

- (ii) Constitution of the Board of Management and the particulars of each member;
- (iii) Constitution of the organisation
- (iv) A copy of the annual report for the previous year;
- (v) A complete list of the members of the staff of the organisation along with a statement showing their qualifications, experience, duties, scale of pay, present salary and other allowances, if any;
- (vi) A copy each of the receipt and disbursement statement and balance sheet for the previous one year certified by a chartered accountant or a government auditor;
- (vii) Detailed Budget estimates for the year for which grant is required giving item-wise expenditure
- (viii) A statement indicating the sources from which the counter part expenditure is to be met;
- (ix) Information relating to the grant received or request there of made, if any, to other bodies, e.g., University, Central/State Government, Central Social Welfare Board or Local bodies/quasi-Government institutions for the purpose. The decision of those bodies on such request should be communicated to the Department.

15. List of additional papers, if any

16. Additional information, if any

Signature of the Secretary/President
of the organisation with stamp