

**To,  
The Director, of Social Welfare Department,  
Government of West Bengal,  
Salt Lake City,  
Sector-I,  
Kolkata-700 064.**

**Sub: - Prayer for Grant-in-aid for  
conducting Awareness Generation Camp for  
Women.**

Dear Madam,

We submit herewith an application from duly completed, together with all relevant papers for Grant-in-aid for above mention project proposal.

It is requested that our proposal for grant may kindly be disposed of at your earliest and oblige.

Thanking You,

Yours faithfully,

(.....)

**Enclosed: As stated.**

## Application form for Grant-in-aid for conducting awareness camp

- 01 Name of the Organisation : .....
02. Address :-  
Regd. Office :  
Correspondence Head Office :  
Phone No. :  
Fax No. :
03. Legal status of the Organisation : Registered under The West Bengal Societies Registration West Bengal Act., XXI of 1961  
Regd. No.  
(Enclosed Regd. Certificate Annexure-I)
04. Objectives of the Organisation : A) To Develop of educational facilities for the downtrodden people.  
B) To arrange health facilities for the rural people.  
C) To help the aged, sick, helpless and indigent persons.  
D) To help the needy students of all communities.  
E) To organize awareness generation camps for the education, economic development and culture.  
F) To do all social Welfare activities for the human development.  
G) To development of the women for their empowerment.  
(For details enclosed memorandum of association, rules & regulation as Annexure-II )
05. Activities of the Organisation : A) i) Flood relief.  
ii)  
B) Seminar and public meeting for community and general awareness.  
General awareness amongst the people of the poor SC/ST and minority communities as to their socio-economic development.  
C)  
D) Self –help-group (S.H.G.)  
We are establishing self help group(S.H.G.) with a view to encourage savings amongst the women of weaker sections of the SC/ST and minority communities

and at the same time to develop Micro credit amongst them for their economic development and self-reliance.

Annexure-III Annual Report)

06. a) Details of the Camp for which grant-in-aid is applied :-

Sl. No.	Proposed location Vill/Block/Deptt.	Expected No. of participant.	Probable period of camp.	Proposed Date.
01.	Vill : P.O. : P.S. : Block : Dist :	100 per day X 2 days. Total 200/-	2 days camp follow up 3 months.	
02.	Vill : P.O. : P.S. : Dist :	100 per day X 2 days. Total 200/-	2 days camp follow up 3 months.	

b) Total grant requested : Total grant requested Rs. 40,000-00  
Organisation's Contribution @ 10% Rs. 4,000-00

Enclosed: - Budget Estimate Annexure-IV Rs. 44,000-00

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07. Objective of the Camp (Mention local problems and issues which will be taken up in camps)

- Women and law
- Mother & Child health and family welfare.
- Women and their Empowerment.
- Women and community health.
- Women Empowerment in social & political activities.
- Women and their income generating programmes.

08.

09) Other information.

a) Name of the Bank. Address. Account No.

(Enclosed : Bank pass book Annexure-VI)

b) Registration U/S 12A of income tax Act.  
(Enclosed Copy Annexure -VII)

I hereby declare that I have carefully studied that scheme its guidelines, terms & condition as stipulated by Directorate of Social Welfare Govt. of West Bengal and I, on behalf of the organisation, undertake to abide by these condition.

All the necessary papers as per guideline are attached with the application form.

Yours faithfully,

**Check the list of Annexure**

01. Registration Certificate with renewal receipts.
02. Memorandum of Association and Rules & Regulations.
03. Annual Report for the year.
04. Budget Estimate.
05. Xerox copy of Bank Pass Book.
06. Certificate U/S 12A.
07. 3 year Audit Report for the year.
10. List of the managing committee members.
11. List of the resource persons.
12. Staff list of the organisation.
13. Regd. F.C.(R) A Certificate.

**ANNEXURE-VI**

**BUDGET ESTIMATE OF 2 CAMPS**

a)	<b><u>Honouriam to the resource person :</u></b>	
	The resource person Nos. 4(Four) Per day@ Rs. 500 X 4 X 2 days.	Rs. 4,000.00
b)	<b><u>Tea and Tiffin :</u></b>	
	Tea two times and tiffin of 100 persons For 2 days @ 20 X 200 persons.	Rs. 4,000.00
c)	<b><u>Printing &amp; Stationary :</u></b>	

	Handbill, Poster, Festoon, Invite Card, Wall writing.	Rs. 3,000.00
d)	<b><u>Publicity</u> :</b>	
	Making van rickshaw for 3 days @ 600	Rs. 1,800.00
e)	<b><u>Arrangement for camp</u> :</b>	
	Stage, Table, Chair, Mike, Light, V.D.O. Cassate, Still Photo for 2 days @ 2600	Rs. 5,200.00
f)	<b>T.A., D.A., and other contingency</b>	Rs. 500.00
g)	<b>Follow up programme :</b>	Rs. 3,500.00
	<b>Total</b>	Rs. 22,000.00
	<b>Total grant-in-aid : -</b>	Rs. 22,000.00 X 2
	<b>(For 2 camps purpose)</b>	= Rs. 44,000.00

## Annexure-XII

### STAFF OF MISSION

Name

Designation



Please call our Moderator Mr.Utpal D@ 9874479250