

**Government of India**

**Ministry of Development of North Eastern Region**

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**Proforma for Application**

***I. ORGANIZATION PROFILE***

1. Name of the Organization :
2. Name of the Website/ Social Media link :
3. Address, Street, District State Pin Code,  
Phone & Fax No. (with STD Code) E-mail. :
4. Name, Designation, Aadhar Number &  
address of Chief functionary :
5. Name of other key Functionaries & their  
Aadhar Number, Contact No. & Address :
6. Registration details Act Under which registered  
Date of registration :
7. FCRA NO. (if available) :

8. PFMS Registration No. with MDoNER :

9. Unique identifier of NGO Darpan, (NITI Aayog Portal) :

10. Activities in brief :

11. Thrust Area :

12. Experience in the area in Which funding is sought :

13. Source of funds (last three years) :

<b>National / International</b>	<b>Name of the Project</b>	<b>Amount received</b>	<b>Year</b>

14. Banking details (Account No. Name & Address of the bank:

15. Has the work of your organization been

Evaluated by any independent agency, if yes,

Please attach the evaluation report

## ***II PROJECT PROFILE***

1. Title of the Project:

2. Aims & Objectives:

3. Duration:

4. The project description needs to include following details:

1. Project goal
2. Project area
3. Target Group
4. Problems to be addressed
5. Details of any 'need assessment' done in the area Before deciding on the project.

6. Beneficiary (yes) Type & No. :

7. Strategy / Action Plan :

8. Voluntary contribution from the community:

9. Monitoring & Evaluation indicators :

10. Project sustainability :

(How will the activities be sustained after  
project support is completed)

11. Proposed Budget for the project :

**Attachments to be furnished**

1. Registration certificate
2. By-laws & Memorandum of Association
3. Annual Report (latest one year)
4. Audit statements (for last three years)
5. Latest list of Executive Committee Members (copy of Aadhar Card).
6. List of employees

**All attached photocopies of documents should be attested by Gazetted officer/Notary**

**Annexure-II**

**Self-Certificate regarding financial assistance  
received/applied for from other Ministries/Department of  
GoI/State Government.**

*(on official letter head)*

This is to certify that the \_\_\_\_\_ (name of VO/NGO/Agency) has received / applied for Rs.\_\_\_\_\_ which is \_\_\_\_% of the total budget of the event from \_\_\_\_\_ (name of Ministry / Department of GoI / State Govt.).

Signature with stamp

**Annexure-III**

**Certificate for Financial Contribution Statement**

*(on official letter head)*

This is to certify that the \_\_\_\_\_ (name of VO/NGO/Agency) is contributing Rs.\_\_\_\_\_ which is \_\_\_\_% of the total budget of the event.

Signature with stamp

**Annexure-IV**

**Acknowledgement for receipt of Sanction**

*(on official letter head)*

This is to acknowledge that the sanction of Rs. \_\_\_\_\_ (in words) to \_\_\_\_\_ (name of VO/NGO/Agency) has been received on \_\_\_\_\_ (date) for organizing \_\_\_\_\_ (name of the project).

Signature with stamp