

Application Format for Financial Assistance under National Children's Fund (NCF)

S.N.	Requisite information/documents	Information/docume nts furnished																
1.	Purpose/Title of Project																	
2.	i) Name, complete postal address, e-mail address and telephone No. of organization ii) Name, address and phone number of Chief Executive of the organization																	
3.	Date of establishment and registration of the organization (attested legible copy of registration certificate to be enclosed)																	
4.	Brief history of the Organization.																	
5.	Brief Objectives of Organization (attested legible copies of Memorandum of Association, Constitution and Bye-laws to be enclosed)																	
6.	Whether the Project submitted is covered under objectives of Organization as well as of NCF.																	
7.	Brief activities of the organization - current as well as of last three years. Project wise information to be submitted in the format given below: <table border="1" data-bbox="134 690 1406 997"> <thead> <tr> <th>SN.</th><th>Name of Project</th><th>Years of implemen tation</th><th>Funding Agency</th><th>Amount sanctioned</th><th>No. of beneficiaries</th><th>Expenditure incurred</th><th>Outcomes of the Project</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	SN.	Name of Project	Years of implemen tation	Funding Agency	Amount sanctioned	No. of beneficiaries	Expenditure incurred	Outcomes of the Project									
SN.	Name of Project	Years of implemen tation	Funding Agency	Amount sanctioned	No. of beneficiaries	Expenditure incurred	Outcomes of the Project											
8.	Details of grants received in last three years from Central/State Governments, local body, CSWB or international agency in the format given below <table border="1" data-bbox="134 1068 1383 1238"> <thead> <tr> <th>Financi al year</th><th>Sanction No. and date</th><th>Amount</th><th>Scheme</th><th>No. of beneficiaries</th><th>Name and address of funding agency</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Financi al year	Sanction No. and date	Amount	Scheme	No. of beneficiaries	Name and address of funding agency											
Financi al year	Sanction No. and date	Amount	Scheme	No. of beneficiaries	Name and address of funding agency													

9. Details of physical infrastructure(owned or rented)/capacity available with the organization in the format given below

Office	Hostel	Class/training rooms	Workshop facilities	Furniture/equipment etc	Other assets

10. Details of staff on the payroll of the Organization to be submitted in the format given below: -

S. N	Name	Designation	Date of appointment	Qualifications	Experience in the organization	Experience in the area for which project submitted	Gross monthly emoluments

11. Whether the organization has been recognized as an organization of National or State level ? If so, details thereof

12. Whether survey of the area of implementation and potential beneficiaries conducted? if yes, attach copy of survey report

13. Whether Project submitted is for children affected by natural calamities, disasters, distress, riots, aggression, difficult circumstances, affected by trafficking, children of prostitutes, girl children needing special care, children in the unserved and underserved tribal and remote areas? If yes, indicate the details

14. Details of the proposed project for which assistance is sought from the NCF. Please annex detailed proposal indicating following: -

	<ul style="list-style-type: none"> i) Location of the Project (Give complete details if Project's location is different then Project's office address) ii) Area of implementation iii) Major Problems of the area relating to Project iv) Need and background of the Project v) Key Parameters for selection of Project vi) Project Rationale vii) Project Objectives viii) Proposed Activities ix) Month-wise and activity-wise plan of action x) Expected outputs xi) Project evaluation and monitoring xii) Project Sustainability – Indicate complete strategy with resources to sustain the Project xiii) Project Budget (must correlate to objectives and proposed activities) xiv) Any other details 	
15.	Whether the scheme proposed qualifies for assistance under any of the schemes operated by the Central/State Government? If so, give reasons to seek assistance from the NCF.	
16.	Name of the Bank, Bank Account, Branch Code etc. where the account of the organization is maintained.	
17.	Annual turnover of the organization for last three financial years	
18.	Is the Project size (in terms of cost) is in consonance with Projects implemented in last three years. What are the sources of 10% Project cost to be shared? Whether financial statements enclosed exhibit surpluses for meeting 10% cost of the proposed Project.	

Note: Copies of the Article/Memorandum of Association, Bye-laws/Rules and Regulations of the organization, Resolution authorizing office bearers for operating Bank Account, Audited Statement of Accounts (comprising of Income and Expenditure Account, Receipt and Payment Account, Balance Sheet and Audit Reports) for the last three financial years, Annual Reports for last three years, List along with the name of Office Bearers of the organization to be enclosed.