

1. **Photo Copy of the Registration Certificate of NGO.**
2. **Constitution of the Institution/Organization consisting of Memorandum / Articles of Association / Bye-laws.**
3. **Constitution of the Board of Management with particulars i.e Name, Address and Occupation of the Members.**
4. **Copy of the Audited Statement of Accounts (latest available)**
5. **Complete details of the Project Report duly authenticated by Chartered Accountant must be attached in case of project costing more than Rs.10.00 lacs.**
6. **If the Grant-in-aid is for construction of building:-**
  - (i) **Title of Land**
  - (ii) **Approved Building Plan Architect / Local Bodies**
7. **Copy of Registration u/s 12A issued by Income Tax Department.**
8. **Copy of Permanent Account Number (PAN)**

