

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

APPLICATION FORM

1. Name and Address of the Organisation
2. Nature of the Organisation
3. Date of Establishment
4. Brief history and a brief account of the activities of the organisation 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 constitution with No. of its members)
7. Is the institution open to all sections of Community?
8. Whether located in its own or rented building
9. Whether the scales of pay of the staff of the organisation/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 posts
10. Programme and activities :
 Details of
 (a) Present activities
 (b) Future Programmes
11. Expenditure incurred on the maintenance of the organisation/institution for the three preceding years
12. Estimated expenditure on the maintenance of the organisation/institution
 Year Recurring Non-recurring

13. (i) Amount of grant requested:
Year Recurring Non-recurring
- (ii) Detailed justification for requesting grant from Government please indicate to what extent the activities of the organisation contribute to social welfare programme.
14. Whether the organisation/institution is in a position to meet the balance expenditure. If so, indicate the sources.
15. Whether, the organisation 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 organisation or a detailed description of its activities;
 - ii) Constitution of the Board of management and the particulars of each member;
 - iii) Constitution of the organisation/institution;
 - iv) A copy of the annual report for the previous year;
 - v) A complete list of the members of the staff of the organisation/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 Government 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