

Ministry of Development of North Eastern Region

Proforma for application of Grant-in-Aid under the Plan Scheme "Capacity Building & Technical Assistance"

Organisation Profile:

a)	Name of the Organisation	
b)	Address, Street, District State Pin Code, Phone & Fax No. (with STD code) E-Mail	
c)	Name & Designation of Chief functionary	
d)	Name of other key functionaries & their contact No. & Address	
e)	Registration details Act under which registration date of registration	
f)	FCRA No. (if available)	
g)	Activities in Brief	
h)	Thrust Area	
i)	Experience in the area in which funding is sought	
j)	Source of Funds (last three years)	

National/International agency(ies)	Name of the Project	Amount Received	Year
k)	Banking Details (Account No. name and Address of the Bank)		
l)	Has the work of your organization been evaluated by any independent agency, if yes, please attach the evaluation report		

Project Profile:-

1.	Title of the Project	
2.	Aims & Objectives	
3.	Duration & Total Cost of the Project	
4.	The Project description needs to include the following details	
	a. Project goal	
	b. Project area	
	c. Target Group	
	e. Details of any 'need assessment' done in the area before deciding on the project	
5.	Beneficiary(ies) Type & No.	
6.	Strategy/ Action Plan	
7.	Detailed Cost estimate: Programme-wise/ Year-wise (Recurring and Non-recurring)	
8.	Monitoring & Evaluation indicators	
9.	Project Sustainability (How will the activities be sustained after project support is completed)	
ATTACHMENTS TO BE FURNISHED		
1.	Registration Certificate	Yes/No
2.	By-laws & Memorandum of Association	Yes/No
3.	Annual Report - (Latest one year)	Yes/No
4.	Audit Statements - (for last three years)	Yes/No
5.	Latest list of Executive Committee Members	Yes/No
6.	List of Employees	Yes/No

