United Nations Children's Fund
Office for Tamil Nadu & Kerala
37/15, Second Main Road,
Kasturbai Nagar, Adyar,
Chennai - 600 020.

Telephone +91 44 42891111
Facsimile + 91 44 24410760

chennai@unicef.org
www.unicef.org

SSFSA/2016/19
22 July 2016

Mr.Babu Joseph
Director
SH School of Communication
Sacred Heart College, Thevara
Kochi, Kerala - 682013
Phone: 0484 2663380; 4044414

Re: Small Scale Funding Agreement with

Dear Sir / Madam,

I am writing on behalf of the United Nations Children's Fund ("UNICEF") to confirm UNICEF's agreement to make available cash assistance to **SH School of Communication, Scared Heart College** for an amount not exceeding **[Rupees Nine Lakh Eighty Nine Five Hundred only)][Rs.9,89,500/-]**. The Resources are to strengthen the Organisation's capacity to implement the project on **"Setting up the communication Incubation center"** detailed in the Terms of Reference attached to this letter agreement as Annex I, and the General Conditions that are attached herewith (hereinafter "Small-Scale Funding Agreement" or "SSFA").

Transfer of Resources. UNICEF will transfer the amount of cash assistance as soon as possible after it receives a copy of this SSFA signed by both Parties. Organization understands that the amount of the cash assistance will not be increased by UNICEF under any circumstances, including in cases of currency fluctuations or price increase.[1] UNICEF will transfer the cash assistance to Organization by cheque or wire transfer to the following bank account:

Bank name: FEDERAL BANK.
Bank address: FEDERAL BANK LTD, ERNAKULAM, THEVARA
Account title: THE PRINCIPAL SACRED HEART COLLEGE,
Account No.: 19530100015822
Routing No.: Not Applicable
Bank contact person: FR JOSE KURIEDATH CMI

United Nations Children's Fund
Office for Tamil Nadu & Kerala
37/15, Second Main Road,
Kasturbai Nagar, Adyar,
Chennai - 600 020.

Telephone +91 44 42891111
Facsimile + 91 44 24410760

chennai@unicef.org
www.unicef.org

Please confirm your agreement with the foregoing, on behalf of Organisation, by signing, dating, and returning to us the enclosed copy of this Letter Agreement.

Very truly yours,

United Nations Children's Fund

By__

Job Zachariah
Chief, UNICEF Office for Tamil Nadu and Kerala

AGREED ON BEHALF OF
SH School of Communication, Scared Heart College

Name: Mr.Babu Joseph
Title: Director

DIRECTOR
SH School of Communication
Sacred Heart College

Date:

Unite for Children

unicef

United Nations Children's Fund
Office for Tamil Nadu & Kerala
37/15, Second Main Road,
Kasturbai Nagar, Adyar,
Chennai - 600 020.

Telephone +91 44 42891111
Facsimile + 91 44 24410760

chennai@unicef.org
www.unicef.org

UNICEF will transfer the funds in accordance with the following payment schedule:

	Date payment is due:	Currency/Amount: INR
1.	August	4,94,750.00
2	November	4,94,750.00
	TOTAL	**9,89,500.00**

Organization understands that the amount of the funds will not be increased or otherwise adjusted by UNICEF under any circumstances, including in cases of currency fluctuations or price increase

UNICEF will transfer any supplies as outlined in the Terms of Reference. The IP will become owner of the supplies when it receives them. If UNICEF agrees to store the supplies for the IP or hold them on the IP's behalf, the IP will become owner of those supplies as agreed between UNICEF and the IP. Exceptionally, UNICEF may decide in writing that UNICEF shall remain the owner of the supplies transferred to the IP.

Implementation and Monitoring of the Activity. Organisation will implement the Activity in conformity with the terms of this SSFA, in particular, Organisation will: (a) undertake the Activity in accordance with the budget, schedule and other details set out in the Terms of Reference; (b) make any designated contribution listed in the Terms of Reference; (c) undertake the Activity with diligence and efficiency; (d) procure any goods or services using the Funding with due consideration to "best value for money" and in agreement with UNICEF; (e) exercise the highest standard of care when administering the Resources. UNICEF will monitor the implementation of the Activity, in accordance with UNICEF's standard procedures for monitoring and evaluating activities it funds. Organisation will provide full cooperation to UNICEF for such monitoring and evaluation, and will require to its employees and personnel to fully cooperate with UNICEF in connection with such monitoring and evaluation.

Managing the Resources. Organisation will maintain clear, accurate, complete and up-to-date books and records showing the funds received from UNICEF under this SSFA, as well as disbursements made by the Organisation, including any unspent balance. Organisation will cooperate with UNICEF with any review of the way the cash assistance was administered and spent and how supplies were stored and utilized, and will require its employees and personnel to fully cooperate with UNICEF with such a review.

Reports; Returning Unspent Balance.Organisation will provide UNICEF with reports, and frequency of such reporting will be done, in accordance with the requirements in the Terms of Reference. Organisation will return to UNICEF any unspent balance of the cash assistance at the expiration or early termination of this SSFA.

Other Matters. This SSFA becomes effective when UNICEF receives a copy duly signed by both parties. It will be valid from **25 July 2016 – 24 January 2017 (6 months).** If the parties have disagreements about the project or the implementation of this SSFA, they will use their best efforts to settle those disagreements amicably. If a disagreement cannot be settled amicably it will be decided finally by the UNICEF Regional Director for South East Asia and the Organisation will respect and implement that decision. UNICEF's privileges and immunities are not waived.