

**APPLICATION FORMAT
FOR GRANTS-IN-AID UNDER THE SCHEME**

OF

**NATIONAL PROGRAMME FOR YOUTH AND
ADOLESCENT DEVELOPMENT**

Government of India

Ministry of Skill Development, Entrepreneurship, Youth Affairs and Sports

CHECK LIST OF DOCUMENTS TO BE ENCLOSED)

Sl. No.	Name of the document	Page reference (from ____ to ____)
*1.	Organisation Appraisal – (As per proforma at PART (A))	
*2.	Project Proposal – (As per proforma at PART (B))	
*3.	Bond duly signed with witness details (As per proforma at Part-C)	
*4.	ECS Mandate Form (Complete A/c No. & IFSC Code) (As per proforma at Part-D)	
*5.	Recommendation of State Govt. (As per proforma at PART-E)	
*6.	Copy of Registration with NGO Partnership System – Portal of Planning Commission	
*7.	Copy of Registration on Central Plan Scheme Monitoring System [CPSMS] at http://cpsms.nic.in and add Scheme “1213 – National Programme for Youth and Adolescent Development” before applying for financial assistance under this NPYAD Scheme and write it’s Unique Agency Code .	
*8.	Income Tax PAN Number of the Applicant/ Signatory	
*9.	Registration Certificate showing Validity (Attested copy)	
10.	Bye-laws of the Organisation including amendments, if any, subsequent to the framing of bye-laws	
*11.	Latest Composition of the Managing Committee/ Executive Body with contact numbers	
12.	Bank account passbook copy showing that the account is operative for the last three years.	
13.	Annual Report of the last 3 Financial Year (FY) F.Y _____ F.Y _____ F.Y _____	
14.	Balance Sheet for last 3 Financial Year (FY) F.Y _____ F.Y _____ F.Y _____	
15.	Audited Statements of Accounts for last 3 Financial Year F.Y _____ F.Y _____ F.Y _____	
16.	Copies of Utilization Certificate in respect of previous all grants from the Department of Youth Affairs	
17.	Other documents (specify, if any)	

* *All fields are mandatory.*

(PART-A: ORGANISATION APPRAISAL FORMAT)

(Not filling up any item or partly filled up form is liable for rejection)

A1. Name of the Organisation : _____

A2. Please (tick) whether the organisation is: Central Govt./ State Govt./body under Central/State Govt. /Others. If others, please mention _____

A3. Name of the Applicant with Complete Contact Address: _____
(with Pin Code, Mobile No., Telephone No., Fax No. and E-mail ID.)

A4. Income Tax PAN No of the Applicant: _____

**A5. Whether organisation is NGO or body registered under any State/Central Law?
If yes, mention the Act or Rules and provide details as below:**

- a) Registration No.: _____ Date _____
b) Valid Up to _____
c) Registering Authority: _____
d) Details of branches or Offices (if any):

State/ UT	Branch Office Addresses & Contact Nos.	Date from which the branch is functioning	Brief activity in the last 3 years

A6. Bank Account Details: _____
(Please enclosed latest ECS Mandate Form with IFSC Code and Complete Saving Accounts Number attested by Bank)

**A7. Details of the Existing complete Members of Executive/Governing Body :
(Copies of the MOU/byelaws to be enclosed)**

Sl. No.	Name#	Father's/ Husband's/ Wife's name	Address with Telephone Numbers	Indicate relationship with other members
1.				
2.				
3.				

#Note-1: If there is any change in the original executive/governing body of the organisation, certified copy of the resolution passed by the Executive Body/Managing Committee of the VO should be enclosed or supporting evidence should be furnished.

***Note-2:** All the members of the Executive/ Governing Body are jointly and severally responsible for the commission or omission on the part of the Organisation.

A8. Financial Status of the Organisation (last 3 years copies to be enclosed):

(a) Income and Expenditure Statement:

Financial Year	Income in Rupees	Expenditure in Rupees

(b) Receipt and Payments:

Financial Year	Receipt in Rupees	Payment in Rupees

(c) Major Assets of the Organisation as per last audited balance sheet

Asset	Major items@	Value in lakh Rs.
(i) Cash Deposits		
(ii) Movable Assets		
(iii) Immovable Assets		

@ Please attach list of movable & immovable assets of acquired value more than Rs. 10,000/- including land, buildings, vehicle, computers, other equipments etc.

A9. Record of the grants received from other Ministry/ Dept. / Organisation:

Sl. No.	From whom received	Amount received	No./Date of Sanction Order	Purpose of the grant	Account settled (Yes/No.)
1.					
2.					
3.					

A10. Record of the grants received from Department of Youth Affairs:

Sl. No.	Sanction (File) No.	Date of Sanction Order	Amount released in Rupees	Account settled (Yes/No.)	Date of submission of UC (s) (Enclose Copies)
1.					
2.					
3.					

A11. Has the Organisation ever been black-listed or debarred for grants by any Ministry or Department of Government of India/ State Government:-

(If NO mention clearly, if YES gives details)

CERTIFICATE

Certified that NO UC is pending in respect of the grants received from the Department of Youth Affairs and that the information furnished in the application are true and I shall be personally responsible for their correctness.

Photograph of the Applicant with signature partly on the photo and partly in the application

(Applicant signature with date)

[_____]

Name of the applicant in capital

Telephone/Fax number (s): _____

Mobile No: _____

(PART-B: PROJECT PROPOSAL FORMAT)

B1. Title of the Project:
[The PIA may choose any suitable title for the Project. The title may also indicate the project District (s), where it will be implemented]

B2. Name and Location of the Project Implementing Agency (PIA):
[The PIA may indicate details of its organizational structure, head quarter, branches if any, with contact details should be given.]

B3. Project Objectives:
[Project objectives should be in consonance with the scheme objectives at para 2 of the common guidelines. However unlike the generic objectives stated in the scheme, the project objectives should be specific with verifiable indicators that can be measured through independent evaluation after completion of the project.]

B4. Project Area:
[Ref para 5.3 (i) of the common guidelines of the scheme.]

Sl. No.	Name of the State	Name of the District	Name of the Blocks to be covered under project

B5. Project Period:
[Ref para 5.3 (ii) of the common guidelines of the scheme.]

B6. Project Components:
[Ref para 4.1 of the common guidelines of the scheme as well as Annexes. Detail justification on the need assessment of proposed component for the project area should be brought out clearly. The impact of the component from national perspective should be highlighted]

Sl. No.	Name of the Programme Area proposed in the Project	Name of the Programme Component (s) proposed in the Project	No of beneficiaries to be covered under each component
(1)	(2)	(3)	(4)

Note: The number of row in col (1) and (2) would depend on the number of programme area proposed in the project. Similarly more rows may be added/deleted in col. (3) and (4) if more/ less components are proposed under each programme area.

B7. Method of the selection of the project beneficiaries by PIA:
[Ref para 3 of the common guidelines of the scheme. Detail elaboration on the consent of the State/District/Local Level Youth Organisations Officials for identification and participation of the targeted youth under the project needs to be furnished]

Sl.	Name of the District	Name of the Youth Organisation (YO) to be involved	No of beneficiaries from each YO.	Consent of YO Obtained / To be obtained

- B8. Phasing of Project Implementation:
[Ref para 5.3 (iii) of the common guidelines of the scheme and in relation to the item B5 above. Detail phasing of the project (month-wise) from start to completion should be mentioned]

Programme Phase	Month	Activities proposed during the month with dates/ weeks
PREPARATORY PHASE		
ACTIVITY PHASE		
FOLLOW-UP PHASE		

- B9. Detail Module of Project Activities:
[This may include subjects, fields those will be covered under each activity. It may also include daily schedule for the proposed activity under the project]
- B10. How the activities will be implemented (separate for each activity):
[Elaborate how, where and who will be involved in executing the project activities. In case of two week life skills & vocational training under youth leadership and personality development programme, the Training Institute (TI) details where it will be organized needs to be mentioned]
- B11. Resources (infrastructure, finance & manpower) available with the PIA:
[Bio-data of all personnel available and to be engaged from outside should be mentioned]
- B12. Resources (infrastructure, finance & manpower) to be mobilised by the PIA:
[Elaborate how, where and who all will be involved in the project activities]
- B13. Activities undertaken in the past and experience of the PIA (detail records to be enclosed separately with documentary proof):
[The past experience should focus mainly the areas proposed in the project. Other experience/ expertise should be mentioned only briefly]
- B14. Expected outcome of the project:
[The expected outcome should be with respect to the stated objectives of the project. For example a successful completion of a national integration camp will mean full achievement of the out put, while the interaction with, say 25 youth from north eastern region or Jammu and Kashmir will foster national integration, which will be the measurable outcome of the project]
- B15. Indicators for project evaluation:
[The PIA needs to mention at least two verifiable indicators with respect to the project objectives at B3 above]
- B16. Method of evaluation and follow-up by PIA:
[Elaborate how self-evaluation and follow up with targeted youth will be taken up by the PIA]
- B17. Any other information:
- B18. Total estimated cost of the project (detail estimate to be enclosed separately):
- B19. PIA's Own contribution (detail in kind or cash to be mentioned):
- B20. Total amount of central financial assistance sought:

(Signature of the Applicant)

(PART-C: BOND)

(Bond is to be furnished on Rs.20/- stamp paper and signed in original)

KNOW ALL MEN BY THESE PRESENTS THAT we the.....

.....an association

(Name of the organization/ NGO as in Registration Certificates)

registered under the Societies Registration Act, 1860 having been registered by the office

of.....

(Name and full address of Registering Authority)

vide Registration Number.....dated.....office

at.....in the State of(herein after called the

obligor/obligors) are held and firmly bound to the President of India (hereinafter called the

Government) in the sum of Rs.....(in words Rupees.....

.....only)

well and truly to be paid to the President on demand and without demur, for such payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this.....day of.....in the year Two thousand and

3. WHEREAS the obligors has sent a request proposal to Government, through the Union Ministry of Youth Affairs & Sports for Grants of Rs.....vide his letter number.....dated.....; the obligors has agreed to execute this bond in advance, in favour of Union Ministry of Youth Affairs & Sports for entire amount of Rs.....as requested in the proposal sent to the Government. The obligor is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor is willingly executing this bond of proposed amount with the stipulation that obligor will be bond up to this amount or by the actual amount approved/sanctioned by the Government, whichever is less. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest at the rate of 10% (ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earned thereon.

5. The society/Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use (such as letting out premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building or other assets created/acquired/constructed largely from out of Government grant. The decision of the Secretary to the Government of India in the Ministry of Youth Affairs & Sports or the administrative Head of the Department concerned shall be final and binding on the Society/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered /paid to the Government.

6. The member of the executive committee of the grantee will

(a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction and

(b) not divert the grants or entrust execution of the scheme or work concerned to other institution (s) or organization(s); and

(c) abide by any other conditions specified in the agreement governing the grants in aid.

In the events of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest @ 10% per annum thereon. The stamp duty for this bond shall be born by the Government.

7. AND THESE PRESENTS ALSO WITNESS THAT

(i) The decision of the Secretary to the government of India in the Ministry of youth Affairs & Sports on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and

(ii) The Government shall bear the stamp duty payable on these presents.

In witness whereof these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No.....Dated.....passed by the Governing Body of the obligors, a copy whereof is annexed hereto as Annexure B *(to be enclosed by the NGO/grantee)*

SIGNED FOR AN ON BEHALF OF

(Signature of the grantee)

(Name of the Obligor Association, as registered.....

Full Mailing Address.....

.....

Telephone Number.....Mobile No.....

E mail address (if available).....Fax Number.....

IN THE PRESENCE OF (Witness name and address)

(i)

(ii).....

(seal)	ACCEPTED FOR AND ON BEHALF OF THE PRESIDENT OF INDIA	
	_____	(Name and Address)
Date:	Designation _____	

TO BE SIGNED BY UNDER SECRETARY
IN THE MINISTRY

(PART-D: BANK MANDATE FORM)

MANDATE FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

....

A. DETAIL OF ACCOUNT HOLDER:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of Incomplete or Incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(.....)

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)

Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

(PART-E: RECOMMENDATION FOR SLOs)

The project proposal of _____

_____ is recommended for approval of the Government of India, Ministry of Skill Development, Entrepreneurship, Youth Affairs and Sports for the Financial Year _____ as under.

- (i) The proposal has been duly appraised by the State/UT Government and accorded priority no. _____ against _____ projects allotted to the State/UT.
- (ii) The Project Implementing Agency has the required infrastructure, financial capability and manpower for conducting the programmes in the project.

(Signature of the Recommending Authority)

Full Name _____

Designation _____

Office seal