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| **PART B: THE PROPOSED INTERVENTION**  Part B asks for basic information such as the funding instrument and option chosen, priority area and programme, target beneficiaries and location. It also includes a narrative description of key features of the proposed intervention, the budget summary and a results framework. | **08.** |
| **PART C: BUDGET ESTIMATES**  Part C is to be used as template to provide a detailed account of all expenditures to be incurred in the delivery of the proposed intervention. It also requires disclosure of all other related sources of funds. | **15.** |
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**PART A: THE APPLICANT**

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| CONTACT DETAILS | | | |
| **Name of Organisation** |  | | |
| **Postal Address and Code** |  | | |
| **Address of Seat of Organisation**  *(if different from above)* |  | | |
| **Tel** |  | | |
| **Fax** |  | | |
| **Email** |  | | |
| **Website** |  | | |
|  | **Name** | **Email** | **Tel** |
| **President/Chairperson of Managing Committee/Board**  *(Please enclose list of office bearers/board members indicating names, NID number and contact details)* |  |  |  |
| **Person responsible for day-to-day management of organisation**  *(Please indicate job title e.g. Director, Manager, Coordinator)* |  |  |  |

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| ORGANISATION DETAILS | | |
| **Legal status**  ***(Please tick as appropriate*)** | Registered association with Registrar of Association |  |
| Registered non-profit company with Registrar of Companies |  |
| Charitable trust established under the Trust Act |  |
| Foundation established under the Foundations Act |  |
| Organisation established under an Act of Parliament |  |
| Other *(Please specify)* |  |
| **Year founded** |  | |
| **Year registered with the National CSR Foundation** |  | |
| **National CSR Foundation Registration Number** |  | |
| **Affiliations/linkages to other organisations/networks/**  **platforms** |  | |
| **Main objects of the organisation**  *(Please list up to a max of 3 in order of priority)* |  | |
| **Core services of organisation**  *(Please list up to a max of 3 in order of priority)* |  | |

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| SERVICE DELIVERY  Indicate how core services/activities are delivered. (*Please tick as appropriate*) | |
| **Services/activities are mainly delivered on an on-going, permanent basis** |  |
| **Services/activities are mainly project-based and of defined duration** |  |

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| **BENEFICIARIES OF ORGANISATION** | | |
| **Category** | **Number**  July 2017 – June 2018  *(Please indicate direct beneficiaries)* | **Profile**  *(Please describe the specific group of beneficiaries e.g. disabled children, school drop outs, abused women, adults/families living in poverty, drug users)* |
| **Children** |  |  |
| **Youths** (15-24 years) |  |  |
| **Adults** |  |  |
| **Women** |  |  |
| **Elderly** |  |  |
| **Families** |  |  |
| **Other** *(Please specify)* |  |  |

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| **LOCATION**  **Primary geographic location(s) where services/activities currently delivered.**  *(If nationwide, please enclose list of districts and localities/VCAs)* | |
| **District** | **Locality/Village Council Area(VCA)** |
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| **HUMAN RESOURCES** | | | |
| **Category** | **Number\* of Employees** | | **Number\* of Volunteers** |
| **Full Time** | **Part-Time** |
| **Technical** |  |  |  |
| **Management** |  |  |  |
| **Administrative staff** |  |  |  |
| **Other** *(Please specify)* |  |  |  |

Note: \*As at June 2018

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| **AREAS OF INTERVENTION**  **Priority areas of intervention of organisation as defined by the Charter of the National CSR Foundation.** *(Please enumerate up to a max of 3 main areas of intervention in order of priority using a number scale of 1-3, 1 being most important)* | |
| **Priority Area 1** Socioeconomic Development as a means for poverty alleviation |  |
| **Priority Area 2** Educational Support and Training |  |
| **Priority Area 3** Social Housing |  |
| **Priority Area 4** Supporting People with Disabilities |  |
| **Priority Area 5** Dealing with Health Problems |  |
| **Priority Area 6** Family Protection including gender-based violence |  |
| **Priority Area 7** Leisure and Sports |  |
| **Priority Area 8** Environment and Sustainable Development |  |
| **Priority Area 9** Peace and Nation Building |  |
| **Priority Area 10** Road Safety and Security |  |

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| **United Nations Sustainable Development Goals (SGDs) towards which the organisation contributes.**  *(Please enumerate most relevant SDGs in order of priority using a number scale, 1 being most important)* | |
| **Goal 1** End poverty in all its forms everywhere |  |
| **Goal 2** End hunger, achieve food security and improved nutrition and promote sustainable agriculture |  |
| **Goal 3** Ensure healthy lives and promote well-being for all at all ages |  |
| **Goal 4** Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all |  |
| **Goal 5** Achieve gender equality and empower all women and girls |  |
| **Goal 6** Ensure availability and sustainable management of water and sanitation for all |  |
| **Goal 7** Ensure access to affordable, reliable, sustainable and modern energy for all |  |
| **Goal 8** Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all |  |
| **Goal 9** Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation |  |
| **Goal 10** Reduce inequality within and among countries |  |
| **Goal 11** Make cities and human settlements inclusive, safe, resilient and sustainable |  |
| **Goal 12** Ensure sustainable consumption and production patterns |  |
| **Goal 13** Take urgent action to combat climate change and its impacts |  |
| **Goal 14** Conserve and sustainably use the oceans, seas and marine resources for sustainable development |  |
| **Goal 15** Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss |  |
| **Goal 16** Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels |  |

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| **FINANCIAL INFORMATION**  *(Please enclose audited financial statements for the past two financial years)* | | |
|  | **Year 20…**  **Rs** | **Year 20…**  **Rs** |
| **Total income** of the organisation  for the past two financial years |  |  |
| **Main sources of funds** |  |  |
| * Grants from Ministries |  |  |
| * National CSR Foundation |  |  |
| * CSR - Private sector |  |  |
| * International donors |  |  |
| * Fundraising activities |  |  |
| * Fees/memberships and donations |  |  |
| * Other *(Please specify)* |  |  |
|  | | |
|  | **Year 20…**  **Rs** | **Year 20…**  **Rs** |
| **Total expenditures** of the organisation for the past two financial years |  |  |
| **Operating costs** |  |  |
| * Technical HR |  |  |
| * Specialised tools, aids and materials |  |  |
| * Management and administrative HR |  |  |
| * Other administrative costs |  |  |
| **Capital expenditure** |  |  |
| **Other costs** *(Please specify)* |  |  |

**PART B: PROPOSED INTERVENTION**

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| BASIC INFORMATION | |
| Title of proposed intervention | |
| Priority area of intervention and Programme *(Please specify Programme according to National CSR Foundation ‘Framework for Action’)* | |
| Funding duration (*Duration should not exceed 12 months)* | |
| Funding instrument opted for *(Please tick as appropriate)* | |
| 1. Partnering with Service Providers   Funding for ongoing services/operations, recurrent activities and outputs that contribute towards the overall long term objectives of the organisation. |  |
| 1. Investing in Social Innovation   Funding for innovative project having a defined timeframe and leading to new and/or improved services/activities. Objectives are short term and specific to the project. |  |

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| Funding option chosen *(Please tick as appropriate)* | |
| Level 1 Up to Rs500,000 |  |
| Level 2 Above Rs500,00 to Rs1 million |  |
| Level 3 Above Rs1 million to Rs3 million |  |

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| **LOCATION**  **Primary geographic location(s) where proposed services/activities will be delivered.**  *(If nationwide, please enclose list of districts and localities/VCAs)* | |
| **District** | **Locality/Village Council Area (VCA)** |
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| **TARGET BENEFICIARIES OF PROPOSED INTERVENTION**  (*Please enclose list of target beneficiaries*) | | |
| **Category** | **Number** | **Profile**  *(Please describe the specific group of beneficiaries e.g. disabled children, school drop outs, abused women, adults/families living in poverty, drug users)* |
| **Children** |  |  |
| **Youths** (15-24 years) |  |  |
| **Adults** |  |  |
| **Women** |  |  |
| **Elderly** |  |  |
| **Families** |  |  |
| **Other** *(Please specify)* |  |  |

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| **Target Beneficiaries as Defined by the Charter of the National CSR Foundation**  *(Please tick as appropriate)* | |
| **Individuals and families under the SRM** |  |
| **Children and/or adults living below the poverty line as defined by Government** |  |
| **Children and/or adults living below the absolute poverty line as defined by the World Bank** |  |
| **Children and /or adults with disabilities and/or suffering from a severe disease** |  |
| **Abused children and/or adults** |  |
| **Neglected/Abandoned children and orphans** |  |
| **Street children, including (a) children who live and sleep in the street; and (b) children who are in the street during the day but sleep in the family home** |  |
| **Teenage mothers** |  |
| **Children with parents in prison** |  |
| **Children in conflict with the law** |  |
| **Out of school and illiterate children and illiterate adults** |  |
| **Children and/or adults suffering from substance abuse** |  |
| **Any such other stigmatised, discriminated, most-at-risks- group** (*Please specify*) |  |

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| NARRATIVE DESCRIPTION  Describe the proposed intervention by elaborating on the themes below. |

1. **Needs, Problems and Beneficiary Assessment**

Explain the context of the proposed intervention. Who are the targeted beneficiaries? What are the particular needs and/or problems to be addressed?

1. **Objectives**

What are the objectives of the proposed intervention? To what extent do the objectives align to national development objectives/priorities and SDGs? Indicate complementarity of proposed intervention with existing public services.

1. **Implementation Methods**

Describe the planned activities indicating the timeframe for implementation. What are the resources required to deliver the planned activities? Indicate whether the necessary licences, clearances, permits and approvals, if applicable, for implementing the proposed intervention have been obtained.

1. **Expected Results and Impact**

What are the expected outputs/results produced by the services/activities implemented? What are the potential outcomes/impact: the direct benefits to beneficiaries in the short term and the medium to long term?

1. **Capacity to manage and implement actions**

Give details of similar and other activities managed and implemented by the organisation indicating inter alia the objectives, target beneficiaries and outputs/results, time period, location, total cost and the sources of funds.

1. **Funding**

What are the associated expenditures of the proposed intervention? What are the total cost and the different sources of funds? Indicate the funding instrument chosen (whether ongoing services or innovative project) and funds requested from the National CSR Foundation?

1. **Risk Analysis**

Explain potential risks (internal and external) that may influence the planned activities and the measures to mitigate them. For example, resource risks linked to availability of resources, including human and financial resources; project management risks involving technical aspects and planning; external risks such as regulations and permits/licences/clearances/approvals required and those relating to beneficiaries and stakeholders; and organisational risks in terms of management and governance issues.

1. **Innovation**

What aspects of innovation, if any, are included in the proposed intervention? How is the intervention different in its approach to addressing the needs and problems identified and achieving the defined objectives and expected results?

1. **Collaborative Partnerships**

Indicate the relevant collaborations sought, if any, to implement the proposed intervention. Describe the roles and responsibilities of potential partners and their respective contribution, for example in terms of knowledge, expertise, experience, resources and funds. How will the partners involved coordinate their activities?

1. **Capacity Building of Organisation, Research and/or Communication and Visibility Activities**

Where requests for funds include ‘capacity building of organisation’, ‘research’ and/or ‘communication and visibility activities’, applicants should clearly explain the purpose and provide details of the planned activities to be undertaken, the relevant methodologies and indicative timeframes.

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| RESULTS FRAMEWORK – LOGIC MODEL | |
| Inputs  What resources (e.g. people, materials and equipment) are required to implement the proposed intervention? |  |
| Services/Activities  What types of services/activities (e.g. skills development, support, care, empowerment, awareness, therapy, counselling, promotion and prevention) will be delivered to target beneficiaries through the inputs utilised? |  |
| Outputs  What outputs (key deliverables/ products e.g. workshop, learning/counselling/ therapy sessions, curriculum design, materials/handouts/ toolkits) will be generated from the services/activities? |  |
| Outcomes  What will be the immediate/short term benefits to beneficiaries (e.g. acquired motivation, skills, knowledge, attitudes, capacities)? |  |
| Impact  What changes/effects will be experienced by beneficiaries of the proposed intervention in the medium to long term (e.g. behavioural change, improved situations/conditions of beneficiaries and multiplier effects on community and society)? |  |
| Risks  What are the potential risks (e.g. resource constraints, technical delays, regulations, licences/permits/approvals/clearances, management/administrative issues) that may influence the planned implementation of services/activities and the measures to mitigate them? |  |

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| **BUDGET SUMMARY**  **Estimated expenditures to be incurred in the delivery of proposed intervention and the sources of funds.** | | | |
|  | **Total Cost**  **Rs** | **Funds requested from**  **National CSR Foundation**  **Rs** | **Other Sources of**  **Funds**  **Rs** |
| 1. **Technical HR** |  |  |  |
| 1. **Specialised tools, aids and materials** |  |  |  |
| 1. **Management and administrative costs** |  |  |  |
| 1. **Capital expenditure** |  |  |  |
| 1. **Capacity building of organisation** |  |  |  |
| 1. **Research** |  |  |  |
| 1. **Communication and visibility activities** |  |  |  |
| 1. **Other costs** |  |  |  |
| **Total** |  |  |  |

**PART C: BUDGET ESTIMATES**

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| **ITEMS** | **UNIT** | **NO. OF UNITS** | **UNIT COST (Rs)** | | **TOTAL COST (Rs)** | **SOURCES OF FUNDS**  **(Rs)** | | | | | | | |
| **FUNDS REQUESTED from National CSR Foundation** | | **GRANTS from Government** | | | **CSR FUNDS from Private Sector** | **OTHER SOURCES** | |
| 1. **Technical Human Resources** | | | | | | |  | | | | | | |
| 1.1 |  |  |  | |  |  | |  | |  | | |  |
| 1.2 |  |  |  | |  |  | |  | |  | | |  |
| 1.3 |  |  |  | |  |  | |  | |  | | |  |
| ***Subtotal 1*** | | | | |  |  | |  | |  | | |  |
| 1. **Specialised Tools, Aids and Materials** | | | | | | | | | | | | | |
| 2.1 |  |  |  | |  |  | |  | |  | | |  |
| 2.1 |  |  |  | |  |  | |  | |  | | |  |
| 2.3 |  |  |  | |  |  | |  | |  | | |  |
| ***Subtotal 2*** | | | | |  |  | |  | |  | | |  |
| **3. Management and Administrative Costs** | | | | | | | | | | | | | |
| 3.1 Human Resources |  |  |  | |  |  | | |  | |  |  | |
| 3.1.1 |  |  |  | |  |  | | |  | |  |  | |
| 3.1.2 |  |  |  | |  |  | | |  | |  |  | |
| 3.2 Rent |  |  |  | |  |  | | |  | |  |  | |
| 3.3 Utilities |  |  |  | |  |  | | |  | |  |  | |
| 3.4 Transport Costs |  |  |  | |  |  | | |  | |  |  | |
| 3.5 Consumables |  |  |  | |  |  | | |  | |  |  | |
| 3.6 Other |  |  |  | |  |  | | |  | |  |  | |
| ***Subtotal 3*** | | | | |  |  | | |  | |  |  | |
| **4. Capital Expenditure** | | | | | | | | | | | | | |
| 4.1 |  |  |  |  | |  | |  | |  | | |  |
| 4.2 |  |  |  |  | |  | |  | |  | | |  |
| ***Subtotal 4*** | | | |  | |  | |  | |  | | |  |

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| **ITEMS** | **UNIT** | **NO. OF UNITS** | **UNIT COST (Rs)** | **TOTAL COST (Rs)** | | **SOURCES OF FUNDS**  **(Rs)** | | | | | | | |
| **FUNDS REQUESTED from National CSR Foundation** | | **GRANTS from Government** | | | **CSR FUNDS from Private Sector** | | **OTHER SOURCES** |
| **5. Capacity Building of Organisation** | | | | | | |  | | | | | | |
| 5.1 |  |  |  | |  |  | | |  |  | |  | |
| 5.2 |  |  |  | |  |  | | |  |  | |  | |
| ***Subtotal 5*** | | | | |  |  | | |  |  | |  | |
| **6. Research** | | | | | | | | | | | | | |
| 6.1 |  |  |  | |  |  | | |  |  | |  | |
| 6.2 |  |  |  | |  |  | | |  |  | |  | |
| ***Subtotal 6*** | | | | |  |  | | |  |  | |  | |
| **7. Communication and Visibility Activities** | | | | | | | | | | | | | |
| 7.1 |  |  |  | |  |  | | |  |  | |  | |
| 7.2 |  |  |  | |  |  | | |  |  | |  | |
| ***Subtotal 7*** | | | | |  |  | | |  |  | |  | |
| **8. Other Costs** | | | | | | | | | | | | | |
| 8.1 |  |  |  | |  |  | | |  |  | |  | |
| 8.2 |  |  |  | |  |  | | |  |  | |  | |
| ***Subtotal 8*** | | | | |  |  | | |  |  | |  | |
| **Total** | | |  | |  |  | | |  |  | |  | |

**Explanatory Notes**

1. Budget items should be directly related to the proposed intervention.
2. Applicants should refer to sections 12.4 and 12.7 of the National CSR Foundation Policy & Guidelines on Funding for applicable exclusions and funding limits.
3. Proposed expenditures should not extend beyond a maximum period of 12 months.
4. Detailed breakdown of expenditures should be specified. Global amounts will not be accepted.
5. Examples of Technical HR include teacher/trainer, psychologist, social worker, health care professionals.
6. Examples of Units include per month, session, type of equipment/materials.
7. Actual expenditures incurred during implementation will have to be accounted for. Relevant documents, e.g. receipts, payment vouchers, employment contracts, bank statements, will be required to be produced as part of the monitoring process.

**PART D: BUDGET JUSTIFICATION**

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| --- | --- |
| **ITEMS** | **Explain each budget item**  Substantiate cost and provide justification for each item, supported by relevant documents where applicable. |
| 1. **Technical Human Resources** | |
| 1.1 |  |
| 1.2 |  |
| 1.3 |  |
| 1. **Specialised Tools, Aids and Materials** | |
| 2.1 |  |
| 2.2 |  |
| 2.3 |  |
| 1. **Management and Administrative Costs** | |
| 3.1 Human Resources |  |
| 3.1.1 |  |
| 3.1.2 |  |
| 3.2 Rent |  |
| 3.3 Utilities |  |
| 3.4 Transport Costs |  |
| 3.5 Consumables |  |
| 3.6 Other |  |
| 1. **Capital Expenditure** | |
| 4.1 |  |
| 4.2 |  |
| 1. **Capacity Building of Organisation** | |
| 5.1 |  |
| 5.2 |  |
| 1. **Research** |  |
| 6.1 |  |
| 6.2 |  |
| 1. **Communication and Visibility Activities** | |
| 7.1 |  |
| 7.2 |  |
| 1. **Other Costs** | |
| 8.1 |  |
| 8.2 |  |

**PART E: DECLARATION FORM**

I, the undersigned, declare as the representative of < *Organisation Name*> that:

* All information given in this application is accurate.
* All sources of funds with regards to the proposed intervention in this application have been fully disclosed.
* The organisation will provide any further information to the National CSR Foundation as and when required for the purpose of due diligence and assessment of the application.
* The application has been approved by the Managing Committee/Board of the organisation.

|  |
| --- |
| Name |
| Position |
| Signed |
| Date |

*(Please affix seal of the organisation*)

**APPLICATION CHECKLIST**

**Checklist to ensure that the application pack is correctly completed**

|  |  |
| --- | --- |
| The prescribed Application Pack has been used. |  |
| Application has been typed in English or French. |  |
| Organisation is registered with the National CSR Foundation and all relevant organisational details have been provided. |  |
| The Narrative Description covers all themes relevant to the proposed intervention. |  |
| The Results Framework-Logic Model has been worked out. |  |
| Part C - Budget Estimates and Part D - Justification of the Budget have been completed. |  |
| The Declaration Form has been duly filled in and signed. |  |
| **Documents to be annexed** |  |
| List of office bearers/board members indicating names, NID number and contact details |  |
| Audited financial statements for the past two financial years |  |
| List of target beneficiaries of the proposed intervention |  |
| List of districts and localities/VCAs where services/activities of organisation are delivered, if nationwide |  |
| List of districts and localities/VCAs where the proposed intervention will be implemented, if nationwide |  |
| Relevant documents supporting budgeted expenditures, where applicable |  |

