

ANNEXURE - I

**FORMAT FOR SUBMISSION OF PROPOSALS FOR FINANCIAL ASSISTANCE TO NON
GOVERNMENT ORGANISATIONS (NGOs) / WEAKER SECTION THROUGH SCHOOLS, NGOs AND RWAs**

**NAME OF PLAN SCHEME UNDER
WHICH PROPOSAL IS SUBMITTED :**

1. Project Title :
2. Name, Address, Phone, fax, E-mail of the applicant (School / NGO / RWA) :
3. Status of the Applicant (Registered Society)
 - Registration number :
 - Unique Identification generated from NGO-Darpan Portal :
4. Designation of the official authorized to receive financial grant :
5. Previous experience of the applicant organization in the field of environment (documentary evidence of completed work to be attached) :
6. Details of the proposal (all possible details including objectives, action plan, time frame, target groups, justification etc. to be provided for which financial assistance is being sought) :
7. Detailed break-up of the expenditure to be incurred on the project :
8. Details of funds available from other sources for the proposed project, if any :
9. Financial assistance required from Deptt. of Environment, Govt. of NCT of Delhi. :
10. Any grants received in the past from Deptt. of Environment, Govt. of NCT of Delhi. if so, details thereof. Whether Utilization Certificate and Audited Statement of Expenditure have been furnished :
11. Benefits envisaged from completion of the proposed project. :
12. Time frame for initiating action on the proposal in case grant is approved. :
13. Any other information considered relevant by the applicant. :

Place _____

Date _____

Name, Signature & Seal of

Head of the Organization