

EMPLANELMENT DATA FORM FOR NEW NGOs

Section A: Basic Information

1. Name of the Organisation : _____
2. Postal Address : _____
 PIN : _____ District: _____
3. Telephone : Telex _____ Fax _____ E- mail _____
4. Legal status (Tick) : () Society () Company () Others
5. Registration Details : Registered on _____ (Date)
 By _____
6. Contact person : _____
 Designation : _____

Section B: Organisational Background

7. Assets / Infrastructure of the Organisation

Category Worth in rupees
 (eg. Land, building)

- 8(a) Please provide details, regarding the annual budget of your organisation.

Year	Source	Amount
2009-2010		
2010-2011		
2011-2012		

8(b) Whether blacklisted by CAPART or any other government organisation in the past?

If yes, provide details:

Section C: Current Programmes being run by the organisation

9. Geographical location of work – list Village, Panchayat, Block, Taluk / Sub-Division, District (Each) location should be separately specified)

10. Population with which they are presently working:

- () Rural / Urban :
- () socio-economic group :
- () Occupational group :
- () Sex groups :
- () Students / Educational Institution :
- () Youth :
- () woman groups :
- () Others :

11. Please provide basic information on the key projects carried out by your organisation since the last three years (5 lines for each subject – attach separately).

- Community served
- Objective
- Strategies
- Main outcomes
- Evaluation methods employed
- Evaluation results

12. A brief write up on the programmes the organisation currently runs

(no more than three pages)

Section D: Documentation Required

13. Copies of the following documents need to be provided

- Society Registration Certificate and Memorandum of Association & Articles along with the latest filled return. / Trust Deed
- Activity Report / Annual report of the organisation for the last three years
- Annual Audit Report of the organisation for the last three years
- Income Tax Registration and Exemption Certificate if any
- FCRA Registration Certificate if any
- List of Board / Governing Body members with Contact details and occupation

14. Name of the person who filled this form:

Qualification and experience :

Designation :

Address :