

**New Delhi Municipal Council  
{Welfare Department}  
Room No. 1210, 12<sup>th</sup> Floor,  
Palika Kendra : Sansad Marg  
New Delhi -110001.**

**SCHEME FOR FINANCIAL ASSISTANCE/GRANTS IN- AID TO VARIOUS SOCIAL,  
CULTURAL, EDUCATIONAL AND MEDICAL INSTITUTIONS.**

**APPLICATION FORM**

**(To be submitted in three sets each completed in all respect)**

1. Name of the organization	.....
2. Complete Address (With Telephone & Mobile No.)	.....
3. Date of Establishment	.....
4. Office accommodation	Rented/Owned
5. Registration number under Societies Registration Act,1860/ Companies Act-1956/ Public Trust (Copy of registration certificate to be attached)	.....
6. Permanent Account Number	.....
7. TIN No.	.....
8. Name of the Banker	.....
9. Organization's profile including its Objective and Activities (to be annexed)	.....
10. Constitution and details of the office bearers of the organization.	.....
11. Title along with brief synopsis of the event for which grant-in-aid is required.....	

12. Details of the income from other sources including foreign sources during the last three financial years.

Financial year	Purpose for which amount received	Amount of grant received from			
		Domestic	External	Grant/Loan	Amount
13. Estimated cost of the event/programme (indicate total here and annex the details) for which funding is being sought.		.....			
14. Details of own resources of the organization to carry out the proposed activity.		.....			
15 Amount of grant-in-aid sought from NDMC		.....			
16. Details of grants-in-aid sought/received from other bodies		.....			
17. Date of commencement of the event		.....			
18. Date of completion of the event		.....			
19. Last audit conducted on		.....			
20. Any other additional information		.....			

It is certified that the information given above is correct and I have read the guidelines/terms & conditions attached with the Performa and undertake to abide by them on behalf of our organization.

Signature of applicant/Head of Organization

Date:	Name (In block letters)
Place:	Designation
	Office Stamp

# List of papers/ statements to be submitted with the application.

- a) Constitution/Trust Deed of the Organization.
- b) Constitution of the Board of management with particulars of each member.
- c) Latest available annual report.
- d) Audited accounts for the last year along with a copy of the certified balance sheet for preceding year.
- e) Details of infrastructure.
- f) List of resource persons with their qualification, experience etc.

## SCHEME FOR FINANCIAL ASSISTANCE/GRANTS IN- AID

### Eligibility Criteria, Extent of Assistance, Terms and conditions and Procedure to apply.

#### Introduction

The scheme is meant for providing financial assistance/ grants -in - aid for various welfare activities undertaken by voluntary organization(s) under the discretionary functions of the Council under Section 12 of the NDMC Act, 1994

#### Definition

For the purpose of this scheme "voluntary organization" shall mean an organization whose activities are significant in the context of promotion of art, culture, social, medical, sports and educational activities and whose constitution fulfill all the relevant criteria for being classified as a "voluntary organization" set forth by a competent authority from time to time.

#### A) Eligibility Criteria

- (i) In order to be eligible for assistance under this scheme, a voluntary organization should be either:
  - a. Registered under Societies Registration Act, 1860 (Act XXI of 1860); or
  - b. A public trust registered under any law for the time being in force; or
  - c. A charitable company licensed under Section 25 of the Companies Act, 1956.
- (ii) The organization should have existed and functioning for a period of at least two years.
- (iii) The organization should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in a written constitution, and elections should have been conducted regularly as laid down in its constitution.
- (iv) The financial position of the organization should be sound.
- (v) The annual expenditure of the organization for entitlement of grants in aid should not be less than Rs 50,000/-.
- (vi) The organization should have facilities, resources, personnel and experience for under taking welfare programmes. (Preference will be given to the Institutions/ organizations undertaking welfare programmes for women and children).
- (vii) The organization should not be run for profit of any individual or a body of individuals.
- (viii) The services of the organization should be open to all without distinction of caste, religion or language.
- (ix) The organizations working/projects undertaken in NDMC area alone would be eligible for financial assistance.
- (x) Govt. sponsored and Govt. aided agencies may not be eligible.

#### B) Extent of Assistance

- (i) Assistance under this scheme shall be admissible for the following items:
  - (a) 50% of salaries and allowances of professional and non-professional staff for a maximum period of three years.
  - (b) Purchase of office equipments.
  - (c) Special projects, activities etc.
  - (d) For holding exhibitions, seminars and other such functions which are in public interest.
- (ii) The quantum of assistance shall be determined in each case on merit.
- (iii) After every three years, review of the organization receiving assistance, will be made. The review will cover the current level of activities of the organization, expansion of activities undertaken during the preceding three years, efforts made by the organization to raise and build resources for its activities and future plans of expansion. On the basis of the said review a decision will be taken to continue or discontinue assistance for subsequent period.

#### C) Terms and conditions

- (I) If an organization has already received or is expecting to receive a grant from some other source for the purpose for which the application is being made under this scheme, assessment of grant will normally be made after taking into account grant from such sources.



- (II) The grantee organization shall be open to inspection by Director (Welfare) and Chief Accounts Officer or a nominee of these authorities.
- (III) The grantee organization shall maintain separate accounts of the grants received under this scheme. They shall always be open to check by the Chief Auditor / Director (Welfare)/ Chief Accounts Officer or their nominee.
- (IV) The grantee organization shall maintain a record of all assets acquired wholly or substantially out of NDMC grant which valued at Rs 5,000/- or more. Such assets shall not be disposed of or encumbered or utilized for purposes other than those for which the grants were given without prior sanction of the NDMC. Should the organization cease to exist at any time, such properties will revert back to the NDMC.
- (V) The grantee organization shall, before it receives assistance from the NDMC, execute a bond to the effect that in the event of its failure to abide by any or all of the conditions of the grant, it shall be liable to refund the whole or such part of the grant as NDMC may decide.
- (VI) In case the actual expenditure on the items for which assistance was sanctioned fall below the level at which the grant was determined, the organization shall be liable to refund such part of the grant as NDMC may decide.
- (VII) Fresh grant shall not be released to any institution/ organization unless the utilization certificate in Form GFR-19-A, duly certified by a Chartered Accountant and signed by the authorized signatory is submitted by the society/organization/trust/individual in respect of earlier grants.
- (VIII) The grantee organization must exercise reasonable economy in expenditure on approved items.
- (IX) The grantee organization shall furnish to NDMC such information as may be required from time to time.
- (X) If any institution/ organization is closed and in case of breach or non-fulfillment of any of the conditions, amounts found recoverable from the grantee under these rules shall be recoverable as arrears of land revenue.

**D) Procedure**

- I. An organization desirous of applying under this scheme should send its application to the Director (Welfare), NDMC.
- II. Each application should be accompanied by the following documents:-
  - (a) A note describing the objectives and activities of the organization;
  - (b) A copy of the constitution of the organization;
  - (c) Names and full particulars of the Board of Management/Governing Body etc. of the organization, the date of its constitution and the date of expiry of its tenure;
  - (d) Annual Report of the previous year. This should indicate the achievements in quantitative terms of the different programmes undertaken by the organization;
  - (e) A detailed budget showing the estimated income and expenditure of the year to which the application pertains with respect to (i) the entire organization (ii) the central office;
  - (f) A statement showing grants received, promised or requested from other bodies like the State Department of Social Welfare, the Central or State Social Welfare Boards etc. The decision taken on these requests should be communicated by the organization to the Welfare Department, NDMC before release of the grant.
  - (g) An audited statement of the accounts alongwith a copy of the certified balance sheet for the preceding year.
  - (h) Utilization certificate in respect of the utilization of the grant received by the Organization during the preceding year (s) under this scheme.