FIND.APPLY.FOLLOW. SUCCEEDS.

Applicant
User Guide

Introduction

This user guide helps applicants navigate and utilize the **Social Justice & Empowerment** Dept. environment. In it, you will find detailed instructions for every step of the process – from getting started and registering to viewing, submitting, and tracking submitted applications.

Section I: Getting Registered

This is an overview of the steps to register to apply for grants through Govt.Website.You will register as an organization (NGO).

Register Your Organization

Registering as an organizations means you will submit an application on behalf of a company, state, local or tribal government, academia or research institution, nonprofit organization, or any other institution.

Registration LINK: http://ngo.india.gov.in

You will need the following information to register your organization:

☐ Name of your organization

☐ Organization address

☐ Phone number and Email Id of the organization

☐ Name of the CEO/organization owner

☐ Legal structure of the organization (corporation, partnership, proprietorship)

☐ Year the organization started

☐ Primary line of activity.

☐ Website Address

General Information

Enter information into all fields with a * placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided.

Registration Notification

If your registration was submitted successfully, then you will receive an CODE no. If you are updating or renewing your registration information it will take approximately 24 to 48 hours to become active.

NGO Partnership System

Planning Commission of India invites all Voluntary Organizations / Non-Governmental Organizations to Sign Up on the **NGO Partnership System** (NGO-PS) at

http://ngo.india.gov.in (External Website that opens in a new window)

This will enable you to:

- Get details of existing VOs / NGOs across India
- Get details of grant schemes of key Ministries/Departments[*]
- Apply on - line for NGO grants[**]
- Track status of your application for grants[**]

This is a free facility located in the Planning Commission in association with National Informatics Centre to bring about greater partnership between government & the voluntary sector and foster better transparency, efficiency and accountability.

* Ministry of Culture, Ministry of Health & Family Welfare, Ministry of Social Justice & Empowerment, Ministry of Tribal Affairs, Ministry of Women & Child Development, Department of Higher Education, Department of School Education & Literacy, Council for Advancement of People's Action and Rural Technology (CAPART)

Participating Ministries/Departments/Government Bodies:

- Ministry of Culture
- Ministry of Health & Family Welfare
- Ministry of Social Justice & Empowerment
- Ministry of Tribal Affairs
- Ministry of Women & Child Development
- Department of Higher Education
- Department of School Education & Literacy
- National AIDS Control Organisation (NACO)
- Council for Advancement of People's Action and Rural Technology (CAPART)
- Central Social Welfare Board (CSWB)
- Department of Youth Affairs

**Consultation with participating bodies is ongoing to make it operational soon

Let us join hands and work together for Inclusive growth.

All VOs / NGOs, are requested to Sign Up with the Portal to help create a data base of existing VOs / NGOs and to access information on various schemes of the participating Ministries/ Departments/ Government Bodies open for grants. Later you will also be able to apply online for government grants to the participating Ministries/Departments/Government Bodies and track the status of your applications through this system.

What basic conditions are required to be fulfilled by an eligible organization?

The basic conditions are required to be fulfilled by an eligible organization are:

Should have been registered for two years

A minimum of two years experience on the field of activity would normally be insisted on

Financial soundness and capacity to bear at least 10% of the budgeted expenditure.

Can an NGO get assistance for various projects under different schemes?

Yes, provided the eligibility criterion and basic conditions are fulfilled. However, as a matter of policy, the Ministry seeks to broad base the voluntary action movement and at the same time ensure that there is wider sectoral as well as geographical coverage, by rationalizing its intervention on a circumstantial and regional needs basis.

Does an NGO need to have experience in the field for which assistance is sought?

Yes. A minimum of two years of experience in the field of activity for which assistance is sought is necessary.

How does an NGO apply for assistance?

Applications for getting assistance under various schemes have to be made in prescribed formats and in duplicate. Separate formats have been prescribed for new projects and ongoing projects.

These formats are available under the respective schemes in the Website from where a print out can be obtained.

All applications for new projects need to be routed through the designated Nodal Agency/State Government.

Whom do I address my application to?

All applications or advance copy of application as the case may be will have to be addressed to the Joint Secretary (NGO_Division) in the Ministry of Social Justice and Empowerment,

What are the documents that would normally be required to be enclosed with the application?

The essential documents which should be enclosed with the application for 1st Instalment or new case are:

a. **Accounts in 4 parts for the project for which grant-in-aid is sought and for the organization as a whole**
    - Income & Expenditure Statement
    - Receipt & Payments Statement
    - Balance Sheet
    - Auditors Report
b. **Activity/Annual Report of The Organization for the previous year.**
c. **Budget Estimates for the project for current year**
d. **Details of Beneficiaries**
e. **Details Managing Committee**
f. **Details of Employees on Form**
g. **Copy of Registration Certificate**
h. **Memorandum of Association/bye-laws/Articles.**
i. **Utilization Certificate in respect of grants released in the previous year**
j. **List of Assets acquired wholly or substantially out of government grants under GFR 19**

What is the limitation on the number of projects an NGO can apply for?

As a norm, a single project is considered in the first instance. However, the Ministry may exercise its discretion in awarding more than one project depending on the need and merit of the case.

Can one propose a project to be implemented only after receipt of grant assistance?

No, as was pointed out in FAQ [5] at least two years experience in the field is essential. The Ministry may exercise its discretion in waiving this condition on special grounds for proposals that pertain to insurgency prone regions like J&K and the North-East.

What is the normal time taken for sanction of grant?

Assuming that all requisite documents is available and up-to-date, and that funds are available under the schemes, the processing and final sanction of grant takes one and a half to two months time

Can I get assistance from the Ministry which is for a project which is currently being funded from other government agencies?

Assistance for a particular project should be accessed from only one source of funding

Online NGO proposal tracking system. (PDF)

http://www.socialjustice.nic.in/pdf/UserManualver1.1_NGOUser.pdf#page=1&zoom=auto,-107,659

Social Justice Online NGO proposal tracking system:

http://www.ngograntsje.gov.in/ngo-login

For any important enquiry related with this issue please mail us at:

Help365info@gmail.com