



ICON Charities Inc

P O Box 522, Bettendorf, IA - 52772-0010 (USA)

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REAP 2009

To,

Rev. Fr. K. T. Jacob
Grace Charities
Idukki, Kerala, India

Sub: REAP 2009 Scholarship Distribution

Respected Achen,

ICON Charities, Inc is extremely happy to work with GRACE charities for the fourth year to help the talented students from financially challenged families to achieve their dream of higher education through the project called REAP (Realizing Education Assistance Partially).

As part of REAP 2009, we are happy to inform you that we will be providing scholarships worth INR 5,27,585.00 (INR 5 lakhs, twenty seven thousand five hundred eighty five) in total to 114 students. Our donors wish each students the very best. The detailed list of the beneficiaries, name of the scholarships is specified in the attached document.

In order to keep the transparency, openness, credibility and the core values of this project, we request you to follow the following guidelines mentioned below. Also, please provide us the list of information mentioned below at your earliest convenience to help us follow up with our donors.

On behalf of the all the well wishers of ICON Charities, we sincerely appreciate your efforts in making the REAP project a success. We convey our best regards to all the volunteers of GRACE charities and members of the Idukki diocese. Please remember ICON's activities, well wishers and its volunteers in your prayers. As always, please feel free to contact us if you have any questions or comments. We look forward to working with you closely in the coming years.

In HIS service,
The volunteers of ICON Charities
<http://charity.icon.org.in/reap-2009.php>



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A. Guidelines for the Scholarship distribution function

1. Invite the Diocesan metropolitan, other relevant guests for the meeting. The invitee list must include at least one female guest.
2. Invite the student, parents and the Vicars of each student receiving the scholarship.
3. Please make arrangements for light refreshments for the invitees
4. Please ensure the cost of the function is kept minimal. Please use the available facilities of a church or the Aramana. Please avoid using expensive banners and stage arrangements.

B. Guidelines for financial transactions between ICON Charities and GRACE

1. Deposit the cheque from ICON to the account of GRACE and account the contributions towards the REAP category.
2. Withdraw INR 5,27,585 towards the scholarships and INR 5000 towards the expenses incurred by GRACE for handling the project and the function (postage/photo/video/snacks for the function)
3. Write checks in the name of the students for the exact amount specified in the column 'Amount Paid to the Student INR' in the document REAP-2009-SelectedCandidates. In each check, please specify the scholarship name.

C. Guidelines for follow-up information to be provided to ICON Charities

1. Provide an acknowledgement letter and the receipt for the total amount received from ICON Charities
2. Provide a copy of the cheque paid to the students
3. Provide a voucher from each student or parent as an acknowledgement for amount received
4. Provide photo of each student receiving the scholarship and the video of the overall function