

Guidelines for preparing project proposals under the Fund

The National Children's Fund(Fund) has funds raised out of the public donations, as such has limited funds, because of which it is not implementing a large scale country wide grant in aid programme.

2. Assistance under the Fund, therefore, will be given only to promote the objects and fund the various programmes for children who are affected by natural calamities, disasters, distress, and in difficult circumstances through voluntary agencies and State Governments in unserved and underserved areas including tribal and remote areas in pursuance of the National Charter for Children, 2003 notified by the Government of India, Department of Women and Child Development on 9th February, 2004 and Children in difficult circumstances including children of prisoners, children affected by riots, aggression, children affected by trafficking and children of prostitutes.
3. Assistance under the Fund is not available for programmes which are funded by Central Government/State Government or any other authority like the Central Social Welfare Board.
4. Priority is given to projects which are of immediate and crucial importance to Children. Projects in which assistance is provided for services to those who are most deprived in the tribal or rural or urban slums or those belonging to SC & ST and other backward classes and need immediate attention.
5. There are neither specific modules of projects nor any structured programmes approved for assistance. The voluntary agencies, non-profit institutions charitable trusts, local bodies including panchayats, individuals, State Governments and Union Territory Administrations have to formulate their own projects based on the local needs with reference to needs of children and their mothers. Thus, programme proposal should relevant to each community and be indigenous in character.
6. The assistance is in nature of one time grant. However it will be available for projects upto two years duration. There is no provision for recurring grant or for assistance for maintenance of a project beyond project period. Therefore, a project should be so planned that the agency is capable of sustaining the project from its own resources.
7. Although, under the conditions of the grant, it is expected that at least ten percent of the expenditure should be met by the applicant agency, the innovative nature of the project would also include methods of raising resource from the community making it self-relevant in running such service/programme for which assistance is sought
8. Projects may cover assistance to the children affected by natural calamities, disasters, distress, riots, aggression, difficult circumstances, children affected by trafficking and children of prostitutes.
9. Since grants-in-aid alone cannot sustain, such income generating projects, the project proposals which are bankable would be given preference for assistance.
10. Accordingly, an illustrative list of activities for which assistance could be available from the Fund are as under:
 - i. Projects for rehabilitation of destitute children, as far as possible in families;
 - ii. Projects for welfare and rehabilitation of destitute children in slum and low income groups;
 - iii. Low cost innovative projects for children in need of immediate attention.
 - iv. Socio-economic projects for destitute mothers to supplement family income to support children;
 - v. Welfare and educational services for working children in unserved and underserved areas;
 - vi. Projects for Welfare of children affected by trafficking.
 - vii. Projects for welfare of children of prostitutes.
 - viii. Projects for girl child needing special attention.
 - ix. Projects for welfare and development of disabled children
 - x. All other projects to be taken in the unserved and underserved tribal and remote areas in pursuance of National Charter for Children, 2003, notified by the Department of Women and Child Development.
 - xi. The proposals for one time value addition to the existing projects fulfilling NCF's assistance criteria.
 - xii. Model Projects to the Good NGOs shortlisted by State Governments and Union Territories
11. Applicant Agency must be registered under the appropriate Act, should have its Constitutions, Memorandum of Association and regular Managing Committee. The applicant agency should also have sufficient experience in the field under which the proposal has been submitted.
12. The Applicant Agency should also have three years experience in the field of child welfare and development and have a system of budgeting and accounting and have been preparing its accounts and getting it audited by a Chartered Accountant at least for three years.

13. There is no ceiling for assistance for a project but it is expected that an applicant agency has to raise at least ten per cent from its own sources.
14. The project proposal prepared by the agency should be sent along with the prescribed application proforma.
15. While sanctioning the grant, the concerned State Government will be consulted wherever necessary.
16. Title of the project should clearly indicate the kind of activity supposed to be rendered and for whom.
17. Area of the implementation of the activity proposed to be undertaken may be indicate in the project proposal. It is advisable that before formulating the project proposal a survey of the area where the activity will be performed, may be undertaken by the concerned agency.
18. Each activity should clearly indicate the target group of children clearly mentioning their age group, number their socio economic background and the kind of situation they are in at present.
19. The details of resources available to concerned agency in terms of physical infrastructure, land, accommodation, equipment, personnel and finances should be indicated along with additional resources required related to finance, accommodation, equipment. etc.
20. The agency may also give the details of personnel/staff available to it.
21. Since the child welfare and development is an inter-disciplinary programmed, it requires linkage and coordination with other agencies and programmes. The details of these linkages, the name of the agencies and programmes, the extent of their input in the proposed programmes and the mechanisms of linkage should also be indicated in the projects proposal.
22. No programme related to children should be organized unless it is based on the self need of the people and of the community. In the preparatory stage of the project, awareness may also be created about the needs and problems of children in such a way that people and community on one side and the agency and its worker on the other side have wave length in regard to importance of needs and problems supposed to be tacked under the proposal.
23. Project proposal should clearly indicate the manner in which the resources from which the organization will continue to run the programme after the project stage is over and grant is utilized.
24. The project proposal should clearly indicate financial requirements and may include year-wise estimates of expected income on the various resources and expenditure on various heads.
25. The project proposal should clearly give details of plan of operations and steps required therefore, such as selection of side, criteria for identification of beneficiaries, process of community participation, method of recruitment of staff, supervision etc.
26. The project proposal should have inbuilt monitoring and evaluation system in it so that corrective measures are taken to ensure that the project would not result in wasteful expenditure.
27. The applicant organisations may send the project proposal in the prescribed form annexed with the Scheme of Administration of National Children's Fund.

Application in the prescribed proforma duly completed in all respect should be sent to:

Secretary-Treasurer,
National Children's Fund,
C/o National Institute of Public Cooperation and Child Development,
5, Siri Institutional Area,
Hauz Khas,
New Delhi-110 016
Telephone: 26963002, 26963204, 26967592, 26602313
Fax: 26515579
E-mail: nationalchildrenfund@gmail.com

Checklist for Project Proposals

Kindly check Details and Enclosed Documents against the Checklist in order to avoid Omission in the Project Proposals.

1	Title of the Project	:	
2	Name of the Organization	:	
3	Project Area	District	:
		Village	:
		Taluka	:
		Block	:
		Nearest Railway Station	:
		Distance to District HQ	:
4	Total Budget (Rs.)	:	
5	Date of Registration	:	
6	Registration Valid Upto	:	
7	Audit Report for 3 years	:	Yes/No
8	Annual Report for 3 years	:	Yes/No
9	Bank A/c in Nationalized Bank	:	Yes/No
10	Joint Operation of Bank A/c	:	Yes/No
11	Last Election Date of MC*	:	
12	Term of MC* (Tick)	:	1 Year/ 2 Years/ 3 Years/ 4 Years/ 5 Years Others:
13	List of Staff Members	:	Yes/No
14	Survey Report & List of Beneficiary Details	Report Enclosed	:
		List of Beneficiaries	:
		No. of Children	:
		Are children under 18	:
		No. of Male	:
		No. of Female	:

* Management Committee

Application Format for Financial Assistance under National Children's Fund (NCF)

S. N.	Requisite information/documents	Information/documents furnished																
1.	Purpose/Title of Project																	
2.	i) Name, complete postal address, e-mail address and telephone No. of organization ii) Name, address and phone number of Chief Executive of the organization																	
3.	Date of establishment and registration of the organization (attested legible copy of registration certificate to be enclosed)																	
4.	Brief history of the Organization.																	
5.	Brief Objectives of Organization (attested legible copies of Memorandum of Association, Constitution and Bye-laws to be enclosed)																	
6.	Whether the Project submitted is covered under objectives of Organization as well as of NCF.																	
7.	<p>Brief activities of the organization - current as well as of last three years. Project wise information to be submitted in the format given below:</p> <table border="1" data-bbox="224 653 1209 856"> <thead> <tr> <th data-bbox="224 653 289 772">SN</th> <th data-bbox="289 653 381 772">Name of Project</th> <th data-bbox="381 653 553 772">Years of implementation</th> <th data-bbox="553 653 662 772">Funding Agency</th> <th data-bbox="662 653 792 772">Amount sanctioned</th> <th data-bbox="792 653 938 772">No. of beneficiaries</th> <th data-bbox="938 653 1084 772">Expenditure incurred</th> <th data-bbox="1084 653 1209 772">Outcomes of the Project</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 772 289 856"></td> <td data-bbox="289 772 381 856"></td> <td data-bbox="381 772 553 856"></td> <td data-bbox="553 772 662 856"></td> <td data-bbox="662 772 792 856"></td> <td data-bbox="792 772 938 856"></td> <td data-bbox="938 772 1084 856"></td> <td data-bbox="1084 772 1209 856"></td> </tr> </tbody> </table>	SN	Name of Project	Years of implementation	Funding Agency	Amount sanctioned	No. of beneficiaries	Expenditure incurred	Outcomes of the Project									
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8.	<p>Details of grants received in last three years from Central/State Governments, local body, CSWB or international agency in the format given below</p> <table border="1" data-bbox="224 919 1209 1098"> <thead> <tr> <th data-bbox="224 919 354 1039">Financial year</th> <th data-bbox="354 919 505 1039">Sanction No. and date</th> <th data-bbox="505 919 651 1039">Amount</th> <th data-bbox="651 919 813 1039">Scheme</th> <th data-bbox="813 919 1036 1039">No. of beneficiaries</th> <th data-bbox="1036 919 1209 1039">Name and address of funding agency</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 1039 354 1098"></td> <td data-bbox="354 1039 505 1098"></td> <td data-bbox="505 1039 651 1098"></td> <td data-bbox="651 1039 813 1098"></td> <td data-bbox="813 1039 1036 1098"></td> <td data-bbox="1036 1039 1209 1098"></td> </tr> </tbody> </table>	Financial year	Sanction No. and date	Amount	Scheme	No. of beneficiaries	Name and address of funding agency											
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9.	<p>Details of physical infrastructure(owned or rented)/capacity available with the organization in the format given below</p> <table border="1" data-bbox="224 1182 1209 1392"> <thead> <tr> <th data-bbox="224 1182 321 1249">Office</th> <th data-bbox="321 1182 427 1249">Hostel</th> <th data-bbox="427 1182 683 1249">Class/training rooms</th> <th data-bbox="683 1182 829 1249">Workshop facilities</th> <th data-bbox="829 1182 1084 1249">Furniture/equipment etc</th> <th data-bbox="1084 1182 1209 1249">Other assets</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 1249 321 1392"></td> <td data-bbox="321 1249 427 1392"></td> <td data-bbox="427 1249 683 1392"></td> <td data-bbox="683 1249 829 1392"></td> <td data-bbox="829 1249 1084 1392"></td> <td data-bbox="1084 1249 1209 1392"></td> </tr> </tbody> </table>	Office	Hostel	Class/training rooms	Workshop facilities	Furniture/equipment etc	Other assets											
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10.	<p>Details of staff on the payroll of the Organization to be submitted in the format given below: -</p> <table border="1" data-bbox="224 1476 1209 1917"> <thead> <tr> <th data-bbox="224 1476 289 1686">S. N.</th> <th data-bbox="289 1476 370 1686">Name</th> <th data-bbox="370 1476 505 1686">Designation</th> <th data-bbox="505 1476 651 1686">Date of appointment</th> <th data-bbox="651 1476 797 1686">Qualifications</th> <th data-bbox="797 1476 938 1686">Experience in the organization</th> <th data-bbox="938 1476 1084 1686">Experience in the area for which project submitted</th> <th data-bbox="1084 1476 1209 1686">Gross monthly emoluments</th> </tr> </thead> <tbody> <tr> <td data-bbox="224 1686 289 1917"></td> <td data-bbox="289 1686 370 1917"></td> <td data-bbox="370 1686 505 1917"></td> <td data-bbox="505 1686 651 1917"></td> <td data-bbox="651 1686 797 1917"></td> <td data-bbox="797 1686 938 1917"></td> <td data-bbox="938 1686 1084 1917"></td> <td data-bbox="1084 1686 1209 1917"></td> </tr> </tbody> </table>	S. N.	Name	Designation	Date of appointment	Qualifications	Experience in the organization	Experience in the area for which project submitted	Gross monthly emoluments									
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11.	Whether the organization has been recognized as an organization of National or State level? If so, details thereof	
12.	Whether survey of the area of implementation and potential beneficiaries conducted? if yes, attach copy of survey report	
13.	Whether Project submitted is for children affected by natural calamities, disasters, distress, riots, aggression, difficult circumstances, affected by trafficking, children of prostitutes, girl children needing special care, children in the unserved and underserved tribal and remote areas? If yes, indicate the details	
14.	<p>Details of the proposed project for which assistance is sought from the NCF. Please annex detailed proposal indicating following: -</p> <p style="padding-left: 40px;">Location of the Project (Give complete details if Project's location is different then Project's office address)</p> <p style="padding-left: 40px;">Area of implementation</p> <p style="padding-left: 40px;">Major Problems of the area relating to Project</p> <p style="padding-left: 40px;">Need and background of the Project</p> <p style="padding-left: 40px;">Key Parameters for selection of Project</p> <p style="padding-left: 40px;">Project Rationale</p> <p style="padding-left: 40px;">Project Objectives</p> <p style="padding-left: 40px;">Proposed Activities</p> <p style="padding-left: 40px;">Month-wise and activity-wise plan of action</p> <p style="padding-left: 40px;">Expected outputs</p> <p style="padding-left: 40px;">Project evaluation and monitoring</p> <p style="padding-left: 40px;">Project Sustainability – Indicate complete strategy with resources to sustain the Project</p> <p style="padding-left: 40px;">Project Budget (must correlate to objectives and proposed activities)</p> <p style="padding-left: 40px;">Any other details</p>	
15.	Whether the scheme proposed qualifies for assistance under any of the schemes operated by the Central/State Government? If so, give reasons to seek assistance from the NCF.	
16.	Name of the Bank, Bank Account, Branch Code etc. where the account of the organization is maintained.	
17.	Annual turnover of the organization for last three financial years	
18.	Is the Project size (in terms of cost) is in consonance with Projects implemented in last three years. What are the sources of 10% Project cost to be shared? Whether financial statements enclosed exhibit surpluses for meeting 10% cost of the proposed Project.	

Note: Copies of the Article/Memorandum of Association, Bye-laws/Rules and Regulations of the organization, Resolution authorizing office bearers for operating Bank Account, Audited Statement of Accounts (comprising of Income and Expenditure Account, Receipt and Payment Account, Balance Sheet and Audit Reports) for the last three financial years, Annual Reports for last three years, List along with the name of Office Bearers of the organization to be enclosed.