

राष्ट्रीय बाल कोष

(National Children fund)

Application Form

**Grants-in-aid to Voluntary Organisations from National
Children's Fund for implementing programmes in the Field of
Child Welfare/ Development**

(Note Application form may be submitted in duplicate, incomplete applications will not entertained)

PART I

1. Name and address of the organisation(with phone number, if any)
2. Number and date of Registration and Act under which registered
3. Status of the applicant voluntary organisation National/religious/State/District/Local
4. Whether the Headquarters of the organisation is located at
 - i) in its own building
 - ii) rented building
 - iii)any other
5. Brief history of the organisation indicating, in physical and financial terms, the main achievements
6. Is any relation of any office bearer of the organisation on a paid job in any programmes/activities undertaken by the organisation? if yes, give name, and/or payments(s) made
7. Grants received from the Central Government, State Government, Central Social Welfare Board or Local authority or any other national and international agency in the last three years(give the name of the grant giving body, amount, year and purpose separately for each grant)
8. Whether the organisation had earlier applied for or sanctioned grant-in-aid

- from National Children's Fund, if so, the details thereof
9. Whether application for grant for the same purpose was made or is pending with any organisation. If yes, furnish details.
Note With holding of any information or furnishing incorrect information can lead to cancellation of sanction, recovery of grant and/or other action.

PART II Details of the project for which grant-in-aid is sought

10. A detailed statement of the problem which the project seeks to tackle
11. The objectives of the project
12. The location of the project and the geographical area that will be covered.
13. The client group that is sought to be served (give age, sex, socio-economic category and other particulars)
14. The services that will be delivered, both institutional and non-institutional (these should be clearly stated and some details in regard to mode of delivery given)
15. The physical targets that the project seeks to achieve
16. The expertise/experience that the organisation has in planning and implementing such programmes/ services
17. The anticipated output of the project (to be quantitatively specified where feasible)
18. Charges proposed to be collected from beneficiaries for the services (education, training, food, etc.)
19. Stipend, if any, proposed to be given to trainees
20. Other charges as may be necessary for the proper running of the programme
21. The cost estimate of the project (separately item-wise) for recurring & non-recurring items. In the case of staff, the salaries and allowances for each post to be given separately

22. Amount of grant sought from National Children's Fund
23. Whether the institution is in a position to meet the balance expenditure, if the cost estimate of the project is more than the grant sought. If so, indicate the sources.
24. Details on how the programme will be continued in succeeding years
25. Attested copies of documents/ statements to be attached with the application
 - i) Registration certificate
 - ii) Constitution of the organisation, articles of memorandum, and aims and objectives
 - iii) Annual reports of last three years (a separate report for each year). This report should briefly describe each programme undertaken and the physical targets achieved for each. The location of the projects/ activities should also be mentioned
 - iv) List of the present members/ office bearers of the Board of Management/Executive Committee, date on which it was constituted, present tenure (give dates)
 - v) Staff of the organisation (give names, scale of pay, present emoluments)
 - vi) Audited statement of accounts of the entire organisation
 - a) balance sheet (b) income & expenditure account; and
 - (c) receipt and payment account certified by a Chartered Accountant or a Government Auditor. The statements should be furnished for the last three years.
 - vii) Any other papers the organisation would like to attach

Signature of Secretary of the organisation
Name-----

Place
Date

