

Check list : Documents / Explanations to be enclosed with the application

1. *Application in Prescribed Form, with Signatures of Managing Trustee and seal of the Organisation;*
- 2(a). *Copy of registration certification;*
- (b). *Trust Deed/Certification of incorporation of company;*
3. *Copy of Resolution passed by the Executive Body of Trustees/Company to undertake the work u/s 35AC of the Income Tax Act 1961;*
- 4(a). *Complete addresses of the applicant organization and its trustees/promoters along with e-mail addresses and telephone numbers, wherever possible;*
- (b). *Brief note on past activities & Credentials of Trustees/Promoters, with details of experience in activities similar to the object of the proposed project;*
- 5(a). *Project Report, in a focused manner, in brief, highlighting activities proposed to be undertaken;*
- (b). *Location of project (State district and Taluka) date of commencement and completion;*
- (c). *Geographical coverage of the project, Area to be covered by Medical / other camps etc., if any, and Population coverage;*
- (d). *Whether Rural/Urban/Semi urban;*
- (e). *Estimated cost of the Project (with break up);*
- (f). *Detailed break-up of recurring and non-recurring expenditure on the project (with break up);*
- (g). *Blue prints alongwith professional cost estimates in support of construction activities if any;*
- (h). *What percentage of the total cost is attributable towards infrastructure or asset building;*
- (i). *Expenditure incurred as on date on the proposed project;*
- (j). *Funding pattern of the proposed project and extent of Government grants/ foreign aids likely to be available for the proposed project in next 3 years;*
6. *Information regarding availability of land/necessary infrastructure to execute the project/land, documents to be enclosed;*
- 7(a). *Clear identification and description of target group proposed to be benefited from the project with details in appropriately measurable terms;*
- (b). *Social and economic profile of target population;*
- (c). *Quantification of per capita or per unit cost of the activity/event keeping the target group into Account;*
- 8(a). *Income criteria for selection of service to beneficiaries belonging to poor/weaker section of the Society;*
- 8(b). *Normal and subsidized fees pattern adopted by the Institute/ Society;*
- 8(c). *Concession in fees etc. for training of poor/weaker section and assistance/equipments provided to the beneficiaries for income generation activity;*
- 8(d). *Cost benefit analysis;*
9. *With regard to freeship/reservation available to beneficiaries belonging to economically weaker sections of the society the following resolution may be furnished if your institution/trust is agreeable to the condition that "The Board of trustees unanimously resolved to provide 100% freeship/reservation to those beneficiaries of the project who belonged to the weaker sections of the society earning Rs. 18000/-p.a. or less and whose number will at least be 50% of the total beneficiaries of the project";*
10. *Information regarding recognition of school/vocational training centre/Laboratory Technician training Centre etc. from the concerned Education/Technical Board;*
11. *Details of similar activities undertaken by the applicant organization in the past and the achievements/accomplishments. Wherever possible, the quantifications of work/activities undertaken should be mentioned in appropriately measurable terms of past activities, with copies of Annual / Activity Reports of last 3 years;*
12. *How will the continuance of proposed project be ensured and how would the assets created maintained subsequent to the end of the period of the Project;*
13. *Audited Accounts for the last three years;*
14. *Status Report for the projects approved earlier by NC, if any, with separate audited accounts of the project u/s 35AC;*
15. *Approval u/s 12A & 80G of the IT Act, if any;*
16. *Approval under FCRA , if any;*
17. *Please specify the clause of Rule 11K of IT Rules 1962 under which the proposed project would qualify for approval;*
18. *English version of documents, which are in regional language.*

Note:-

- a. File number must be mentioned in all the communications to ensure speedy processing.
- b. The information asked for must be furnished point wise and comments like ‘as per annexure’, ‘refer to project’ ‘details given separately’ etc. must be avoided as such replies create difficulty in preparation of appraisal reports. In cases, where replies are not given specifically to the point, relevant and significant facts may be missed, which may adversely affect the evaluation process.