

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

Name of scheme: **To promote voluntary action for persons with disability**

I APPLICATION FORM FOR NEW PROPOSALS (to be submitted in duplicate)

1. ORGANISATION

Name:

Address: (Office/Project)

Phone/Fax/ Telex (Office):

Project:

2. (I) Name of the Act under which registered :
(II) Registration number and date of registration:
(Please attach a photo copy)

Any other organisation institute /body if applicable give details (please see note ii below)

3. Registration under foreign contribution act
4. Memorandum of Association and bylaws
(Please attach a photo copy)
5. Name and address, occupation & other particulars of the Members of the Board of Management /Governing body
6. Details of the project for which the grant in aid is being applied(here please mention the summary of the project along with financial details)\
7. Grant in aid applied for the current year

Non-recurring

Recurring

8. List of documents to be attached:-
(a) A copy of the annual report of the previous year
(b) Audited statement of the accounts duly certified by the CA of the last two years
(i) Receipt and payment account of the last two years
(ii) Income and Expenditure A/c (by CA 0 for last two years
(iii) Utilisation Certificate for the last two years (by CA)
(iv) Balance sheet for the last two years (by CA)
(c) Details of staff employed (Appendix I)
(d) Details of beneficiaries to be covered (Appendix II)
(e) If hostel is maintained then
Number of hostlers,
Number of non- hostlers
(f) Other items, if any,
(g) Whether locate don its own/rented building (Necessary evidence to be attached)
9. If the application for construction of building the following additional documents are to be submitted:
(h) Blue Print (Site Plan) of the proposed building
(i) Detail structural estimates of the construction
(j) Certificate to the effect that proposed cost of construction is not more than the prevailing PWD rates
(k) Proof for permission of land (in the name of the organisation)
(l) Permission of construction of building from local authorities
10. If the proposal is for establishment of special school, concerned NI's recommendation is also to be obtained.

11. Whether the organisation is receiving or expecting any grant from some other source for project for which application is being made? If yes, give details.
12. I, hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:-
- a) All assets acquired wholly or substantially out of the central grant shall be encumbered or disposed of or utilised for the purposes other than those for which the grant is given. Should the organisation cease to exist at any time, such properties shall be reverted to the government of India.
 - b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by any officer deputed by the Government of India or the State Government. They shall also be open to test check by the Controller and Auditor General of India at his discretion.
 - c) If the state of Central Government has reason to believe that the grant is not being utilised² for the approved purposes; the governments of India may stop payment of further installments and recover grants in such a manner as they may decide.
 - d) The institution shall exercise reasonable economy in its working especially on respect of expenditure of building
 - e) In the case of grant for building the construction will be completed within a period of two years from the date of receipt of the first installment of grant unless further extension is granted by the Government of India.
 - f) No change in the plan of the building will be made without the prior approval of the Government of India.
 - g) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
 - h) The organisation will bear the estimated expenditure on the project or the organisation will bear ten percent of the expenditure or the organisation will not bear any expenditure and the entire balance will be borne by the State Government and
 - i) The organisation agrees to make reservation to for the Scheduled Caste /Scheuled tribe candidate/ disabled persons for appointment against the post required for the working of the organisation in accordance with the instructions received by the government of India from time to time

Yours faithfully

Signature of the Authorised Signatory

Name :

Desigantion:

Address:

Date:

Office Stamp:

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- (i) No column to be left blank wherever necessary please write NA (Not applicable)
 - (ii) The term "new" means NGO who are functioning for at least 2 years from the date of registration. However, it will be open to the Central Government to entertain the application, in relaxation of the condition.
 - (iii) The term "audit" means a/c's duly audited by the CA along with its audit report and not mere compilation /preparation of the reports on the basis of the books produced.

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

Name of scheme: **To promote voluntary action for persons with disability**

I APPLICATION FORM FOR FIRST INSTALLMENT (to be submitted in duplicate)

13. ORGANISATION

Name:

Address: (Office/Project)

Phone/Fax/ Telex (Office):

Project:

14. Audited/Unaudited accounts for the previous year indicate the expenditure incurred on each sanctioned item vis-avis the grant sanctioned (not for new NGO) (see note below)
15. Budget Estimates for the financial year for which grant in aid is required (show recurring and non recurring items separately)
16. Whether financial aid has been availed in the last three years
17. Name and address, occupation & other particulars of the Members of the Board of Managing committee. Please state whether there is any change. If yes please specify details
18. I, hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:-
- j) All assets acquired wholly or substantially out of the central grant shall be encumbered or disposed of or utilised for the purposes other than those for which the grant is given. Should the organisation cease to exist at any time, such properties shall be reverted to the Government of India.
 - k) The accounts of the project shall be properly and separately maintained. They shall always be open to check by any officer deputed by the Government of India or the State Government. They shall also be open to test check by the Controller and Auditor General of India at his discretion.
 - l) If the state of Central Government has reason to believe that the grant is not being utilised² for the approved purposes; the government of India may stop payment of further installments and recover grants in such a manner as they may decide.
 - m) The institution shall exercise reasonable economy in its working especially on respect of expenditure of building
 - n) In the case of grant for building the construction will be completed within a period of two years from the date of receipt of the first installment of grant unless further extension is granted by the Government of India.
 - o) No change in the plan of the building will be made without the prior approval of the Government of India.
 - p) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
 - q) The organisation will bear the estimated expenditure on the project or the organisation will bear ten percent of the expenditure or the organisation will not bear any expenditure and the entire balance will be borne by the State Government and
 - r) The organisation agrees to make reservation to for the Scheduled Caste /Scheuled tribe candidate/ disabled persons for appointment against the post required for the working of the organisation in accordance with the instructions received by the government of India from time to time

Yours faithfully

Signature of the Authorised Signatory

Name :

Designation:

Address:

Date:

Office Stamp:

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- (iv) Audited/Unaudited A/c shall include Progress Report/Annual Report, Balance Sheet Income /expenditure a/c, Receipt and Payment a/c as also utilisation certificate. The NGO's should also attach UC alongwith item/post-wise exp statement according to sanctioned breakup.
- (v) The term "audit" means a/c's duly audited by the CA alongwith its audit report and not mere compilation /preparation of the reports on the basis of the books produced.

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENTName of scheme: **To promote voluntary action for persons with disability****I APPLICATION FORM FOR Second INSTALLMENT (to be submitted in duplicate)**

19. ORGANISATION

Name:

Address: (Office/Project)

Phone/Fax/ Telex (Office):
Project:

- | | | | |
|----|----------------------------------|-----------|---------------|
| 2. | Grant in aid | Recurring | Non-recurring |
| A. | Applied in the current year | | |
| B. | Received in the 1st Installment | | |
| C. | Applied for the II nd Instalment | | |
3. I) Annual Report from the previous year
 ii) Audited statement of account of previous year (Receipt and Payment statement, Income and Expenditure statement) and balance Sheet.
 iii) Audited utilisation with itemwise expenditure as per the sanctioned items of grant.
 iv) Details of beneficiaries (as per Appendix II)
 vi) Assets acquired wholly or substantially out of government grants under GFR 19 (as per appendix III)
 vii) Any other information considered necessary by the organisation or as asked for.
4. Name and address, occupation & other particulars of the Members of the Board of Managing committee. Please state whether there is any change in the constitution of the Management? If yes please specify details
5. Whether the organisation is receiving or expecting to receive any grant from some other source for the project for which the application is being made? If yes, give details.
6. I, hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:-
- s) All assets acquired wholly or substantially out of the central grant shall be encumbered or disposed of or utilised for the purposes other than those for which the grant is given. Should the organisation cease to exist at any time, such properties shall be reverted to the Government of India.
- t) The accounts of the project shall be properly and separately maintained. They shall always be open to check by any officer deputed by the Government of India or the State Government. They shall also be open to test check by the Controller and Auditor General of India at his discretion.
- u) If the state of Central Government has reason to believe that the grant is not being utilised for the approved purposes; the government of India may stop payment of further installments and recover grants in such a manner as they may decide.
- v) The institution shall exercise reasonable economy in its working especially on respect of expenditure of building
- w) In the case of grant for building the construction will be completed within a period of two years from the date of receipt of the first installment of grant unless further extension is granted by the Government of India.
- x) No change in the plan of the building will be made without the prior approval of the Government of India.
- y) Progress reports on the project will be furnished at regular intervals as may be specified by the Government.

- z) The organisation will bear the estimated expenditure on the project or the organisation will bear ten percent of the expenditure or the organisation will not bear any expenditure and the entire balance will be borne by the State Government and
- aa) The organisation agrees to make reservation to for the Scheduled Caste /Scheduled tribe candidate/ disabled persons for appointment against the post required for the working of the organisation in accordance with the instructions received by the government of India from time to time

Yours faithfully

Signature of the Authorised Signatory

Name :

Designation:

Address:

Date:

Office Stamp:

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- (vi) The term "audit" means a/c's duly audited by the CA alongwith its audit report and not mere compilation /preparation of the reports on the basis of the books produced.

STANDARDISED CALCULATION SHEET FOR NEW PROJECTS AND CONTINUING PROJECTS

**Ministry of Social Justice and Empowerment
(DD – II Section)**

Name of the Organisation _____

Purpose for which grant was requested _____

No of beneficiaries

Last Year
Recurring/Non-recurring

Current Year

Sno.	Name & Post/Item Honorarium per paid last year	Grants allowable	Whether Edu. Qua. As per revised norms met (Yes/No)	Hon. Admissible as per norm	Grant Proposed reco. Mm by SG/NGO panel	To be sanctioned during PM per annual
01						
02						
03						
04						
05						
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						

- i) Separate sheet may be used for
Recurring & Non-recurring Grants
- ii) Separate sheets may be used for
for separate projects

Total _____
90 % _____
1st Installment _____
Unspent balance _____
2nd & Final Installment _____

Signature of the Authorised Signatory

Name:

Designation:

Address:

Date:

Office Stamp :

MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT

DD – II SECTION

File No.

New Project

Financial Year

CHECKLIST FOR PROCESSING GRANT IN AID PROPOSAL FROM THE VOLUNTARY ORGANISATION FOR NEW PROJECTS (To be filled in by the NGOs)

1. Particulars of the Organisation

- i) Name of the Organisation
- ii) Registration No & Date
- iii) Whether Registration Certificate is valid
- iv) Whether has completed two year of Existence (w.e.f. the date of registration)
- v) Whether Memorandum of Association and Byelaws furnished
- vi) Whether composition of Managing committee furnished as per col 5
- vii) Whether audited accounts for the last two years furnished
- viii) a) Receipt and Payment A/c (by CA) for last two years
b) Income & Expenditure A/C (by CA) for last two years
c) Utilisation Certificate for last two years (by CA)
d) Balance Sheet for last two years (by CA)
e) Whether located on its own/rented building (necessary evidence maybe verified)

II Details of the New project (s)

- i) Specific purpose for which project proposed
To be started
- ii) date from which to be started
- iii) Whether similar projects already exists in the area
- iv) Extent and nature of problem (i.e for which Project proposed to be started) in the area
- v) Details of experience of organisation/Member of managing Committee to run the project

- vi) Amount of the grant required
Recurring
Non – Recurring
- vii) Whether organisation fulfills eligibility conditions for grants
- viii) No of Beneficiaries proposed to be covered
Hosteller Non- hostellar
- ix) Whether the organisation is receiving or expecting to receive any grant from some other source for the project applied for? If yes, give details

III Details of projects of the Organisation already being assisted under the scheme

- | | | |
|------------------------|---------------------------------|---|
| a) Name of the Project | Amount of grant given last year | Whether the performance of project is satisfactor |
|------------------------|---------------------------------|---|

IV For construction of building the following details are to be verified

- j. (j) Whether blue print submitted
- k. (k) Detailed structural estimates submitted
- l. Whether certificate to the effect that proposed cost of construction is not more than the prevailing PWD rates
- m. Proof of possession of land (in the name of the organisation)
- n. Permission from local authorities obtained or not
- o. (Verify necessary evidence and attach copy)

Signature of the Authorised Signatory

Name:

Designation:

Address:

Date:

Office Stamp :

(To be filled in the Govt/Competent Authority)

I have verified the above noted facts furnished by the organisation

1. Whether any complaint received against the organisation

- i) If so, whether any enquiry conducted and if so, the result thereof?
- ii) Whether any audit objection/Audit para pending?
- iii) If so, settled or not?

II Whether recommendation of the State Government/any other agency received?

III Whether recommendation of NI (for Special School) received

IV Amount of grant proposed to be sanctioned (i.e 90%)

First Installment Rs.

Second Installment Rs.

Total Rs.

V A detailed inspection report is also enclosed.

Signature of the Authorised Signatory

Name:

Designation:

Address:

Date:

Office Stamp :