme if it is caused by any circumstances beyond the reasonable control of the Party responsible or affected, including, but not limited to, acts of God, Governmental orders or restrictions, war, warlike conditions, hostilities, sanctions, mobilizations, blockades, embargoes, detentions, revolutions, riots, looting, strikes, stoppages of labour, lockouts or other labour troubles, earthquakes, fires or accidents, endemic or pandemic (a "Force Majeure Event");
- 14.2 However, in the event that SISTRY FOUNDATION performance is prevented by Force Majeure Event, SISTRY FOUNDATION shall take all reasonable action within its power to comply as fully as possible herewith and to preserve and protect the interests of Foundation. Immediately upon the occurrence of any Force Majeure Event which affects the performance of SISTRY FOUNDATION under this Agreement, SISTRY FOUNDATION shall notify Foundation of the nature of such event or condition, the effect of the event or condition on SISTRY FOUNDATION's performance and the estimated duration of such event or condition. SISTRY FOUNDATION shall also notify Foundation immediately upon cessation of or changes in the Force Majeure Event.

15. GOVERNING LAW & JURISDICTION

Subject to clause 16 ("Dispute Resolution") of the GCA, this Agreement shall be governed by and interpreted in accordance with the laws of India and the courts of Bengaluru shall have jurisdiction over all disputes arising under this Agreement.

16. DISPUTE RESOLUTION

- 16.1 Any dispute, controversy or claim arising during the term of this Agreement or at any time thereafter, out of or relating to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by the representatives of both Parties.
- 16.2 Failing this, the dispute, controversy or claim shall be settled by arbitration by a sole arbitrator, in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time. The proceedings shall be held in Bengaluru and shall be conducted in English.

List of Annexures:

Annexure	Clause Reference	Description
1	Clause 1.3	Budget
2	Clause 2.1	Monitoring, Reporting & Review and Evaluation of the Programme
3	Clause 2.1	Programme Design Document
4	Clause 1.3; 1.5	Terms Sheet

Annexure-1**SISTRY FOUNDATION****Budget**

Sl. No.	Budget Category	Yearly Estimated Budget			Requested Grant ₹
		Year I	Year II	Year III	
1	Salary, Honorarium, Staff benefits	864,000	950,400	1,045,440	2,859,840
a	Program staff	684,000	752,400	827,640	2,264,040
b	Admin staff	180,000	198,000	217,800	595,800
2	Fixed assets/ CAPEX	45,000	-	-	45,000
3	Travel, Boarding & Lodging	13,200	13,200	13,200	39,600
4	Program expenses	1,587,740	805,941	582,680	2,976,360
5	Administration cost	26,400	26,400	26,400	79,200
	Total	2,536,340	1,795,941	1,667,720	6,000,000
	Rounded Off	25,36,000	17,95,000	16,69,000	6,000,000

Note: SISTRY FOUNDATION is required to report actual expenditure against the budget categories indicated above.

Annexure-2**Monitoring, Reporting, Review and Evaluation of the Programme**

Expectations	Timeline	Responsibility
<p>Develop and update Management Information System (MIS) or Knowledge Management System (KMS) based on Programme Design Document</p> <ul style="list-style-type: none"> - Conduct baseline survey linked to Programme Design Document - Input baseline data into Programme Design Document - Input data from information sources to MIS/KMS - Analyse MIS/KMS data for the reports 	<p>90th day from programme start</p> <p>Ongoing</p>	<p>SISTRY FOUNDATION primary contact self-certifies</p> <p>Foundation signs off</p>
<p>Report progress against Programme Design Document and budget using checklist provided below (As communicated by Grant Manager)</p> <p><u>Annual Reports</u></p> <ol style="list-style-type: none"> 1. Annual progress against the Agreed indicators: Annual filling and regular updating of the progress against the indicators agreed as part of the Programme Design Document in the SharePoint sheet, if applicable. 2. Annual Narrative Report 3. Annual Report for fund utilisation (FUR) against the Budget <p>(E.g. 1st Annual report shall be submitted in the 13th month of grant period; 2nd Annual report shall be submitted in the 25th month of grant period)</p> <p><u>Final Report</u></p> <ul style="list-style-type: none"> - Final Report (FR) including consolidated Audited Utilization Statement of the Grant 	<p>Annual reports by 30th day after end of each grant year</p> <p>FR by 30th day after end of programme</p>	<p>SISTRY FOUNDATION primary contact submits the reports, including SISTRY FOUNDATION Finance Officer's confirmation of Fund Utilization Report (FUR)</p> <p>Foundation queries, dialogues with SISTRY FOUNDATION and approves</p> <p>SISTRY FOUNDATION submits Final Report.</p>

Expectations	Timeline	Responsibility
		Foundation queries, provides feedback, approves FR.
Facilitate visits to meet and cover (Reflection, Learning and Change visits): <ul style="list-style-type: none"> - Field Locations - Target Group (primary and secondary) - Social and State Duty Bearers - Networks - SISTRY FOUNDATION Staff 	Twice during the grant period (As communicated by Grant Manager)	SISTRY FOUNDATION primary contact facilitates Foundation visits and provides feedback
Facilitate additional visits as required		SISTRY FOUNDATION primary contact facilitates with Foundation
Facilitate Assessment/Evaluation of the Programme <ul style="list-style-type: none"> - Input into Foundation Evaluation Terms of Reference - Interaction with target groups, duty bearers and networks - Incorporate evaluation feedback into programme if continued with Foundation 	28 th -30 th month	SISTRY FOUNDATION primary contact inputs Foundation /its appointee evaluates

CHECKLIST FOR ANNUAL AND FINAL REPORT

This checklist covers a range of information sources and actions to be applied while reporting. Please self-certify which of these have been used while preparing the annual reports.

Management Information System (MIS) / Knowledge Management System (KMS):

- Monitoring & Evaluation Plan
- Baseline
- MIS

Grant Reports & Documents

- Annual updating of the effects/milestones and budget
- Field Visit Reports
- Fund Utilisation Reports, bank statements, Declarations, BRS
- Organisational Annual Reports (Programme and Financial)
- Documents for the external evaluation
- Final Programme report, with final progress against the Project Design Document and financial documents

Substantive Reports & Documents

- Community Meeting Registers
- Field Visit Reports
- Stories of Change and Challenge (Narrative, Audio, Video, Photos)
- Review and Planning Meeting Minutes
- Organisational Learning Documents
- Media Coverage

Interactions with:

- Primary Target Groups
- Secondary Target Groups
- Duty Bearers – State and Social
- Networks (if part of programme)
- SISTRY FOUNDATION Staff
- Azim Premji Foundation (Programme and Finance related)

Annexure 4**Terms Sheet****(Summary of terms & conditions for the grant)**

To achieve its objective of a just, equitable, humane, and sustainable society, Foundation engages with not-for-profit organizations, treats them as valued partners, and works with them to ensure that the best effort is made toward the success of a given project. The Foundation holds itself true to the values of mutual trust, respect, good faith, and transparency in all partnerships.

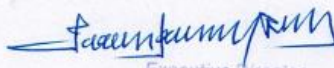
This Terms Sheet summarizes the principal terms and conditions for the Grant approved by the Foundation. The terms related to the change in program design and budget are stated below.

Term details	
Purpose & Scale	<ol style="list-style-type: none"> 1. The purpose and the scale of the program is Income enhancement of ~450 marginal landholding and sharecropper tribal households through improved agriculture and livestock interventions and facilitating access to livelihood schemes from Agriculture department, horticulture department, ATMA, MGNREGA. in 10 hamlets of 7 villages in Purbasthali I block of Purba Bardhaman district, West Bengal 2. SISTRY FOUNDATION shall ensure that the purpose and scale of the program remain unchanged. 3. SISTRY FOUNDATION shall inform the Grant Manager proactively in case significant course corrections are required in the program design based on ground realities.
Program design	<p>The Program Design Document (erstwhile Results Framework) agreed upon and annexed to the grant agreement is a planning tool only. SISTRY FOUNDATION shall</p> <ol style="list-style-type: none"> 1. Use it as a guide on key activities and milestones during the implementation of the program. 2. Use the best judgment on the changes required in the program design based on ground realities during the implementation of the program (to be read with Particular Conditions of Agreement (PCA) clause 1.3 Use of Grant Funds).
Financial systems	<ol style="list-style-type: none"> 1. SISTRY FOUNDATION shall ensure that the financial systems (methods, procedures, and controls) as outlined in their policies and procedures are followed to record, and report on the Foundation grant funds.
Statutory & regulatory compliances	<p>SISTRY FOUNDATION shall</p> <ol style="list-style-type: none"> 1. Be responsible for all statutory compliances. The Foundation places complete reliance on SISTRY FOUNDATION for adherence to the relevant provisions of various statutes & regulatory compliances.

Term details	
	<ol style="list-style-type: none"> 2. Not claim any fines or penalty levied to the Foundation grant due to non-adherence or delay in adherence to compliances.
Disbursement of funds	<ol style="list-style-type: none"> 1. The payment of the Grant will be made via electronic transfer into SISTRY FOUNDATION bank account that is dedicated to the Foundation grant. 2. The 1st disbursement of the grant funds will be upon execution of the grant agreement. 3. Subsequent disbursement of the grant funds shall be contingent upon- <ol style="list-style-type: none"> a. Satisfactory implementation of the programme b. Utilization of 85% of the amount disbursed.
Utilization of the grant budget	<p>SISTRY FOUNDATION shall</p> <ol style="list-style-type: none"> 1. Ensure that the grant funds are utilized for the purpose of the grant. 2. Keep the Grant Manager informed of any significant changes made in the utilization of the grant budget during implementation in the next reporting cycle. For example – <ol style="list-style-type: none"> a. Change in plans of hiring for the program, therefore leading to significant underutilization of the salaries budget. b. Change in the unit costs for salaries/ other budget categories, not in accordance with the agreed norms. c. Change in the allocation of the shared costs to the grant budget, due to any sudden shortfall in funding. d. Any other such situation leading to changes in fund utilization. 3. Use the best judgment on the 'Reasonability' of the unit costs across the various budget categories. 4. Ensure that all expenditures relating to the Foundation grant should flow through the designated bank account only (through cheque or online transfer). 5. Ensure that the cash withdrawals are to resort only for petty expenses in line with SISTRY FOUNDATION's policy limits. 6. Maintain adequate supporting documents such as bills, participant list, travel statement, etc for all transactions.
Reporting	<p>The grant budget is essentially an estimate linked to various budget categories, SISTRY FOUNDATION shall</p> <ol style="list-style-type: none"> 1. Report based on actuals at budget category (as indicated in Annexure -1 – Budget). 2. Submit the reports at the end of each reporting period as outlined in the Grant Agreement as per due dates. 3. Submit the reports even if SISTRY FOUNDATION has not utilized 85% of the previous disbursement and can continue the implementation of the program, unless otherwise agreed with the Grant Manager.

Annexure-3**Programme Design Document (erstwhile Results Framework)**

<p align="center">Programme Design Document</p> <p align="center">Included in the Grant Agreement</p> <p align="center">Name of the Organization: SISTRY FOUNDATION</p>	
Context:	<p>Vulnerability</p> <p>The proposed intervention area falls under Purbasthali I & II block of Purba Bardhaman district of West Bengal. Area is situated alongside the Bhagirathi river. There are lots of bills (wetlands) and low laying areas are prone to over flooded during the rainy season. Programme will be implemented in 10 hamlets of 7 villages under 3 Gram Panchayats of Purbasthali I & II block. All hamlets are inhabited by cent percent Scheduled Tribes communities. They face significant socio-economic vulnerabilities:</p> <ol style="list-style-type: none"> 1. There are ~500 households belong to Scheduled Tribe communities covering 10 hamlets in 7 villages in Purbasthali I & II block of Purba Bardhaman district. Organization will work with ~450 marginal farmers households. 2. ~80% are landless and engage in sharecropping; Cultivate paddy in 33 decimal of leased land in the kharif season; ~20% households have 33 to 40 decimal of land. Few households cultivate mustard/lentil and vegetables in Rabi season buying irrigation water. 3. Agriculture production process of these communities is very basic and the productivity of crops is far less than the standard productivity of the area. 4. There is potential for growing vegetables; high input cost and rate for sharecropping restrict farmers growing vegetable cultivation and high value-crops. 5. One of the main livelihood activities is livestock rearing. All households have 3-5 goats except 70 HHs but high mortality rate and non-availability of livestock extension services lower the income from livestock. 6. Annual income of these households is between ~₹70K – 80K (agriculture ~₹35K: livestock - ₹ 5K-10K and wage labour - ~ ₹30K-40K) and people don't get regular wage works and migrate, especially the male folks, to other areas in search of income opportunities. <p>This programme will address the low productivity and high input cost issues related to agriculture activities through facilitating adoption of improved production process crops (paddy, lentil, mustard and vegetables) and use of bio-input to reduce production cost along with introducing improved livestock management and setting up local level livestock extension services to reduce the mortality and quality of livestock health for enhancement of household level income of marginal and vulnerable farmers</p>
Goal	<p>Income enhancement of ~450 marginal landholding and sharecropper tribal households through improved agriculture and livestock interventions and facilitating access to livelihood schemes from Agriculture department, horticulture department, ATMA, MGNREGA. in 7 villages, Purbasthali I & II block in Purba Bardhaman district, West Bengal</p>
Programme History	<p>For new grant:</p> <p>We are implementing agri-related activities with the small and marginal farmers in the proposed block from last 5-6 years along with formation and strengthening of Farmer Producer Company.</p>

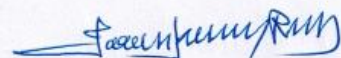

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	<p>We have just completed similar kind of programme with 300 households in Purbasthali II block, adjacent of the proposed block and currently implementing the same programme with another 300 households in that block of Purba Bardhaman.</p> <p>Since the beginning we are working with the vulnerable scheduled caste communities. In the proposed programme we will exclusively work with those communities covering 450 HHs in the proposed 10 hamlets to enhance their HH income through agriculture and livestock intervention. All 10 hamlets are new where we have not worked earlier.</p> <p>We will deepen our intervention through developing local resource persons to create a sustainable support system in the community to strengthen the livelihood activities of the vulnerable households which we have not done extensively earlier. i</p>
Effects	<p>Final Effects:</p> <ul style="list-style-type: none"> • ~320 households (70% of 450 HHs) have an additional income of ~₹20K-25K/year* from the baseline income of ~₹30K-35K from agriculture and livestock (agriculture - ~₹25K/year and Livestock - ~₹ 5K-10K) • ~ 40% of eligible households will have access to at least one livelihood scheme. <p>* Income increase/Yr: Agriculture: ~ ₹15K & livestock: ~ ₹ 10K</p> <p>Interim Effects:</p> <ul style="list-style-type: none"> • All staff CRPs have received agriculture and livestock training and efficiently providing training and handholding support to the farmers • Productivity of all crops increased at least ~20%-25% and all farmers have adopted measures like – quality seeds, soil health management, line sowing of cereal crops and vegetables (Paddy + lentil – 100 HHs, Paddy + Mustard – 100 HHs and Paddy + Vegetable cultivation – 200 HHs) • 10 Pashu Sakhis received training and supporting communities for improved livestock management practices like – proper shed, vaccination, feed and special care for pregnant goats and kids. • 10 Pashu Sakhis are providing support to the communities and started earning through providing services • Mortality of livestock has been reduced up to 10% from the baseline status • 6 goat bank and 2 pig banks has been set up in the hamlets. Proper management system has set up and pashu sakhis are managing all goat and pig banks, getting livestock assets from the bank on rotation basis with the support community people and Village/Hamlet Level Development Committees. • Staff are conducting SHG meetings on weekly basis and VDC meetings on monthly basis



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	<ul style="list-style-type: none"> • SHG members are taking loan of ₹5K-6K on yearly basis to improve or scale their livelihood activities • Quarterly basis information and applications for linkage with livelihood schemes are going on and farmers have accessed at least one scheme over the baseline status • VDCs are doing hamlet level crop planning, collective selling through FPOs and monitoring the livelihood activities taken by the farmers through project support <p>Tracking of the progress of project activities:</p> <ul style="list-style-type: none"> • Baseline survey to be done to know the effect (final and interim indicators) of agriculture (landholding, cultivable land, current activities and income of the HH from agricultural activities, Crop-wise & farmer wise productivity of all project supported agricultural activities of farmers, productivity of crop, income from project supported activities, Livestock (heard size, mortality and income from livestock) • MIS will be developed – i) Season-wise agriculture MIS and monthly basis livestock tracking tools will be developed and data will be collected; SHG and credit linkage data will be tracked, Linkage with Govt schemes will be tracked; Goat and Pig bank data will be collected, analysed and course correction will be done accordingly.
Key Interventions	<p>1. Income enhancement:</p> <ul style="list-style-type: none"> • Agriculture - Train staff and community cadre on improved agriculture practices using bio-inputs for soil nutrient management, natural pesticides; Training and handholding through demonstration for farmers; quality seed support (Paddy – 400 HHs; Mustard/ lentil- 200 HHs and vegetable cultivation – 200 HHs; exposure for staff & CRPs • Livestock - Pashu Shaki training on management practices (shed, feed, vaccination & general care of goats, special care for pregnant goats & kids); vaccination drive, goat support to 70 HHs (who don't have any livestock assets); Goat Bank in 5 hamlets & pig banks in 2 hamlets <p>2. Community mobilization and access to livelihood schemes</p> <ul style="list-style-type: none"> • Farmers mobilization through village level orientation meeting; regularizing SHG meetings and hamlet level development committee formation; Staff training on institution building on Govt. schemes. • SHG meeting for credit mobilization and organizing quarterly meeting/camps to facilitate access to livelihood schemes - Kisan Bandhu Card, small agri-implements in subsidies; small poly houses, seed and buyback schemes from ATMA, agri & horticulture departments, livestock shed through MGNREGA and livestock enterprise scheme under livestock mission/Animal husbandry dept. • Six-monthly meeting/training to the lead farmers for crop planning, adoption of best agricultural practices and crop selling through connecting farmers with existing FPOs; Interface meeting with block &



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	district level govt. officials to facilitate access to livelihood schemes for the farmers
People Involved	Programme Staff: 1 Project Manager (Field level Agricultural & expert), 1 Field Coordinator (experienced in livestock intervention) and 3 CRPs Support Staff: 1 Accountant & 1 Board Director (both are partial)

Annexure: 1 – Please provide GP-wise, village-wise and Hamlet wise HHs list




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Annexure: 1 – GP-wise, village-wise and Hamlet wise HHs list

Sl. No.	District	Block	GP Name	Village	Hamlet Name	Total HHs
1	Purba Bardhaman	Purbasthali-I	Dogachhia	Sonarudra	Adivasi para	20
2	Purba Bardhaman	Purbasthali-I	Dogachhia	Boldedanga	Adivasi para	70
3	Purba Bardhaman	Purbasthali-I	Dogachhia	Bhaturia	School para	72
4	Purba Bardhaman	Purbasthali-I	Dogachhia	Bhaturia	Orao para	70
5	Purba Bardhaman	Purbasthali-I	Dogachhia	Bhaturia	Bauri para	20
6	Purba Bardhaman	Purbasthali-II	Kalekhantala - I	Sardanga	Adivasi para	60
7	Purba Bardhaman	Purbasthali-II	Kalekhantala - I	Sardanga	Arbadi para	30
8	Purba Bardhaman	Purbasthali-I	Bogpur	Chakbamangaria	Post office para	27
9	Purba Bardhaman	Purbasthali-I	Bogpur	Kuricha	Purba para	26
10	Purba Bardhaman	Purbasthali-I	Bogpur	Satgachia	Sahapukur para	55
					Total HHs	450

Total village: 7
Total hamlet: 10
Total HHs: 450



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