

## **APPLICATION FORMAT FOR APPLYING FOR CSR PROJECT**

\*Unique CSR Registration No. of the Agency undertaking the project. ....

<b>Details of the Proposed CSR Project</b>		
<b>SN</b>	<b>Particulars</b>	<b>Information</b>
1	Title of the proposed project (kindly attach detailed proposal)	
2	Type of Project? a. Skill Development b. Health & Hygiene c. Education d. Community Development e. Environment Sustainability f. Other/Multiple (Kindly mention)	
3	Statement of the Problem/Issue/Need (Please attach separately if required)	
4	Objectives of the proposed project	
5	Current Status / Status of Affairs with photos, if applicable	
6	Proposed Intervention (Please attach separately if required)	
7	Who will be the direct beneficiaries With approx. number	
8	Area / Project location	
9	Whether Need Assessment /Baseline Survey for the proposed project have been conducted? If yes, kindly attach the report.	
10	Expected Impact of the Project	
11	Expected Timeline / duration of the proposed project.	

12	Whether project is related to procurement of capital items? If yes kindly attach three quotations (preferably from MSMEs)	
13	Kindly provide details regarding maintenance of capital items? Who will bear the cost of maintenance and for how many years?	
14	How sustainability of the project is planned to be ensured?	
15	Total project cost? Attach detailed break up of costs	Total Cost: CAPEX- OPEX -
16	Support required from SCI	
17	Means/Sources of funding for the project other than SCI	
18	Have you approached any other agency for this project? If so provide details.	
19	Does this project qualify for any governmental funding or plan outlay?	YES/NO
	(a) If yes whether the agency has approached the concerned governmental agency	
	(b) If not, reasons thereof	

Details of the Agency Applying for CSR Project		
SN	Particulars	Information
1	Name of the Agency	
2	Legal status of the Agency (Registered as a trust/society/ section 8 company or Other)	
3	Address of the agency for Communication (Please mention full postal address)	
4	Name & Mobile Number of the contact person	
5	Web site and E-mail ID of the Agency	

6	Registration details with number & year of Registration (Attach copy of same)	
7	Unique Registration number and date of 10 AC(12A) of the Income Tax Act, 1961. (attach copy of same)	
8	Unique Registration number and date of 10 AC(80G) of the Income Tax Act, 1961.(attach copy of same)	
9	Taxation Particulars (Attach copy of PAN Card)	PAN NO - GST NO -
10	Audited accounts of the agency for the last three FYs (Attach copy)	
11	If registered under FCRA, mention the number and date. (Attach copy of FCRA Registration)	
12	How long has the Organization been in existence in years?	
13	What is/are your Organization's expertise area/s? a. Skill Development b. Health & Hygiene c. Education d. Community Development e. Environment Sustainability f. Other/Multiple (Kindly mention)	
14	Names of Board Members/Trustees and CEO.	
15	Has the Organization received any awards/recognition for its work? Kindly mention	
16	Has the Organization been blacklisted by government/PSU or any corporate? If yes, reasons for it	

17	Is the Organization empanelled by any reputed institute or agency? If yes, give details	
18	Is the Organization associated with any other corporate for implementing CSR projects? Mention names	
19	Have you ever availed any CSR support for the past from SCI? If yes give name of the project and year	

\*\*\*\*\*

CHECKLIST FOR SUBMISSION OF DOCUMENTS				
SN	Particulars	Attached (Yes / No)	Annexure No	Remarks, if any
1	Detailed Project Proposal			
2	Need Assessment / Baseline Study Report			
3	Copy of three present dated quotations of the capital items proposed to be procured under the project.			
4	Detailed Break Up of Costs			
5	Registration Certificate / Trust Deed			
6	CSR 1 Registration certificate			
7	Form 12 A			
8	Form 80 G			
9	PAN card			
10	Last 3 financial years audited statements & ITR proof			
11	Niti Aayog Darpan Registration Certificate			
12	2 Reference letters of past or present supporters for CSR project			
13	Cancelled Cheque			

Checklist for Infrastructure /Construction Related Projects				
SN	Particulars	Attached (Yes / No)	Annexure No	Remarks, if any
<b>A</b>	<b>Land Related</b>			
1	Land Ownership document of the land where construction is proposed			
2	Latest Encumbrance Certificate			
<b>B</b>	<b>Estimates / Designs / Drawings / Approvals</b>			
1	Drawings- Site Plan, Building Plan, Elevation, foundation / structural details. All drawings need to be signed & stamped by Licensed Engineer/ Architect & Client. License no. / Registration no. of Architect/ Engineer needs to be mentioned.			
2	Basis of Estimate - Preferably to be made from latest CPWD/ DSR /State Govt published rate along with GST if any. Or Estimated needs to be vetted by Govt. Eng			
3	Stability certificate issued by licensed engineer in case of expansion of existing building.			

### **DECLARATION**

I hereby declare that all the particulars/information given above is true to the best of my knowledge/belief. I understand that any false and misleading information provided by me in the above application may lead to actions even upto black listing of my firm for any future CSR support.

Date :

Signature with seal

(Signature shall be by one Director in case of Section 8 Company/one of the Trustee or CEO in case of Registered Public Trust/Chairperson or CEO or Secretary in case of Registered Society/Authorized Representative in case of Entity established under an Act of Parliament or State Legislature).

**Note:**

1. Every entity/agency, who intends to undertake any CSR activity, shall register itself with the Central Government (<https://www.csr.gov.in/register.php> or <https://www.mca.gov.in>) by filing the form CSR-1 electronically with the Registrar and on the submission, a unique CSR Registration Number shall be generated by the system.
2. Applications received from Regd. Public Trust or a Regd. Society under section 12A and 80G of the Income Tax Act 1961, who does not have an established track record of at least three years in undertaking similar activities, will be summarily rejected.
3. A hard copy of this application is to be submitted in original with seal and signature to Head (CSR) at Shipping House, 245 Madame Cama Road, Mumbai – 400021.
4. For queries write to [CSR@SCI.CO.IN](mailto:CSR@SCI.CO.IN)
5. All columns to be filled as applicable