

**APPLICATION FORM FOR GRANT-IN-AID TO VOLUNTARY ORGANISATIONS WORKING IN THE FIELD OF DISABILITIES**  
**(for 1st instalment and new cases)**

**PART - A**

1. Financial year for which grant-in-aid is applied : \_\_\_\_\_
2. Name of the Organisation : \_\_\_\_\_
3. (a) Nature of the project  
[See note 1 at the end of Part A] \_\_\_\_\_
- (b) Date of commencement of the Project
- (c) Year of Commencement of Grant-in-aid from G.O.I for the Project :
- (d) Whether the Project is recognised by the state government.[see note 2 at the end of Part A]
4. a) Date of Registration of the organization
- b) Registration Valid Upto [With documentary Support.]
5. Address of Registered Office : \_\_\_\_\_  
(STD Code) Tel. No: (STD Code) Fax No. E. Mail
- 6.(a) Complete Address of location(s)/location wherever programme/project/scheme is being implemented.  
\_\_\_\_\_  
(STD Code) Tel. No: (STD Code) Fax No. E. Mail
- (b) Nearest Railway Station/Bus stand \_\_\_\_\_
7. Whether building is:      
[To be supported by appropriate documentary evidence such as rent agreement, lease deed etc]  
(Please indicate ✓ against appropriate box)
- 8.(a) Is the building being utilized exclusively for this program? :

9. (a) Area of building :  Sq Mts

(b) Total Number of rooms

10. Whether separate project-wise accounts for both grants received and Expenditure incurred thereon have been maintained? :  Yes  No

11. Whether Practice of joint operation of bank Accounts is being followed? :  Yes  No

12 Details of bank accounts in which grant-in-aid released, during last three financial years, were deposited:

S1. No	Grant-in-aid for financial year	Sanction letter number and Date	Recurring Amount	Non-recurring Amount	Bank A/c No. and date of deposit	Name and address of Bank	Person Operating the joint Account
1.							
2.							

Note : [One row may be used for each instalment. In the case of new projects details of Bank A/c opened may be given]

13. Whether the statements of accounts both for the project and consolidated for the organisation submitted alongwith the application :-  Audited  Unaudited  
(Please indicate ✓ against appropriate box)

14. The amount of support sought from the Ministry for grant-in-aid for the project: (Rs. in lacs)

Cost Head Group	Total Budget	To be met from Ministry's Grant	To be met by Management from their sources	To be met from other sources
(a)Recurring				
(b)Non-recurring				
(c)Total				

Note: The Budget Estimates should also give information under all the cost components under which assistance is sought, clearly giving justifications, wherever necessary for additional items/posts, new post/items in a separate annexure. A mere reference to the ceilings given under the cost norms would not be sufficient.

15. Whether *Annual Report* is enclosed :  Yes  No

[The report should interalia contain details of performance of each component /activity of the project in specific physical terms of persons benefited, special achievements, problems and difficulties faced etc, steps taken for resource mobilization through community]

16. Whether *List of Beneficiaries* added as per Form –I : 

Yes	No
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17. Whether *List of Managing Committee* added as per Form-II : 

Yes	No
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18. Whether the *List of Employees* added as per Form-III : 

Yes	No
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( mark ✓ above against the appropriate box)

Notes : Refer to 3a and 3d above

1) A Separate Annexure may be added wherever required. Broad description of the project should interalia necessarily address the following:

- a. Category of Disability, viz, Orthopaedically Handicapped, Visually Handicapped, Hearing Handicapped, Mentally Handicapped, Multiple Handicapped, Leprosy Cured etc or a combination of them which the project intends to cater to
- b. Programmes covered by the project namely (one or combination of them)
  - i. Centre Based Special School providing formal education for one or more categories of disabled.
  - ii. Integrated School with or without residential facility, levels such as primary, secondary etc.
  - iii. Centre Based Special School providing informal education and training in the form or in the combination with pre school intervention, skills of basic management encompassing inputs of personal care, self help skills, daily living skills, functional academics etc or such other interventions.
  - iv. Home Based informal education and training consisting of components illustrated in (iii) above or rehabilitative services envisaged in (v) below
  - v. Centre Based intervention meeting the rehabilitation needs (para medical) of in-house beneficiaries or outpatients through the services of specialists such as Physiotherapists, Occupational Therapists, Audiologist, behavioral specialists, Pediatrician, Speech Therapist, Psychologist, Clinical Psychologist, Psychiatrist etc.
  - vi. Pre-Vocational training and Sheltered Workshop, Vocational Training for Adult Beneficiaries, placement and employment services, projects in the nature of production units such Braille press etc.
  - vii. Projects for Man Power Development comprising Teachers Training Programmes
  - viii. Projects for Leprosy Cured bringing out the components of services to be provided. Description should clearly bring out if the specifically identified beneficiaries are under the exclusive care of the organisation or part of an ashram where only limited facilities are given.
  - ix. Community Based Rehabilitation Programmes
  - x. Awareness generation, identification, survey, research etc.

c) The fact that a programme /activity /component is residential or non-residential should be clearly brought out.

- d) If the project contains one or more of the above components efforts to identify the number of beneficiaries associated with the components should be made.
- e) In the case of new projects or new proposals the date from which the project is in operation; need for the project extent and nature of problem proposed to be addressed, existing projects or facilities available in the area; experience of the organisation /members of the management committee etc should be explained.
- f) In the case of proposals for construction of building the information provided should cover the following:
  - i Whether the Building is new one or expansion of existing structure
  - ii In case of expansion whether the original structure was financed with the assistance from the Ministry and details of sanction etc. vide which assistance extended.
  - iii Blue Print (site Plan) of the proposed building or expansion
  - iv Detailed structural estimates of the construction
  - v Total cost of Construction, Amount already spent, Sources of finance for the total cost
  - vi. Certificate to the effect that proposed cost of construction is not more than the prevailing PWD rates
  - vii Proof of possession of land in the name of the organisation and permission from the local authorities to construct the building
  - viii The purpose for which the building will be put to use

2. This refers to recognition by State Govt. or its agencies in respect of schools, State Health Agencies in the case of Leprosy projects, RCI in the case of Man Power Development Programmes, Registration with respective Commissioner with Disability whichever is applicable.