

**Ajaz Rashid**  
(Social Entrepreneur, CSR Consultant, Fund Raising)

**Checklist: CSR Proposal for Funding**

S.no	Particulars	Yes/No/Details	Remarks
1	Request for CSR Assistance – (Project name and details).		
2	A. Credentials of the specialized agency (Trust/Society/Company u/s 8 of Companies Act 1956/ others).		
	i. Registration Certificate.		
	ii. Brief profile of the organization.		
	iii. Income Tax Exemption Certificates 80G/12A (12AA)/35AC under IT Act 1961/FCRA/Other Applicable Exemption certificate.		
	iv. Details of representatives of Board of Trustee/Governing Body of NGO/Trust, Memorandum of Association, Article of Association, Trust Deed and brief profile of CEO/Managing Trustee/Managing Committee.		
	v. Audited Financial Statements (preceding 3 financial years).		
	vi. Website link.		
	vii. Similar projects executed in the last 3 years and its details along with supporting documents like sanction letters/ Memorandum of Understanding/ Memorandum of Association etc.		
	viii. Whether empaneled with National CSR Hub or any Government Body.		
	ix. Whether eligible to carry out the proposed CSR activity.		
	x. Whether CSR activity is permitted under Companies Act, 2013 and Rules there under. If so, name of the category.		
	xi. Similar proposal executed/ongoing with other PSUs, if any. Copies of sanction letters/ MoU's/ any other documentary evidence supported with photographs.		
	xii. Details of previous programmes carried out, if any including status of implementation, scope of work, location, number of beneficiaries, impacts etc.		
	xiii. Impact assessment report of similar CSR project executed in recent past, if any.		
	xiv. Outstanding achievements, awards and success stories etc.		
	xv. Any other supporting documents.		
	xvi. PAN details.		
	xvii. Details of bank account (cancelled cheque).		
	xviii. TDS exemption certificate (if available).		
3	Project Objectives.		
4	Project Location (with Google/Wiki mapping).		
5	Need Assessment/ Baseline Survey Report (Establishing the need for the project activity in the proposed location based on Primary/Secondary data) and various indicators to be captured for baseline reporting / periodic progress reporting / outcome reporting.		
6	Expected outcomes and impacts.		
7	Status of regulatory approvals / NOC, if required.		
8	Proposed action plan for visibility to funding agency – name & logo web-site, newsletters, media coverage, etc.).		

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9	Detailed Scope of work of activities to be undertaken over the span of the project.		
10	Expected number of Target beneficiaries (male/female) based on Baseline/need assessment survey.		
11	Demonstration of Sustainability Aspects of Project.		
12	Cost Estimates (with break-up of various components viz. construction/capital/operational part of project cost whichever is applicable).		
13	Proposed Payment terms, if any, commensurate with quantified milestones to be achieved and based on cash-flow requirement for timely completion of the project.		
14	Conformity to Company Policy on CSR as prescribed and/or desired by the Company/funding agency		
15	Whether proposed CSR activity is covered under Companies Act, 2013 and Rules there under.		
16	Implementation Plan with timelines based on milestones (Each milestones will characterize certain activities and deliverables in chronological order) including therein -		
	Duration of project.		
	Roles and responsibilities of project stakeholders.		
	Milestones with project activities and corresponding timelines Bar Chart (Project Scheduling).		
	Deliverables.		
	Project Risk Analysis and mitigation.		
	MIS reporting formats including measurable parameters at each stage.		
	Off-line monitoring (Field monitoring and reporting).		
	On-line monitoring (Creation of web-portal).		
17	Evaluation criteria (please fill in your responses and attach documents if any)		
	What is the issue being addressed?		
	Why it cannot be supported under existing government's schemes?		
	What is the innovation?		
	How can it catalyze development or scale up?		
	What is the Co-financing brought about?		
	What is the sustainability?		
	What is the expertise of the agency?		
	Have you secured any state government/central government/international awards?		
18	Details of Project team leader with brief CV and contact details. Proposed team members and their brief CVs.		

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19	Undertaking that: Company procurement Guidelines for procurement of goods and services for the project will be followed in case the implementing agency is other than the Government bodies i.e. NGOs/Trusts etc., and in case the implementing agencies are State/ Central Government, Government body, autonomous body, CPSE, PSU of Government aided agency, they may follow their respective		
	procurement guidelines. Before claiming the first installment, to confirm the compliance of Company procurement guidelines, submit evidence as certificate from Chartered Accountants certifying the compliance of mandated procurement		
20	Undertaking/ Declaration: Declaration regarding whether any of the Board of Directors/ Governors/ Trustees/ Managing/ Executive Committee members have any official dealing with Company or are related to any Board members of same Declaration that the organization is having no pending legal dispute and/ or inquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc. Declaration that the organization is not blacklisted by any govt. agency.		

*Note: The above checklist is indicative and company may request for submission of additional information/ documents/ undertakings for evaluation.*

### Professional Charges

- No advance
- No hidden costs
- Discussed on case-to-case basis considering the size, capacity, template and financial strength of the organisation and the individuals involved

**Timeline: CSR funding guaranteed 12-18 months as clearly mentioned in the MOU.**

*Disclaimer: All mandatory documents as per above checklist necessary before commencement of funding process. \**  
(\*Conditions Apply)