



SUCHITWA MISSION
LOCAL SELF GOVERNMENT DEPARTMENT
Government of Kerala

APPLICATION FORM FOR THE EMPANELMENT OF 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 : () Society () Company () Others(specify)

5. Registration Details : Registered on (Date)

By _____

6. Contact person : _____

Designation : _____

Section B: Organisational Background

7. Assets/Infrastructure of the organization (Attach sheets if necessary)

Category

Worth in rupees

(E.g. Land, building)

8. a. Please provide details, regarding the annual budget of your organization.

Year	Source	Amount
2015-16		
2014-15		
2013-14		

(Also attach 2 years audited balance sheet)

8. b: Whether blacklisted by Central / State / any other government organization in the past?
(Y/N)
If yes, provide details:

Section C: Current Programmes being taken up by the Organisation

9. Give details of assignment for the last five years in the table given below:

No.	Assignment / activity	Details of Assignment Awarder	Title and Scope of the Assignment / activity	Area of coverage and beneficiary group	Outlay of Assignment	Output and outcome of the assignment

12. A brief write-up on the programmes being currently carried out by the organisation
(No more than three pages)
13. Details with Name, address, qualification and experience of the team members

Section D: Documents Required

14. 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 two years.
- Income Tax Registration and Exemption Certificate if any
- FCRA Registration Certificate if any
- List of Board/Governing Body/key members with contact details and occupation
- Provide 2 reference details of reputed persons for cross-checking the credibility of the Organisation

15. Name and signature of the Authorised signatory:

Designation:

Address:

Place:

Date: