

National CSR Awards Guidelines for Nominations

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

Nominating Companies for National CSR Awards

1. Nominations for National CSR Award can be made by any individual giving the following details as mentioned in Sr.No.3 below.
2. Only one nomination can be made by an individual for National CSR Awards.
3. Nomination is to be accompanied with details of (a) outstanding contributions and achievements relating to CSR Sector made by the nominated company (b) contact details i.e. name, address, telephone number (landline and mobile), email I.D. of the company nominated.
4. A nomination can be sent either through email or by Speed Post or Fax at the following-:

Email ID-: national.csrawards2mca.gov.in

Fax-: 0124 - 2290167

Telephone no.-: 0124 - 2640035, 2640016

5. Last date to receive a nomination for National CSR Awards is Sunday, the 2nd July, 2017. Any entry received or submitted after the due date shall not be considered. ***It is advised that nominations should be sent well within time so as to enable nominated companies to furnish details within the stipulated timeline.***

Steps to be followed by Nominated Companies

1. Once the nomination has been made, the nominated company shall be advised to submit an application in the prescribed format through online portal. A link shall be generated by National CSR Awards Secretariat and sent to representative of the nominated company through email. The email shall provide a link for submission of details through the online portal.
2. Last date to receive an entry for National CSR Awards is Sunday, the 2nd July, 2017. Any entry received or submitted after the due date shall not be considered.
3. A nominated company intending to submit an offline or hardcopy of application is advised to download the application form and fill in the required details. A filled-in form along with all the attachments/annexures may be submitted by 2nd July, 2017 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,
Distt. Gurugram, Haryana-122052
T: 0124- 2640035/ 16**

Instructions for submission of details through online portal by a nominated company

Logging In and Retrieving Password

User shall be able to log in with the help of:

- 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 form

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. 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
i.	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"/>
ii.	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"/>
iii.	Prescribed CSR Expenditure (i.e.) two percent of the amount listed as mentioned at serial no.(ii) above	
iv.	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 nominated company for the CSR Division to be provided in the following format:

- a) Name – The **Name** of the person in the nominated company who heads the CSR division
- b) Designation - The **Designation** of the person in the nominated company who heads the CSR division
- c) Address- Provide postal address for communications, if required.
- d) Pin - Pin code of address
- e) 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.

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

		<ul style="list-style-type: none"> • 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 • 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– The nominated company 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– The nominated company may provide links to other websites where videos, images or other literature about the CSR project is uploaded. This is optional.

Submission:

1. Nominated company is advised to save and review an application before submission. Once submitted, no amendments are permissible.
2. If any deficiency(ies) in or factual incorrectness of any given information is found in the application, the nominated company will receive an E-mail and SMS having the link which will redirect the company to the application form, so that the nominated company 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 nominated company 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, the nominated company 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 received or submitted after the due date shall not be considered.

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