

**APPLICATION FORM FOR GENERAL GRANTS IN AID FOR THE WELFARE OF CHILDREN/
WOMEN/ HANDICAPPED/ AGED/ WATCHING GRANTS ETC.**

1. Name of the organisation/Institution
2. Date of establishment
3. Objectives of the Organisation must be clearly defined without any scope for ambiguity
4. Whether affiliated to any All India or state level Organization registered under the Societies Registration Act. If so, the name of the Parent Organisation No. with an attested copy of the Registration certificate
5. Whether registered under Societies Registration Act 21 of 1860 and if so, an attested Copy of the Registration Certificate to be attached with the application
6. Full address of the organisation
7. Financial position of the organisation
 - (i) The total income during the previous years out of Members subscription
 - (ii) The name of the Post Office or Bank with Account No. Where the Account of the organisation is kept. Balance of the Account as of 1st January of current year and balance at the time of application to be indicated
 - (iii) The total value of gross assets at the end of previous year. A copy of the balance sheet to be enclosed together with (details of assets and liabilities of the organization)
8. Area or areas of operation to be covered with names of village/district subdivision
9. The number of members of organisation/society/institution
10. Brief account of the work done in the previous five years in the following field of Social Welfare
 - (a) Women Welfare
 - (b) Child Welfare
 - (c) Welfare of Physically Handicapped
 - (d) Drug abuse or other social Evils
 - (e) Or any other social welfare services recognised or approved by Government
11. Whether any grant in aid has been received during the previous year from the State or Central Social Welfare Board, or any authorized body and if so, the amount received and the purpose/purposes for which granted, together with details showing utilization of such amounts
12. Receipt and expenditure statement for the previous 5 years to show that it is a viable organisation, duly certified by local Audit/Internal Audit/Chartered Accountant
13. Brief description of the scheme proposed to be taken with detailed estimates and physical targets to be achieved

14. Name of the members of the Managing Committee governing body or any other executive body and their full address
15. Extent of Voluntary contribution which the organisation has collected during the previous three years and probable contribution during the year.
16. The performance report for the last 3 years on the following should be submitted
 - (i) Number of Children to whom welfare services were rendered each year.
 - (ii) Number of women to whom welfare services are rendered each year
 - (iii) Number of handicapped to whom welfare services are rendered each year
 - (iv) Number of aged and infirm to whom welfare services are rendered each year
 - (v) Whether trained personnel available with the organisation? If so, how many? Where they are trained.
17. Recommendation, if any, from DC/SDO
18. Recommendation of the District Social Welfare Officer, (To be given in separate sheet along with a details inspection note)
19. Declaration: The facts stated above are true to the best of my knowledge and belief. In case of any false statement. I am liable to any action Government may deem fit and proper

Signature of the applicant

Designation and Official

Seal of the Organisation

Note:

1. Assistance will normally be available to organisation/Institution who are liable to raise Voluntary subscription to the extent of at least 25 percent of the total cost of the programme
2. Funds sanctioned by Government should not be used for political activities whatsoever
3. The application should be accompanied by detailed scheme for current year and audited statement of accounts of the receipts and expenditure of the previous year as otherwise, the application may not be considered
4. In furnishing the information as requested, a separate sheet maybe attached, as and when necessary
5. Assets acquired out of government grant-in-aid in previous year should be shown separately against item 15 above.