

## **AKKA Charitable Foundation (ACF)**

**(Revised January 29, 2006)**

### **Proposed steps for funds disbursements**

Step 1: Review the received applications

Step 2: Assign following classification for each of the institution seeking funds

- **Under Developed Institution**
  - Stand alone institution (ex: a school in rural area)
  - Just started and need funds to get basic amenities
  - Very small in size
  - Funds received mostly from individual donors
  
- **Developed Institution:**
  - Well established institution (ex: Rotary Club)
  - Funds will be used to expand their charitable work
  - Spans across many states in India
  - Large in size
  - Funds received mostly from individual donors and other foundations

Step 3: Use the following criteria for selecting institutions to receive funds:

- Institution must support overall AKKA's mission & objectives
- Institution must be a non-religious
- Institution must satisfy the ACF Committee's pre-set objectives (e.g. support primary education, health care for underprivileged, etc.)
- All received applications must be evaluated on an equal merit without considering any pre-set condition by the donors. In other words, donors can't specify that their part of the donation must go to only certain institution(s). This must be clarified to donors before accepting the donation.
- Institution must be Karnataka-based impacting Kannada speaking people.
- Make sure to fund projects representing all regions of Karnataka (i.e. South, North, East, & West regions) without concentrating in few regions or few districts. To accomplish this, each ACF Committee will be assigned few districts covering entire Karnataka so that applications are received across the state.

Step 4: Conduct background check on the selected institutions and finalize the list:

- ACF committee to lead the effort to do background checks of the selected institutions for any history of funds misappropriations.
- Verify if the receiving institution has Foreign Contribution Regulation Act (FCRA) certificate.

#### Step 5: Appropriation of funds to selected institutions

- Allocate the available funds (after retaining some administrative costs), on an agreed proportions by the ACF committee
- For each institution, specify the amount for each project supported (ex: Rs. 50000 for scholarships, Rs. 25000 for furniture, etc.)

#### Step 6: Funds Approval process

- ACF will present the final list of institutions and projects to the AKKA Executive Committee and get their final approval

#### Step 7: Communication process:

- Communicate the EC's approval to AKKA Board of Directors (BOD) and Board of Trustees (BOT) and AKKA community

#### Step 8: Establish a contract agreement with the funds receiving institution

- Establish a contract agreeing to ACF terms and conditions. Terms must include funds release based on fixed schedule or based on project progress.
- Subsequent release of funds over 1 Lakh is based on the project progress.

#### Step 9: Disbursements of the funds

- Follow all IRS guidelines for transferring funds from USA to India
- The check is presented to the institution by AKKA representatives
- A press conference or a press release is done to publicize AKKA and its charitable work.

#### Step 10: Monitoring

- ACF Committee will be responsible for monitoring (through pictures, video or personal visits, or a report from the person who submitted or sponsored the application) the developments of the funded projects and communicate the progress to the respective AKKA bodies, periodically.