

Report Letter for *****

Main Contact: *****
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 Tel. No.: *****
 Received Donation: *****
 Date of Report: March 2013

Introduction

The following two sections give background information about how your generous donation was used and how it helped reach Mimaansa's goals of providing remedial education to children with learning disabilities. Additionally, we provide you with a detailed listing of donated items and the expenses incurred. The budget for the next financial year 2013/2014 will provide an idea about Mimaansa's future growth plans.

Appropriation of Donation

Expenses covered by the donation of INR ***** refer to different areas within Mimaansa's Remediation Program.

1. Remedial Classes

Children with LD attend remedial sessions three times a week while they continue attending the mainstream classes. The special educators teach methodologies to address specific learning difficulties and develop individualized exercises for children to practice and improve the way of learning. There are over 60 children attending this program, who are receiving remedial education and specific counseling support. The funds were primarily used in the following areas:

- Stationery and printing for the remedial classes, used by special educators, counselors and students.
- Salaries for special educators and counselors.
- Purchase of a tablet and deposit for a laptop: used for remediation and Mimaansa's operation.
- Purchase of educational games, used for remediation.



2. Art and Craft

Art and Craft classes are conducted by volunteers with the aim to; help children to discover their own creative potential, to develop skills, and to build confidence. The funds were used for the following :

- Art supplies: Colors, papers, glue and other stationary items used for art and craft classes.
- Printing of worksheets used by students and volunteers.
- Purchase of art books for students; used in the class.

3. Training

Workshops for the Mimaansa staff are conducted ever quarter with the aim to improve their skills and teaching methodologies. The teacher training raises awareness of the problems and challenges faced by children with LD. The funds were used for the following:

- Training expenses for Mimaansa staff: Special educator, counselor and the program coordinator.
- Training expenses for the Municipal School teachers facilitated by Mimaansa.

4. Organization Development

As Mimaansa is in its set up phase the focus has been on organizational development and building Mimaansa as a professional organization. Towards this end we have worked in the following areas:

- Mimaansa has signed a partnership with Atma an organization that addresses capacity needs of dynamic organizations in the educational sector.
- Creation of Mimaansa Website.
- Mimaansa has moved into a shared office space that can accommodate its growing team.
- Mimaansa participated in the Mumbai Marathon an event that provides NGOs an opportunity to raise funds and garner support.

5. Unutilized Funds

The balance amount will be used for salaries of the special educator and counselor for the months of March and April.

Relevance of Donation

Through financing the above---mentioned areas of the program, Mimaansa reached a lot of aims they have set last year.

1. Capacity Building

Financing the Atma registration led to the possibility to build capacity in the way that a monitoring and evaluation, financing and marketing system could be developed. Atma has helped build a robust monitoring and evaluation system which tracks student learning outcomes and the overall performance of the program. In addition we are receiving help from Atma in fundraising and marketing.

2. Staff Recruitment

We could recruit a Special Educator and a Counselor, which led to an effective implementation of the program. The hiring of the two additional staff members has helped in focusing our efforts towards quality remediation services. The staff have been trained in Mimaansa's unique teaching methodology and are now able to reach out to more students addressing specific learning challenges faced by students coming from lower income communities.

3. Usage of Assistive Technology

Assistive technology has proved to be beneficial to students with learning challenges. The usage of a tablet PC in remediation is now becoming a unique feature of Mimaansa's program. The students are learning fast and are truly enjoying the use of technology in their special education sessions. In addition, it has significantly enhanced the learning outcomes of the students identified with 'Learning difficulties.'

4. Website

The Mimaansa website has helped create a lot of visibility for the organization along with a concrete platform to showcase every development the team makes.

5. Office Space:

Mimaansa could move into an office that gives us the possibility to work in a team.

Thank You

Over the past year, Mimaansa has developed immensely. We have managed to stabilize our hold within the two municipal schools. We have successfully managed to establish a set of programs that are carried out by staff that are dedicated to the purpose. None of this would have been possible without your support. We would like to sincerely thank you for your help, without which Mimaansa would not be where it is today -- an organization reaching out to many deserving students.

Appendix 1 --- Expense Report (Financial Year 2012/2013)

Particulars	Description	Amount
1) Program Expenses		
Art supplies	For Art & Craft classes	****
Stationary & Printing	For Art & Craft/ Remedial classes	****
Remedial Games	Board games for remediation	****
Training for Municipal School Teachers	Held twice a year; costs include training material	****
TOTAL PROGRAM EXPENSES		****
2) Salaries		
Special Educator	Full time since Jan'13	****
Counselor	Fulltime since Nov'13	****
Program Coordinator	Part time since Jan'13; Rs. 2500/ month	****
TOTAL SALARIES		****
3) Training Budget for Staff		
Training for Mimaansa Staff	Held four times a year; costs include training material	****
TOTAL STAFF TRAINING		****
4) Capital Expenses		
Samsung Tablet	Used for remediation; bought in Aug '12	****
Purchase of Laptop	Initial deposit; Laptop is used for Remediation Classes	****
TOTAL CAPITAL		****
5) Administrative expenses		
Office rent	Dec'12 & Jan'13	****

Internet Expenses	month	****
	Creation & maintenance for one	
Website	year	****
	Volunteer meetings & other work	
Meeting Expenses	meetings	****
Volunteer expenses	Volunteer dinners & farewells	****
	For meetings at various places in	
Travel expenses	Mumbai	****
	Registration for partenership for 1	
	year; Atma supports Mimaansa in	
Atma Registration	Capacity Building	****
TOTAL ADMINISTRATIVE		****
EXPENSES		****
6) Miscellaneous		
	Fundraising event; Costs of t-shirt	
	printing, runner registration &	
Mumbai Marathon	goody bag for runners	****
	Fundraising event; Printing of	
Mumbai Marathon	banners & posters	****
TOTAL MISCELLANEOUS		****
TOTAL AMOUNT SPENT		****