

GRACE Charity (Förderverein Chipunga e.V.)

Postal address: Förderverein Chipunga e.V., Vordere Gasse 10, D-71254 Ditzingen, Germany / e-mail: info@foerderverein.chipunga.com
Managing committee: Dr. Jens Diedrich (president), Barbara Schwarz (vice president), Margarete Baeza (treasurer), Christoph Schwarz (secretary)



Chipunga Development Committee

c/o the Chairman Mr. Daniel Mthuti

CC: weltwaerts team

P.O. Box 611 / Mzuzu

November 14, 2015

Dear CDC

Teachers for Chipunga Primary School: We've received the letter by PEA Chikwina Mr. Kamanga dated 29/Oct/2015 assigning **Ms. Lusubilo Lweshwa** and **Ms. Gradys Msiska** to Chipunga Primary School as prospective teachers. With this confirmation in hand GRACE will support each teacher with MKW 45'000 per month over 9 months, starting November 2015. It is anticipated that the district educational office is taking over to pay the salaries any time during this period of play.

The **Memorandum of Understanding (MOU)** template signed by GRACE is attached to this letter and must be completed and subscribed before the first payment. Our support will be stopped, if either a teacher or the community doesn't fulfill their obligations as accepted in the MOU.

Tertiary Education: Students were asked via Whatsapp to give a summary on the financial support of their educational activities. **Till November 28 Kelvin, Lovewell, Mphatso, Stuart, and Esau are obliged to deliver a short and comprehensive overview of their education finance on:**

- a) payments already done by GRACE (per semester/trimester, and total per physical year)
- b) future payments needed from GRACE (per semester/trimester, and totals per physical year)
- c) information on their self-contribution payments and/or failures

We need to understand better the overall costs of every single year of their education time.

The process of promoting future students will be changed: Coming students will be assisted with a **max of MKW 300'000 per year**. A gap to the full cost of their educational institution must be covered by the student her-/himself. No exemption will be made. CDC shall give us feedback within the next 2 weeks whom of the appliers we got requests is willing to start based on this new scheme. **Note: We found 2 sponsors and can aid 2 new students starting in 2016 with the above mentioned maximal support of MKW 300'000 per year.**

Annual settlement of accounts: As the year is closing CDC is requested to send a clear financial report on the cash flow reflecting the time period covered.

Budget forecast 2016: Please send us your plan and budget proposal for 2016 as soon as possible.

We are expecting your reply at the earliest possible date and remain with best wishes.

Send on behalf of the German management team,



Dr. Jens Diedrich
President GRACE charity

Enclosing:

MOU template for Lusubilo Lweshwa and Gradys Msiska

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Memorandum of Understanding (MOU)

Between GRACE Charity / CDC [P.O. Box 611, Mzuzu] and _____
[working at Chipunga Primary School], hereafter referred to as the **Teacher**, and the Community of Chipunga, hereafter referred to as the **Community**.

Purpose: The intent of this agreement is to grant a transient fiscal aid to the **Teacher** operative at Chipunga Primary School, w/o being salaried by Malawi system, since start of her/his activity.

Agreement: For 9 months (Nov 2015- Jul 2016) the **Teacher** will get **MKW 45'000 monthly** (if authorities start regular payment, the **Teacher** must return any dual payments).

Community Part: The **Community** agrees to **give regularly food support and accomodation to the teacher** undersigned for the time period of this MOU (value of MKW 15'000 monthly).

Clause: **Payment can be stopped** by CDC if the **Teacher** or the **Community** doesn't fulfil her/his obligations as mentioned in the agreement text above. **Progress tracking and if necessary the judging of a termination shall be made by CDC.**

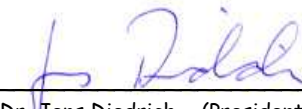
We the undersigned, have agreed on the contents of this MOU.

Signed _____
(Teacher) Date _____

Signed _____
(Headmaster Chipunga Primary School) Date _____

Signed _____
(Village Headman Kauni) Date _____

Signed _____
Daniel Mthuti (CDC Chairman) Date _____

Signed 
Dr. Jens Diedrich (President GRACE Charity) Date November 14, 2015

Teacher to sign of any payment received:

1 st instalment	(MKW 45'000 - Nov'15)	date & signature _____	_____
2 nd instalment	(MKW 45'000 - Dec'15)	date & signature _____	_____
3 rd instalment	(MKW 45'000 - Jan'16)	date & signature _____	_____
4 th instalment	(MKW 45'000 - Feb'16)	date & signature _____	_____
5 th instalment	(MKW 45'000 - Mar'16)	date & signature _____	_____
6 th instalment	(MKW 45'000 - Apr'16)	date & signature _____	_____
7 th instalment	(MKW 45'000 - May'16)	date & signature _____	_____
8 th instalment	(MKW 45'000 - Jun'16)	date & signature _____	_____
9 th instalment	(MKW 45'000 - Jul'16)	date & signature _____	_____