

ANNEXURE - I

**FORMAT FOR SUBMISSION OF PROPOSALS FOR FINANCIAL ASSISTANCE TO NON
GOVERNMENT ORGANISATIONS (NGOs) / WEAKER SECTION THROUGH SCHOOLS, NGOs AND RWAs**

**NAME OF PLAN SCHEME UNDER
WHICH PROPOSAL IS SUBMITTED :**

1. Project Title :
2. Name, Address, Phone, fax, E-mail of the applicant (School / NGO / RWA) :
3. Status of the Applicant (Registered Society) :
4. Designation of the official authorized to receive financial grant :
5. Previous experience of the applicant organization in the field of environment (documentary evidence of completed work to be attached) :
6. Details of the proposal (all possible details including objectives, action plan, time frame, target groups, justification etc. to be provided for which financial assistance is being sought) :
7. Detailed break-up of the expenditure to be incurred on the project :
8. Details of funds available from other sources for the proposed project, if any :
9. Financial assistance required from Deptt. of Environment, Govt. of NCT of Delhi. :
10. Any grants received in the past from Deptt. of Environment, Govt. of NCT of Delhi. if so, details thereof. Whether Utilization Certificate and Audited Statement of Expenditure have been furnished :
11. Benefits envisaged from completion of the proposed project. :
12. Time frame for initiating action on the proposal in case grant is approved. :
13. Any other information considered relevant by the applicant. :

Place _____

Date _____

Name, Signature & Seal of
Head of the Organization

GUIDELINES FOR FINANCIAL ASSISTANCE TO NON-GOVERNMENT ORGANIZATIONS (NGOs)
/ WEAKER SECTION THROUGH SCHOOLS, NGOs AND RWAs

Applicability

The Department of Environment, Govt. of Delhi shall provide assistance to such Non - Governmental Organization (NGOs) including Residents Welfare Associations (RWAs), Voluntary Organizations, Self — Help Groups which are engaged in environmental awareness, waste management, promotion of eco-friendly material and other related environmental activities in NCT of Delhi.

Such institutions applying for assistance should fulfill the following conditions:

- + Assistance will be given to such NGOs/RWAs/other institutional bodies which are rendering useful services in the field of environment.
- + They should have valid registration under Societies Registration Act, 1860 (Act XXI of 1860) or a public trust registered under appropriate law for the time being in force.
- + They should have been demonstrably engaged in the field of environment related activities for a minimum period of 3 years with Government Organizations/ **NGOs/RWAs** continuously prior to the request for assistance under this scheme.
- + They should demonstrate evidence of facilities, resources, personnel and experience in the scheme for which assistance is required.
- + The Organization should provide audited statement of accounts for at least preceding three years.

Financial Assistance:

The NGO fulfilling the above mentioned conditions can submit the application for financial assistance in the enclosed format (Annexure I) supported with necessary documents. The component of financial assistance under this scheme will depend upon the type of project proposal as well as availability of funds in the scheme. The proposal may be considered either for partial or complete funding support.

Selection Procedure:

The proposals received will be scrutinized w.r.t. activities to be undertaken, time frame, action plan and amount of funding etc. by a committee constituted for the purpose. Suitable action oriented proposals shall be considered for financial assistance depending upon the availability of funds in the scheme and shall be sanctioned subject to the conditions of the Environment Department and approval of Planning/Finance Department, Govt. of N.C.T. of Delhi. *The Committee shall meet at least once every 4 months for selecting the suitable projects.*

Documents to Attach:

The proposal from NGOs shall be accompanied by the following documents.

- Self attested copy of the complete registration documents.
- Profile of the Organization.
- Details of previous experience in the field of environment including evidence of completed work.
- Last three years receipt & payments and balance sheet with auditor certificates.