

Format for Application and Nomination under National CSR Awards

**Refer to the guidelines before filling in an Application / Nomination form*

Section A

1. Select an appropriate category for the applicant entity

- Companies (other than PSEs) having CSR spending equal to or above Rs 5 crore in FY 2015 – 16
- Companies (other than PSEs) having CSR spending below Rs 5 crore in FY 2015 – 16
- Public Sector Enterprises (PSEs) having CSR spending equal to or above Rs 5 crore in FY 2015 – 16
- Public Sector Enterprises (PSEs) having CSR spending below Rs 5 crore in FY 2015 – 16

Section B

COMPANY BACKGROUND

2. Full Name _____
3. CIN No. _____
4. Website URL _____
5. Provide details of company as follows:-

| Sr. No. | Particulars | Rs (INR) |
|---------|--|--|
| 1. | Net profit (FY 2012-2013, 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 2012-2013, 2013 -14, 2014-15) of Companies Act 2013 | <input type="text"/> |
| 3. | Prescribed CSR Expenditure (i.e.) two per cent. of the amount listed as according to serial no. 2 (above) | |

| | | |
|----|-------------------------------|--|
| 4. | Actual CSR spend (FY 2015-16) | |
|----|-------------------------------|--|

6. **Attach certified relevant extracts of Minutes of the Board of Directors meeting in which constitution of the CSR Committee was approved, along with the composition of the CSR Committee.**

Attach extracts of Minutes of the Board of Directors meeting

Attach composition of the CSR Committee

7. **Attach the CSR policy as approved by Board of Directors**

Attach CSR Policy

8. **Minutes of the meeting held by the CSR Committee (FY 2015-16)**

Attach the extracts of Minutes

9. **URL of the Web page where the CSR policy is hosted. (if any)**

Write the link

10. **Attach the annual report of CSR activities (FY 2015-16)** 16 in accordance with Rule No. 8 of Companies (Corporate Social Responsibility Policy) Rules 2014 under Companies Act 2013.

Attach the Board Report

11. **Details of the Nodal Person of the company for the CSR Division:**

- a) Name _____
- b) Designation _____
- c) Address _____
- d) Pin _____
- e) Landline No. _____
- f) Mobile No. _____
- g) Fax _____
- h) Email _____

Section C

12. CSR Award Category

Select the category of the CSR awards in which the application is being made

A company can apply in multiple categories with not more than 1 programme/ project in each category. For each category, submit a separate application form

- **Human Development**
 - a) Education
 - b) Sports
 - c) Health & nutrition
 - d) Women and Child Empowerment
 - e) Old age development projects
 - f) Specially-abled development projects
 - g) Gender equality
 - h) malnutrition,
 - i) promoting preventive health care & sanitation
 - j) making available safe drinking water

- **Economic Development**
 - a) Employment enhancing vocational skills
 - b) Skill training
 - c) Livelihood generation projects
 - d) Projects for the welfare of the armed forces veterans, war widows & their dependents

- **Social Welfare**
 - a) Promoting rural sports, nationally recognized sports, sports & Olympic sports
 - b) Rural development projects
 - c) Slum area development
 - d) socio-economic development & relief & welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities & women
 - e) 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

- **Environment and Sustainable Development**
 - a) 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

Details of a CSR Programme/ Project for consideration of National CSR Awards (Use separate sheet, wherever required)

13. Name:
14. Start date:
15. End date (if applicable):
16. Programme/Project summary (700 words). Explain the below given points.

**Summary of CSR programme/ project
(upto 700 words)**

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)

Give a brief upto 700 words

17. Target Beneficiaries

Give a brief upto 250 words

18. Geographical coverage:
 - a) Location (s) _____
 - b) Location (s) _____
 - c) Location (s) _____

(EACH QUESTION FROM Sr.no. 19 to 26 TO BE ANSWERED UPTO 100 WORDS)

19. Details of Need Assessment, conducted for the Programme/Project. **(if any)** (not more than 100 words.):

20. Objective (s) sought to be achieved by the Programme/Project (not more than 100 words.):
21. Methodology (ies), adopted for the selection of target beneficiaries. **(if any)** (not more than 100 words.):
22. Stakeholder engagement, for the Programme/Project planning. **(if any)** (not more than 100 words.):
23. Was the Programme/Project carried out in the local area of the company(s) of operation?
(Y/N)
- Yes
- No

24. Provide the Programme/Project plan. (if any)

Give a brief upto 100 words

25. What were the expected outputs of the Programme/Project for the beneficiaries?

Give a brief upto 100 words

26. Was the implementation done by an entity set up by the company or other organization (s) (i.e- Registered Society/ Trust/ Section-8/Other). Give details of the nature of collaborations.

Give a brief upto 100 words

27. Monitoring and Evaluation:

(Explain each questions upto 200 words.)

a) Provide a brief on the monitoring and evaluation frame work for the Programme/Project. (if any)

Give a brief upto 200 words

b) Was there any monitoring and evaluation done by a third party?

- Yes
- No

If Yes then give a brief.

Give a brief upto 200 words

c) Explain the roles of the Programme/Project partners involved in the monitoring and evaluating process.

Give a brief upto 200 words

28. Impact of the Programme/Project:

(Explain in 200 words.)

a) Whether any impact assessment was carried out after the implementation of the Programme/Project?

Yes

No

If yes, then attach brief report

Attach the Report, if any

29. Sustainability of the project:

(Explain in 200 words.)

a) Explain the manner in which Sustainability of the Programme/Project after its completion has been ensured? (If applicable)

b) Scalability and Replicability (if applicable)

- i) Provide year wise details of the actual Revenue generation.
- ii) Provide year wise projected details of the Revenue generation. (for next 3 years)
- iii) Provide the details about the expenditure of the revenue generated.

30. Financial and Non-Financial Resources used for the Programme/Project:

a) Fill the Financial- Year wise expenditure incurred on the Programme/Project and the sources of funding (in case of multiple funding organizations) in the below given format :

| 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 | | | |

b) Non-Financial –

| 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 Men hours | |

31. (Provide the following explanations each in 200 words.)

a) Have you already scaled up the Programme/Project?

Yes

No

If yes then then give a brief.

Text box

b) Have you already replicated the Programme/Project elsewhere(Yes/No).

Yes

No

If yes the give a brief.

Text box

c) What are the innovations (i.e- Technology (ies) and Methodology (ies)) adopted in the Programme/Project. Provide details. if any)

32. Check list

| Sr. No. | Parameters | Yes | No |
|---------|--|-----------------------|-----------------------|
| 1. | Is the Programme/Project in consonance with the Schedule VII of the Companies Act, 2013? | <input type="radio"/> | <input type="radio"/> |
| 2. | Does the CSR Programme/Project benefit only the employees of the company and their families? | <input type="radio"/> | <input type="radio"/> |
| 3. | Does the Programme/Project involve sponsorship / support to a one-off event such as marathons / awards / charitable / contribution / advertisement / sponsorships / of TV programmes etc.? | <input type="radio"/> | <input type="radio"/> |
| 4. | Has the Programme/Project been undertaken by the company (ies) in fulfillment of any other Act/Statute of regulations (Such as Labour Laws, Land Acquisition Act etc.)? | <input type="radio"/> | <input type="radio"/> |
| 5. | Has the Programme/Project been undertaken by the company in pursuance of its normal course of business? | <input type="radio"/> | <input type="radio"/> |
| 6. | Is the Programme/Project under any legal dispute(s)? | <input type="radio"/> | <input type="radio"/> |

33. PROGRAMME/PROJECT MEDIA COLLATERAL (Attach all media in a pendrive, write name of file in the space below)

- Video

Attach Video (MP4 less than 30MB)

- Images

Attach Image (Maximum 3 images less than 10 MB)

- Brochure/ Information Pamphlet

Attach Brochure/ Information/ Pamphlet

34. Provide the links of any other Programme/Project media (i.e- Photos, Video or Audios) of the Programme/Project (optional).

Add links here line by line

Declaration:

- I on behalf of company certify that all information(s) provided in the form are accurate and factually correct. The company shall provide any supporting documentation/evidence, if required, The company agrees to abide by the decision of Ministry of Corporate Affairs (MCA) in all matters relating to the National CSR Awards. I fully understand that at any stage, if any inconsistency/factual incorrectness is found out, the same may lead to disqualification of the application.

**Once submitted no further changes will be undertaken.*

Signatures