

**GRANT -IN-AID TO VOLUNTARY ORGANISATIONS DEALING
WITH
SOCIAL WELFARE ACTIVITIES
APPLICATION FORM**

1. Name and Address of the Organization
2. Name of the Organization
3. Date of Establishment
4. Brief history and a brief account of the activities of the organization since inception
5. Whether registered under Societies Registration Act, 1860 (Act XXI of 1866)
6. Management of the Institution(whether run by managing committee elected or non elected or by an individual. Give details of its continuation with No. of its members)
 1. Is the institution open to all sections of Community?

K. Whether located in its own or rented building

9. Whether the scales of pay of the staff of the organization institution are similar to those paid by the Central/State Government. If so, please attach statement showing scales of pay, duties, Qualifications prescribed for comparable post
10. Programme and activities:

Details of

- (a) Present activities
- (b) future Programmes.

11. Expenditure incurred on the maintenance of the organization/institution or the three preceding years

12. Estimated expenditure on the maintenance of the organization/institution

Year	Recurring	Non- Recurring
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13. (i) Amount of grant requested:

Year	Recurring	Non-recurring
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(ii) Detailed justification for requesting grant from Government please indicate to what extent to activities contribute to social welfare programme.

14. Whether the organization/institution is in position to meet the balance expenditure. If so, indicate the sources.

15. Whether the Organization has the experience and managerial ability to effectively implement the purpose/programme for which the grant is applied for. If so, brief particulars of the same may please be stated

16. Method of control adopted in matters of sanctioning expenditure, operation of bank accounts, checking and maintenance of accounts

17. List of papers /statements to be enclosed:

i) Prospectus of the organization or a detailed description of its activities;

ii) Constitution of the Board of management and the particular of each member;

iii) Constitution of the organization/institution;

iv) A copy of the annual report for the previous year;

v) A complete list of the members of the staff of the organization/Institution along with a statement showing their qualifications, experience, duties, scale of pay, present salary and other allowances. if any;

vi) A copy 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 counterpart expenditure is to be met

ix) Information relating to the grants received
or requested thereof, from other bodies
e.g: University, Central/State Government
Central/State Social Welfare Advisory Board
Or local bodies quasi Govt. institutions
For the purpose the decision of those bodies
On such request should be communicated to the
Director of Harijan and Social Welfare then and
There.

18) List of Additional Papers. If any,

19) List of additional information, if any