

**Government of India**  
**Ministry of Development of North Eastern Region**  
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**SCHEME OF ADVERTISING & PUBLICITY**

**Proforma for Application**

**I. Organization Profile**

1. Name of the Organization :
2. Address, Street, District  
State Pin Code, Phone &  
Fax No. (With STD Code)  
E-Mail :
3. Name & Designation of  
Chief functionary :
4. Name of other key function-  
aries & their contact No. &  
Address :
5. Registration details Act under  
which registered date of  
registration :
6. FCRA No. (if available) :
7. Activities in Brief :
8. Thrust Area :
9. Experience in the area in  
which funding is sought :
10. Source of Funds  
(Last three years) :

National/ International	Name of the Project	Amount Received	Year

11. Banking details :  
(Account No. name & address  
of the bank);

12. 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:
  - a. Project goal
  - b. Project area
  - c. Target Group
  - d. Problems to be addressed
  - 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. Voluntary contribution from the community:
8. Training needs assessment:  
(for staff & beneficiaries)
9. Monitoring & Evaluation indicators:
10. Project Sustainability:  
(How will the activities be sustained after project support is completed).
11. Proposed Budget for the Project:  
(Year-wise recurring & non-recurring)

### Attachments to be furnished\*

- (i) Registration Certificate
- (ii) By-laws & Memorandum of Association
- (iii) Annual Report- (Latest one year)
- (iv) Audit statements - (for last three years)
- (v) Latest list of Executive Committee Members
- (vi) List of Employees.

All attached photocopies of documents should be attested by Gazetted Officer/ Notary.

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