

National CSR Awards Guidelines for Applications

There are two modes of entries for National CSR Awards, namely by application and by nomination. These guidelines provide details regarding the first mode of entry i.e. by application.

Applicants can apply in multiple categories with not more than one project in each category. For each category, submit a separate application form. In effect, a company can submit 4 applications in 4 distinct CSR Award categories.

Mode of application submission

An application may be submitted online or offline. Companies are advised to submit an application only through one medium (either online or offline), and not submit an offline application once an online application has successfully been submitted. Last date to receive an entry for National CSR Awards is **Sunday, the 2nd July, 2017**. An entry submitted after the due date shall not be considered.

Companies intending to submit an offline or hardcopy application are advised to download application form and fill in the required details. A filled-in application form along with all the attachments/ annexures may be submitted through Speed Post or in-person (during office hours on working days only) at the following address:

**Nodal Officer
National CSR Awards
Indian Institute of Corporate Affairs
Sector-5, IMT Manesar, Gurugram-122052
T: 0124 – 2640035/ 16**

Instructions for submission of online application

Registration and generating password

1. **E-mail address** - A valid e-mail address is to be provided and the same will be used as username/login id or generate a new password. All e-mails from the system will be sent to this e-mail address provided by the applicant.
2. **Mobile No:** - Enter your 10 digit mobile number (**Do not add 0 or +91 before your number**).
3. **Password** - Password must be at least of 8 characters in length. It must contain at least one lower case character, one upper case character, one special character and one numeric number.
4. **Login Details:**
 - i. User name – Enter your registered E-mail ID
 - ii. Password - Enter your password
 - iii. Forgot Password - If you have forgotten your password then go to the link 'Forgot Password' and create new password by filling in the details there.

Filling up an application

NOTE: Please note that the below information will be used during the entire application process, no further changes/modifications will be possible under any circumstances after successful submission of the Application Form. Please be careful during filling up the required information in all aspects. All fields are mandatory except the fields marked with 'optional/ If Any'.

The application form has four parts as below:

Section A: Select appropriate company category

Section B: Provide details about your company

Section C: Select appropriate CSR Award category

Section D: Provide details about CSR programme/ project

Section- A

Sr.No.1 - After log in successfully, please select appropriate company category.

Section- B

Sr.No.2 - The Company's name should be written as provided in the Incorporation Certificate.

Sr.No.3 - Company Identification Number should be written as provided in the incorporation certificate of the company.

Sr.No.4 - Provide the exact **website address** of the company.

Sr.No. 5 - The financial details of the company to be mentioned as provided in the Balance Sheet of the company in the given tabular format. The table is as follows:-

Sr. No.	Particulars	Amount in INR
1.	Net Profit (FY 2012-13, 2013-14 & 2014-15) as per Section 198 of Companies Act, 2013	<input type="text"/> <input type="text"/> <input type="text"/>
2.	Average net profit for last three financial years as per Section 198 (FY 2012-13, 2013-14 & 2014-15) of Companies Act, 2013	<input type="text"/>
3.	Prescribed CSR Expenditure (i.e.) two percent of the amount listed as mentioned at serial no.(ii) above	
4.	Actual CSR spend (FY 2015-16)	

Sr.No.6 - Upload/attach **certified relevant extracts** of the minutes of the Board of Directors meeting in which constitution of the CSR Committee was approved, along with the composition of the CSR Committee.

Sr.No.7 - Upload /attach the **CSR policy** as approved by the **Board of Directors**

Sr.No.8 - Upload the **Minutes of the Meetings** held by the CSR Committee in FY 2015-16. Upload/ attach a single PDF file containing minutes of all meetings.

Sr.No.9 - Provide webpage address (**if any**) where the CSR policy of the company is uploaded.

Sr.No.10 - Upload/attach the Annual Report of CSR activities for the FY 2015-16 in accordance with Rule No. 8 of Companies (Corporate Social Responsibility Policy) Rules 2014 under Companies Act 2013.

The format of reporting

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
S.No	CSR project or activity identified	Sector in which the Project is covered	Programs or project (1)Local area or other (2) Specific the State and district where programs or projects were undertaken	Amount layout (budget)programs or projects wise	Amount spent on the programs or projects Sub-heads: 1)Direct expenditure on programs or projects 2) Overheads	Cumulative expenditure upto the reporting period	Amount spend: Direct or through implementing agency
1							
2							
3							
	Total						

**Give details of implementing agency:*

Sr.No.11-Details of the **Nodal Person** of the company for the CSR Division to be provided in the following format:

- Name – The **Name** of the person in the company who heads the CSR division
- Designation - The **Designation** of the person in the company who heads the CSR division
- Address- Provide postal address for communications, if required.
- Pin - Pin code of address
- Landline No. - Landline number at which the Nodal Person can be contacted

- f) Mobile No. - Mobile number of nodal person
- g) Fax - Fax number to be provided
- h) Email- Email ID to be provided

Section – C

Sr.No.12. Select the category of the CSR Award in which the application is being made. A company can apply in maximum of 4 award categories by submitting one CSR project in each category. For each category, an applicant shall have to submit a separate application form.

In order to ascertain the award category, you may peruse the following **Sub – Sectors** under the broad **Sectors**:

Sl.no	Sectors	Sub Sectors
1	Human Development	<ul style="list-style-type: none"> ● Education ● Sports ● Health & nutrition ● Women and Child Empowerment ● Old age development projects ● Specially-abled development projects ● Gender equality ● Malnutrition ● Promoting preventive health care & sanitation ● Making available safe drinking water
2	Economic Development	<ul style="list-style-type: none"> ● Employment enhancing vocational skills ● Skill training ● Livelihood generation projects ● Projects for the welfare of the armed forces veterans, war widows & their dependents
3	Social Welfare	<ul style="list-style-type: none"> ● Promoting rural sports, nationally recognized sports, sports & Olympic sports ● Rural development projects

		<ul style="list-style-type: none"> • Slum area development • Socio-economic development & relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities & women • Projects on the protection of national heritage, art & culture including restoration of buildings & sites of historical importance & works of art; setting up public libraries; promotion & development of traditional arts & handicrafts
4	Environment and Sustainable Development	<ul style="list-style-type: none"> • Project ensuring environmental sustainability, ecological balance, protection of flora & fauna, animal welfare, agro forestry, conservation of natural resources & maintaining quality of soil, air & water

Section – D

This part of the application deals with the details of a CSR Programme/Project to be submitted for consideration of National CSR Awards.

Provide all the details in the respective columns according to pre-defined word limits.

Sr.No.13. Name of the CSR Programme/Project

Sr.No.14. Start date of the CSR Programme/Project

Sr.No.15. End date of the Programme/Project (if applicable):

Sr.No.16. Summary of the CSR Programme/Project in the given format (not exceeding 700 words):

Format for summary of CSR Programme/ Project

1. Introduction - State title of the programme/ project, duration, objectives (upto 150 words) 2. Reasons for choosing the thematic area/s, beneficiary group/s and geographical area/s for intervention. (upto 100 words) 3. Project implementation modalities, including the role of various partners such as NGOs, research institutions etc. (upto 150 words) 4. Impact of the CSR programme/ project (upto 150 words)

5. Replicability, scalability and innovations in the CSR programme/ project (upto 150 words)

Sr.No.17. Details of the Target Beneficiaries in the given format

Provide details of beneficiaries (such as number of males, females, children or girl child, old age people, rural or urban population affected by the project etc)

Sr.No. 18. Geographical coverage:

**Only 03 different locations can be added in one application form (If applying for a programme). However, a summary of geographical locations can be provided in the text box (not exceeding 250 words).*

a) Location (s) of the Programme/Project where it was carried out to be provided –

❖ Fill the longitudinal and latitudinal details of the Programme/Project

Or

❖ Provide the geographical details as per the **Geo-tagging** (As per **Google map** provided in the Application form) of Programme/Project. After filling in address along with PIN Code, option to choose location in Google Maps shall appear.

Sr.No.19. Need assessment criteria adopted by the organization before implementing the actual Programme/Project is to be explained (not exceeding 100 words)

Sr.No.20. Explain **Objective**/s of Programme/Project (not exceeding 100 words)

Sr.No.21. Explain the Methodology (ies) adopted (if any), for the selection of target beneficiaries (not exceeding 100 words)

Sr.No.22. Explain the stakeholder engagement strategy adopted for the Programme/Project planning (if any), (not exceeding 100 words)

Sr.No.23. Specify if the Programme/Project was carried out in the local area of the company(s) of operation? (Y/N)

Sr.No.24 – 26 Description of Programme/ Project Plan, Expected Outputs and Implementation Strategy to be provided (not exceeding 100 words for each question)

Sr.No.27 Provide details of monitoring and evaluation of the CSR project (not exceeding 200 words)

Sr.No.28 – Upload/ attach impact assessment report describing magnitude of the Programme/Project’s impact on the beneficiaries and other stakeholders. (i.e- number of Programme/Project beneficiaries, how does the Programme/Project address the social issue (s) or problem(s) identified). (PDF file not exceeding 10 MB)

Sr.No. 29 (a) – Provide details regarding the manner in which sustainability of the Programme/ Project has been ensured. (not exceeding 200 words)

Sr.No.29 (b) – Provide details about revenue generation activity (s) (if any) which has taken place subsequent to the project. (not exceeding 200 words)

Sr.No.30(a) – Download the format from the link provided and then fill in necessary details. After filling up details, the same is to be uploaded.

Period	Financial contribution (as covered in the budget of the project)			Financial contribution (as not covered in the budget of the project, if any)
Since Inception of project (indicate the year/s)	Sl.No	Specifications	Units	
	1			
	2			
	3			

Sr.No.30(b) - Download the format from the link provided and then fill in necessary details. After filling up details, the same is to be uploaded.

Period	Non-Financial contribution (as covered in the budget of the project)			Non-Financial contribution (as not covered in the budget of the project, if any)
Since Inception of project (indicate the year/s)	Sl.No	Specifications	Units	
	1	Infrastructure	In sq meters	
	2	Technology/PPRs	Specific technical details	
	3	Human Resources	In man-hours	

Sr.No.31- Provide a brief explanation if the project (a) has been scaled up (b) has been replicated (c) involves innovations (not exceeding 200 words for each part). After selecting ‘yes’, option to fill in details shall appear.

Sr.No.32 – In the provided **Check list** select either of the one (Y/N)

Sr.No.33– Applicants need to upload videos (MP4 format, not exceeding 30 MB), images (JPG format, 3 images not exceeding 10 MB) and brochures (PDF format, not exceeding 10 MB) of the CSR programme/ project

Sr.No.34– Applicants may provide links to other websites where videos, images or other literature about the CSR project is uploaded. This is optional.

Submission:

1. Applicants are advised to save and review an application before submission. Once submitted, no amendments are permissible.
2. If any deficiency (ies) or factual incorrectness of any given information is found in the application, the applicant will receive an E-mail and SMS having the link which will redirect the applicant to the application form, so that the applicant can correct/re-fill the application form. It should be noted that the revised/corrected application form should be submitted within 02 working days from the receipt of e-mail from the Secretariat of National CSR Awards.
3. If the applicant does not submit the revised/corrected application form within 02 working days from the receipt of e-mail from the Secretariat of National CSR Awards, the application will be liable to be rejected.
4. After successful submission of the application form, applicant will be informed through an E-mail and SMS.
5. Last date to receive an entry for National CSR Awards is Sunday, the 2nd July, 2017. An entry submitted after the due date shall not be considered.

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