**MEMORANDUM OF UNDERSTANDING (MOU)**

between

………………………………………………………………………………………………………………..

and



 Givers League

In this MOU, …………………………………………………………………………………………..

which has shown interest to become a Givers League Cell is referred to below as the Cell and Givers league is referred to as GL

GL has selected the above Cell based on information and credentials supplied by them regarding their interest to partner with GL and their passion to help the poor.

The Agreements and Understandings under this MOU are as follows

1. The Cell submits an acceptable official document (a valid letter, board minutes, board resolution or any such document) as evidence of the following:

* 1. That it has been approved for a partnership to be established with GL enabling the Cell to request finances from GL to fund Micro Forward requests that the Cell would be initiating.
	2. That arrangements have been made for effective handling, monitoring and management of funds received from GL to enable such funds to be only used for purposes it has been sent for.
	3. That a Partner Leader has been appointed to be responsible for the following:

- to be the signatory for the Cell: to sign this MOU and Micro Forward

 Applications that the Cell will be submitting

- to be the main contact for GL, and

- to be the person who would monitor and manage the Cell’s micro forward activity.

1. The appointed Partner Leader monitors and manages the Micro Forward Activity by attending to the following:

* 1. Appoints when necessary, sub cell leaders, helpers/volunteers who would report to him/her.
	2. Identifies potential Micro Forward receivers, explains to them their obligations with regard to becoming a GIVER, and would ensure that these individuals are people who would take the responsibility to put the funds received into best use.
	3. For each Micro Forward request, the Micro Forward (MF) Application that is available in the Givers League website ([www.giversleague.org](http://www.giversleague.org)) will be duly filled up and submitted along with a photograph of the applicant preferably a photo showing what the applicant is currently doing.
	4. When GL sends funds for approved Micro Forwards, he/she undertakes to manage and monitor the receipt of such funds as well as the disbursements to the respective Micro Forward Recipients.
	5. With the assistance of helpers/volunteers if any, he/she pursues the collection of ‘give backs’ from the Micro Forward Receivers and does the necessary follow up.
	6. The collected ‘give backs’ will be remitted by him/her to the GL bank Account.
	7. He/she would encourage/ motivate MF Receivers to continue to be Givers of whatever small amount possible even after they finish giving back what they received.
	8. He/she would encourage/guide the beneficiaries to open savings accounts and save as much as possible from the profits they would be making from their new or expanded business ventures.
	9. Co-operates with the respective Monitoring Manager assigned to supervise the activity of the cell by providing him/her the required updates needed by him/her.

1. The Partner Leader, before signing below, attaches to this MOU the Document required as per 1. above.

1. Partner Leader’s Details:

Name : ……………………………………………………….

Address: ………………………………………………………………………………………..

 Phone # …………………………… email address: ……………………………..

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 Signature Date

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 GL Representative’s Signature Date