

NSIC-CSR APPLICATION FORM

PART A: CSR PROPOSAL DETAILS

Application should contain following documents along with covering letter.

S. No.	Information/Documents	Details placed at Page No.
1	Brief description of the organization/agency pertaining to their Objectives and Constitution of organization	
2	Registration Certificate / Trust Deed including the following :	
	(a) Income Tax exemption certificates : 12A & 80 G	
	(b) Memorandum of Association (MoA) and Articles of Association (AoA) or Bye Laws with amendments if any, having a clause of the CSR activity applied to be undertaken with NSIC	
3	Annual reports of last three previous Financial Years including the following:	
	(a) Auditor's Report/Form 10-(B)	
	(b) Balance Sheet	
	(c) Income & Expenditure Accounts	
	(d) Receipts & Payments Accounts	
4	List of Present Board/Governing Body members as on date - Names, contact (Address & Telephone/ Mobile Number) and occupation details on official Letter Head	
5	Copy of Permanent Account Number (PAN) Card and Acknowledgement of IT Return filed for last three years	
6	Activity report of last three previous financial years	
7	Details of completed project(s) (refer Annexure-I) in similar area(s) during last 3 years along with Copy of MOU / Work Order / Completion Certificates issued from the funding agencies. Please provide impact assessment report of the same.	

8	Undertaking on stamp paper of having minimum experience of three years in taking similar programs or projects in respect of the programs or projects applied (At Annexure-II)	
9	Baseline Survey / Need Assessment Report for the applied proposal including the following details: (a) Reason for requirement of the project (b) Objectives of the project (c) Geographical area of the project (d) Details of target group (Beneficiaries) in terms of numbers of children, women, SC/ST(s), OBC(s), Minorities etc. Methodology of the selection of beneficiaries in detail (e) Time period for completion of project (f) Outcomes / Result of the project	
10	Process to be followed during implementation showing transparency & cost competitiveness	
11	Methodology for Sustainability of the project	
12	Mileage given to NSIC in terms of Branding	
13	Detailed Budget / Estimated Budget of the project	
14	Authority Letter for dealing, signing the documents and agreement with NSIC.	
15	Registration certificate of Form CSR-1 shall be verified digitally by a Chartered Accountant or Company Secretary in Practice or Cost Accountant in Practice.	
16	Report of any external evaluation of the organization / programmes, if any	
17	Details of financial support received for CSR activities from PSUs/ Govt. Agencies (Name of the project, funding agency, location, beneficiaries and year of completion).	

Annexure-I

(Format for projects undertaken by the agency in the last three years)

Name of Agency: _____

Proposal Name: _____

FY	Sl. No.	Project Brief	Project Duration	Project Cost	Targeted Beneficiaries	Impact of the project	Supporting Documents (At Pg. No)
Year 1	1.						
	2.						
	3.						
Year 2	1.						
	2.						
	3.						
Year 3	1.						
	2.						
	3.						

Date: _____

Place: _____

(Affidavit on Rs. 100 non-judiciary stamp paper duly notarized)

UNDERTAKING

We declare that: (Name of the Implementing Agency)

1. We have not taken any support from NSIC during the financial year in which proposal is being submitted.
2. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary etc. on us.
3. The organization has never been "Black listed" or "Reprimanded" by Govt. / Govt. Agency like (CAPART) Council for Advancement of People's Action and Rural Technology, (CSWB) Central Social Welfare Board, Department of Women and Child Development, Ministry of Social Justice Empowerment/CPSES/NCSR Hub etc.
4. We have at least three years of experience in implementing similar projects, the project proposed is as per Schedule VII of the Companies Act, 2013 and there is no parallel funding for this project to the extent of the support extended by NSIC. Also the work undertaken out of the NSIC's CSR support will be distinctly identifiable (In case of proposals from people's representative(s), certification of no parallel funding for the project to the extent of the proposed support extended by NSIC is to be obtained from District Collector/ District Magistrate and submitted along with the proposal).
5. Any of Board of Directors/ Trustees/ Executive Committee members or the organization itself does not have any material or pecuniary relationship with NSIC.
6. We assure that if NSIC extend financial support towards proposed CSR project, we
 - Will submit a Fund Utilization Certificate to NSIC, issued by a Chartered Accountant.

- Will maintain all relevant documents like Cash Book, Bank Book, Ledger, Journal, Relevant Bills, Vouchers and Receipts etc. and will retain them for a period of at least 3 (three) years.
- Will provide the above details on NSIC's demand and will allow authorized representative(s) of NSIC for audit(s)/inspection(s) of the above mentioned documents as and when (within retention period) asked by NSIC.
- Will provide Monthly Information Report (MIR) on progress of project implementation along-with audio/ visuals depicting progress of the project.

I hereby declare that whatever has been stated above is true to the best of my knowledge, correct and nothing has been concealed there from.

Authorized signature

(Seal of the organization)

Date: _____

Place: _____