

APPLICATION FORM FOR PROGRAMMES RELATING TO THE AGED

(Note: Application is to be submitted in duplicate. Those received in an incomplete form, not be entertained)

1. Name and complete Postal address of the organisation
2. Date of establishment
3. Whether registered under the societies registration Act, 1860 (act XXI of 1860) or any other Act (to be specified) and date of registration.
(please enclose a copy of the registration of the organisation in the case of first application)
4. Whether it is a National level organisation or state level Organisation
5. If its is a National Level Organisation indicate the address of the State Branches and their activities
6. Address where the organisation propose to undertake the activity/programme
7. Details of the project/programme for which grant – in – aid is sought:-
 - (i) The statement of the problem which the project seeks to tackle
 - (ii) The objectives of the project/programme
 - (iii) The geographical area that will be covered
 - (iv) The client group that is sought to be served
 - (v) The services that will be delivered (both institutional and non-institutional)
 - (vi) The physical target that the project seeks to achieve
 - (a) existing services
 - (b) additional coverage of existing services and
 - (c) new services 9 should be indicated separately in a tabular form)
 - (vii) the expertise/experience that the organisation has in planning and implementing such programmes/services
 - (viii) The cost estimates (itemwise) for recurring and non-recurring items for each year. (in case of staff, the salaries and allowances for each post be given separately;)
 - (ix) Details of equipment, furniture etc. required for the project with estimated cost;
 - (x) Whether the project/Programme to be conducted in a rented building or a building owned by the organisation
(please indicate the size of accommodation and other facilities to conduct the programme)
 - (xi) The anticipated output of the project (to be quantitatively specified wherever feasible;)

- (xii) Charges proposed to be collected from beneficiaries for the services (education, Medicine, food, etc)
 - (xiii) Other charges as may be necessary for the proper running of the programme
8. How the institution will meet its contribution and/or the balance expenditure; indicate the specific source with quantum of expenditure.
9. List of papers/statements to be attached
- I) Constitution of the organisation; its article of memorandum and its aims and objectives (to be submitted in the case of first application)
 - II) Annual report for the previous year giving inter alia the details of the activities. The physical targets achieved and the locations of the services/activities should be mentioned.
 - III) A list of the staff of the organisation alongwith a statement showing their qualifications, scale of pay, present salary and other allowances, if any.
 - IV) Information relating to the grants received or likely to be received from the central govt. , state Govt or any other body including local bodies or voluntary organisations; if any, applications are pending with those organisations for similar
 - V) A statement of the itemised income and expenditure of the organisation/institution for the last two years and a copy of the balance sheet for the previous year. These should be certified by Chartered accountant or government authority (This is applicable to organisations which have existed for more than two years. If the organisation has a deficit, an explanatory note may be given on how this is met).
 - VI) Certificate as required in para 4.3 of the scheme
 - VII) List of additional papers attached, if any
10. Additional information, if any

Date:

Signature of the Secretary/
President of the Organisation with stamp