

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
FINANCE DEPARTMENT – DELHI KALYAN SAMITI**

4<sup>TH</sup> LEVEL, WING-'A',  
DELHI SECRETARIAT,  
I.P. ESTATES,  
NEW DELHI-110 002.  
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**PROFORMA FOR APPLYING GRANT-IN-AID**

(To be submitted in three sets each completed in all respects)

1	Name of the Institution/Organization (in full) (Capital Letters)		
2	Complete Address with Telephone & Mobile Number		
3	Date of Establishment		
4	Whether Registered under Indian Society Registration Act, 1860 or Indian Trusts Act, 1882. If Yes, No./ Year and Place of Registration (enclose copies)		
5	Details of Institution/Organization, its objectives and activities. (Please attach sheet for detailed information)		
6	Constitution & details of Office bearers of the Organization		
7	Whether the Institution/ Organization has its own building or housed in a rented building		
8	Purpose/Scheme under which Grant- in-aid is required		
9	Total Estimate Amount of the Project		Rs.
10	Amount of Grant-in-aid applied for		Rs.
11	Resources mobilized from other Sources/Institutions/Department/ in the shape of Financial assistance/ kind or in the Form of soft Loan/Grant		

12	Any foreign assistance received		
13	Details of own resources of the NGO to carry out the proposed activity		
14	Manner of Utilization of the assistance received so far		
15	Details of Grant-in-aid received in the past from Delhi Lotteries/Delhi Kalyan Samiti		
16	Whether Utilization Certificates have been submitted to DKS for above Grants. If So, give details thereof		
17	Any other additional information		
18	Last Audit conducted on		

It is certified that the information given above is correct and I have read the guidelines/Terms & Condition attached with the Performa and undertake to abide by then on behalf of our Organization.

**SIGANTURE**

**NAME & DESIGNATION (WITH STAMP)**

## **TERMS & CONDITIONS**

1. The Grant shall be utilized by the Institution/Society/ Organization/Trust/Individual for the purpose for which it is sanctioned. In case they intend to utilize the amount of Grant for some other purpose, specific and prior approval of the Delhi Kalyan Samiti shall have to be obtained by them.
2. The Institution/Organization/Individual to whom grant is to be released shall be required to disclose the other Source/Institution from which any sort of financial assistance, either in the form of grant or in the form of soft loan has been obtained for the same purpose. They shall also be required to give an undertaking in this regard indicating how they have utilized/propose to utilize the financial assistance from other sources.
3. Fresh grants shall not be released to any institution/organization unless the Utilization Certificate in Form GFR-19A duly certified by Chartered Accountant and signed by authorized signatory is submitted by the Society/Organization/ Trust/Individual in respect of earlier grants.
4. The grant-in-aid to the institution/organization/society shall not be released without submission of the project report, if the amount of each release/project is Rs.10,00,000/- (Rupees Ten Lacs only).
5. The Society/Organization/Trust/Individual shall not dispose of the assets created out of the grant without the prior written approval of the Delhi Kalyan Samiti.
6. Grant-in-aid shall be given only to the Institution/ Organization/ Society registered under Societies Registered Act, 1860 or Indian Trusts Act, 1882 at Delhi.
7. The accounts of grantee institution shall be open for inspection by Delhi Kalyan Samiti or by any other Officer as may be authorized in this behalf and audit of the grant will be conducted by ELFA of Govt. of NCT of Delhi.
8. The Institution/ Organization shall refund the grants to Delhi Kalyan Samiti in cases:
  - i) Grant is not utilized for the purpose within the specified period,
  - ii) Institution is closed and in case of breach or no fulfillment of any of the conditions. Amounts found recoverable from the Grantee under these rules shall be recoverable as arrears of land Revenue.

The above Terms & Conditions are accepted.

Signature with Stamp

**DOCUMENT TO BE ATTACHED**

**(WITH THE APPLICATION FORM)**

- i) Attested Photo Copy of the Registration Certificate of NGO.
- ii) Constitution of the Institution/ Organization consisting of Memorandum/ Articles of Association/ Bye-laws.
- iii) Constitution of the Board of Management with particulars in Name, Address & Occupation, of the Members.
- iv) Copy of the Audited Statement of Accounts (latest available).
- v) Complete details of the Project Report duly authenticated by C.A. must be attached in case of project costing more than Rs.10.00 lacs.
- vi) If the Grant-in-aid for construction of building:
  - (i) Title of Land
  - (ii) Approved Building Plan Architect / Local Bodies
- (vii) Copy of Registration u/s 12A issued by Income Tax Department.
- (viii) Copy of Permanent Account Number (PAN)

**SCHEME/HEADS UNDER WHICH GRANTS-IN-AID SANCTIONED**

1. Improvement of facilities in J.J. Colonies.
2. Setting up Community and Social Welfare Centres in Delhi.
3. Promotion of Education, Art and Culture.
4. Financial assistance for the needy in case of hardship.
5. LG/ CM' s Relief Fund.
6. Promotion of Sports and Cultural Activities.
7. Acts of Bravery.
8. Pollution Control.
9. Drug de-addiction.
10. Rehabilitation of street children
11. Working women's hostel
12. Research in policy areas in NCR in general and Delhi in particular.
13. Improvement of medical facilities for the general public.
14. Construction of Gaushalas / Gosadan and their up-keep.
15. Any other approved by Govt. of NCT of Delhi.