



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made on the <Day/Month/Year>

BETWEEN

Apni Shala is a non-profit organization registered under the Bombay Public Trust Act with a registered office at 304, Academic Building - 2, Naoroji Campus Annexe, Tata Institute of Social Sciences, Deonar, Mumbai – 400088, hereinafter referred to as 'Apni Shala'.

AND

<Name, registration details & address of the partner organization>

WHEREAS:

1. Apni Shala is a non-profit organization, which builds positive attitudes and behaviours in children from low-income communities by engaging them in life skills learning through school programs as a means to achieve its vision of all children being equipped with positive attitudes and behaviors.
2. <Short description of the partner organisation's main area of work>
3. Apni Shala and <NGO name>, through this MOU recognize that they share common objectives and ambitions of rendering services required for the educational upliftment of the society.
4. Apni Shala will conduct a need-assessment with the <NGO> to identify the most relevant skills based on the needs of the school and children.
5. Apni Shala will conduct <30> weekly life-skills workshops with <NGO 's> students studying in <Class> of <XYZ School, address in Mumbai>.
6. The curriculum and the necessary materials & stationery for the workshops will be designed and arranged by Apni Shala.
7. Apni Shala will bring in their own facilitators in order to conduct these workshops and one teacher from <NGO> may be entitled to be present at the sessions just to observe.
8. Apni Shala will seek <NGO's> cooperation in conducting case studies or research about the students for assessment purposes.
9. <NGO> will cooperate with Apni Shala to maintain regular attendance in the sessions throughout the academic year.



10. Apni Shala will provide the <NGO> with regular reports highlighting any behavioural changes observed in the sessions conducted.
11. Apni Shala will conduct a post-evaluation at the end of the year to track learning outcomes of children as a result of the programs and activities.
12. <NGO> will provide access to the students and the space to conduct the life skills classes.

DURATION

1. Both parties agree that the duration of this agreement shall be effective from <Date> to <Date> till further revision or review thereof by either parties.
2. This MoU shall come to an end after expiry of one year from the date hereof. After expiry of the said period, the parties will be required to enter into a new agreement.

FINANCIALS AND PAYMENTS

1. It is agreed between both the Parties that <NGO> shall pay Apni Shala a fee of Rs. <XX, Rupees in words> towards the above services rendered by Apni Shala for the said duration.
2. Aforesaid amount of Rs. <xx> shall be payable by <NGO> to Apni Shala as follows:
 - a. 25% before the start of the agreement
 - b. 25% after the completion of 10 sessions & workshops
 - c. 25% after the completion of 20 sessions & workshops
 - d. 25% after the completion of 30 sessions & workshops
3. Apni Shala shall raise an invoice on <NGO> 20 days in advance prior to the due date of payment by <NGO>

TERMINATION OF SERVICES

1. Both Parties reserve their respective rights to terminate this MOU forthwith at any time if they are dissatisfied with the work carried out by either party or if the work has not been performed in accordance with the terms of this MOU.
2. This MOU may be terminated at any time during the term of this MOU by either party on giving a 30 days' notice in writing to the other party. Upon the termination of this MOU, the accrued rights and obligations of both the Parties shall not be affected.



INTELLECTUAL PROPERTY

Both parties agree that they shall use the Intellectual Property Rights of each other on promotional materials as prepared in relation to this MOU. It is clarified that either party shall furnish to the other party all such promotional materials and advertisements prior to circulating or publishing the same.

NOTICES AND AMENDMENTS

1. All notices, reports and any other communication between the parties will be recorded by writing and will be considered as properly communicated when sent to the respective addresses of parties mentioned above.
2. Amendments to this agreement shall take effect only if they are signed by both parties. The addresses of the parties for the purpose of giving notice are as follows:

Apni Shala
304, Academic Building - 2,
Naoroji Campus Annexe,
Tata Institute of Social Sciences,
Deonar, Mumbai – 400088

<Name of the Partner NGO>
<Address 1>
<Address 2>
<Address 3>
<City, Pin>

If a party changes its address a written notice shall be given to the other party

In witness whereof the parties hereto have hereunto set their respective hands and seals at place, day and the year first hereinabove written.

For **Apni Shala**

For <NGO>

Name: _____

Name: _____

Title: _____

Title: _____

Signature & Seal:

Signature & Seal:

In the presence of:

In the presence of:

1. _____

1. _____

2. _____

2. _____