

**Government of India
North Eastern Council**

Annexure – I

Proforma for Application

ORGANIZATION PROFILE

1. Name of the Organization
2. Name of the Website/ Social Media link
3. Address, Street, District State Pin Code, Phone & Fax No, (with STD Code) E-mail
4. Name, Designation, Aadhar Number & address of Chief functionary
5. Name of other key Functionaries & their Aadhar Number, Contact No. & Address
6. Registration details Act Under which registered Date of registration
7. FCRA NO. (if available)
8. PFMS Registration No. with NEC
9. Unique identifier of NGO Darpan, NITI Aayog Portal
10. Activities in brief
11. Thrust Area
12. Experience in the area in which funding is sought
13. Source of funds (last three years)

National/ International	Name of the Project	Amount received	Year

14. Banking details (Account No. Name & Address of the bank)
15. Has the work of your organization been evaluated by any independent agency, if yes, Please attach the evaluation report

PROJECT PROFILE

1. Title of the Project
2. Aims & Objectives
3. Duration
4. The project description needs to include following details
 - i. *Project goal*

- ii. *Project area*
- iii. *Target Group*
- iv. *Problems to be addressed*
5. Details of any 'need assessment' done in the area before deciding on the project
6. Beneficiary oriented? (Yes/ No)
7. Strategy / Action Plan
8. Voluntary contribution from the community
9. Monitoring & Evaluation indicators
10. Project sustainability (How will the activities be sustained after project support is completed)
11. Proposed Budget for the project

ATTACHMENTS TO BE FURNISHED

1. Registration certificate
2. By-laws & Memorandum of Association
3. Annual Report (latest one year)
4. Audit statements (for last three years)
5. Latest list of Executive Committee Members (copy of Aadhar Card)
6. List of Employee

All attached photocopies of documents should be attested by Gazetted officer/ Notary

Annexure – II

Self –Certificate regarding financial assistance received/ applied for from other Ministries/ Department of GoI/ State Government

(on official letter head)

This is to certify that the _____ (name of VO/NGO/Agency) has received/ applied for Rs. _____ which is _____ % of the total budget of the event from _____ (name of Ministry/ Department of GoI/ State Govt.)

Signature with stamp

Annexure – III

Certificate for Financial Contribution Statement

(on official letter head)

This is to certify that the _____ (name of VO/NGO/Agency) is contributing Rs. _____ which is _____% of the total budget of the event.

Signature with stamp

Annexure – IV

Acknowledgement for receipt of Sanction

(on official letter head)

This is to acknowledge that the sanction of Rs. _____ (in words) to _____ (name of VO/NGO/Agency) has been received on _____ (date) for organizing _____ (name of the project).