

APPLICATION FOR OBTAINING FINANCIAL ASSISTANCE UNDER VOLUNTARY ACTION FUND OF EAST KHASI HILLS DISTRICT

To
The District Planning Officer,
East Khasi Hills District

Affix Passport size
photo of the
President of the
Organization

Affix Passport size
photo of the
Secretary of the
Organization

Sir,

I / We have the honour to apply for Financial Assistance under the Voluntary Action Fund 2016 - 17 of East Khasi Hills District for our organization / Association for favour of your kind consideration. The particulars in support to our application are as given below:

1. Name of the Organization: _____
2. Registration No. and Date
Of Registration: _____

3. Place of Registration : _____
4. Address of the Organization _____
For communication purpose: _____
5. **Telephone / Mobile Number** : _____
(compulsory)
6. E-Mail / Website (if any) : _____
7. Bank Account details
A/c No. : _____
Name of the Bank : _____
Branch : _____
IFSC Code : _____

8. Particulars of Assistance received during the last three years with name of the scheme, amount sanctioned and purpose of the assistance.

Sl. No	Amount (in ₹)	Name of the Scheme	Name of the Department / Office from which the Financial Assistance was sanctioned.	Purpose / Name of the programme for which the Financial Assistance was sanctioned	Whether the Utilization Certificate for the sanctioned amount has been submitted? <i>Please tick whichever applicable</i> Yes / No	Brief Report of the Programme Enclosed? Please tick whichever applicable Yes / No
1					Yes / No	Yes / No
2					Yes / No	Yes / No
3					Yes / No	Yes / No
4					Yes / No	Yes / No
5					Yes / No	Yes / No

9. **The Name of the Activity / Programme** we intend to apply for financial assistance under this scheme is: _____

10. Budget Estimate of the Activity / Programme (in ₹) : _____

11. The following are the expected benefits that our proposed programme / activity will bring for the youths in our area / district / state / country:

Declaration

We hereby declare that the facts stated above are true to the best of my / our knowledge and belief, and I / we agree to abide by the conditions as may be laid down by the Government from time to time in this regard. I / We understand that the District Level Empowered Committee will screen / scrutinize our application and I/We understand that by merely submitting this application does not confer me / us with the right to claim for Financial Assistance. I / we agree and understand that the decision of the District Level Empowered Committee will be final in granting or not granting Financial Assistance to our organization.

Date: _____

Place: _____

Signature of Applicants

Name of President: _____

Signature with seal: _____

Name of Secretary: _____

Signature with seal: _____

The following are the list of documents to be enclosed with this application form:

1. Attested Copy of Registration Certificate.
(** Please note that the Government has notified that all Societies which includes NGOs, voluntary agencies etc should renew their registration every 3 (three) years, therefore, the Registration Certificate submitted should be a valid one, proposals with invalid / un-renewed Registration Certificate will be summarily rejected).**
2. List of the members of the Association / Organization (in original and signed by President / Secretary)
3. Self Attested copy of Election Photo ID Card / Passport / Aadhaar Card of President & Secretary.
4. Latest Annual Report on the activities of the Association / Organisation (Not more than two years before the year of application)
5. Latest Audited Accounts Statement
6. Write up on the proposal
7. Budget Estimate (Budget Break - Up) of the Proposal

****** INCOMPLETE APPLICATION FORMS WILL BE SUMMARILY REJECTED**