

**APPLICATION CUM MONITORING FORM FOR GRANT-IN AID FOR
INTEGRATED PROGRAMME FOR STREET CHILDREN**

(For 1st installment and new cases)

PART- A

1.	Financial year for which Grant in-aid is applied	
2.	Name of the organization	
3..	(a) Nature of the project : (b) Date of commencement Of the Project. (C)Year of Commencement of Grant-in-aid from G.O.I. for the Project.	
4.	Date of Registration of the organisation.	
5.	Address of Registered Office. STD Code Telephone No. STD Code Fax No. E.Mail	
6.	(a) Complete address of locations where Programme/project/ Scheme is being implemented STD Code Telephone No. STD Code Fax No. E.Mail (b) Nearest Railway Station/Bus Stand.	
7.	Whether building is	<u>Owned Rented on lease Donated</u> (Please indicate against appropriate box)
8.	(a) Is the building being utilized exclusively for this program? (b) If no, provide details Of usage.	Yes No
9.	(a) Area of building (in sq. meters) (b) Number of rooms	
10	Whether separate Project Wise Accounts have been Maintained for grants Sanctioned earlier?	Yes No

11	(a) Whether principle of joint operation of banks accounts is being followed?	Yes	No
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12 Details of bank accounts in which grant-in-aid released during previous financial year.

Sl. No.	Grant in-aid for financial year	Sanction letter no.	Dated	Recurring amount	Non recurring amount.	Bank A/c. No	Name and address of Bank	Person operating the joint account
1.								
2.								

13. Whether the statements of accounts submitted alongwith the application : Audited Unaudited

14. The amount of support from the Ministry for recurring grant-in-aid.

- (a) Recurring
- (b) Non- recurring
- (c) Total

15. Whether List of beneficiaries enclosed as per Form-I. : Yes No

16. Whether List of Managing Committee enclosed as Per Form-II. : Yes No

17. Whether the List of Employees enclosed as Per Form-III. : Yes No

18. Whether Copy of Annual Report (latest) enclosed. : Yes No

[Mark above the appropriate box]

VERIFICATION

Certified that above information is in accordance with the records and accounts audited/to be audited and is correct to the best of knowledge and belief of the office-bearers of the

organisation, and after its perusal and satisfaction they have authorized the undersigned by a resolution dated:

To verify and submit the statement of information for purposes of monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice and empowerment, Government of India.

2. I also hereby certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the Management, I further agree to the following condition:-

- a) All assets acquired wholly or substantially out of the Central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation cease to exist at any time, such properties shall revert to the Government of India.
- b) The accounts of the project shall be properly & separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- c) If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes, the Government of India may stop payment of further instalments and recover earlier grant in such manner as they may decide.
- d) The institution shall exercise reasonable economy in its working especially in respect of expenditure on building.
- e) In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first installment of grant unless further extension is granted by the Government of India.
- f) No change in the Plan of buildings, the construction will be made without the prior approval of the Government.
- g) Progress reports on the project will be furnished at regular intervals as may be specified by the Govt.
- h) The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines.
- i) The organisation agrees to make reservation for the Scheduled Caste/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.
- j) It is hereby certified that no grant is being receive for the same project from any other (Govt., Private or Foreign) source.

Yours faithfully,

Signature of the Authorised Signatory,

Name :
Designation :
Address :
Date :

Office Stamp :

**STREET CHILDREN
PART-B**

1) Details relating to beneficiaries

No. of street Children on the rolls as on 1st April of the previous year.	No. of street children enrolled during the last year.	No. of children at the end of the year/date of application.	No. of dropouts during the last one year.
1	2	3	4

2) Background of street children

Orphans	From extremely poor families who cannot maintain them	Run-aways due to mistreatment/abuse by parents/relatives	Others	Total

3) Reasons for drop-outs

Employed	Reintegrated With family.	Other reasons (including those shifted to other homes/ceters.	Total

4. Details of sanction received in the preceding financial year.

a) Sanction number and date

Sanction No. Date

b) Amount sanctioned:

Recurring Non-recurring Total

c) Amount utilised.

Recurring Non- recurring Total

5) Details of facilities provided in project centre

a) Nutrition/ Meals provided.

Once a Day Twice a Day Not Provided

b) Vocational Training : Yes/No

If yes details to
Be given below:

Sl. No	Trade	Duration of training	No. of Trainees in the last one Year.	No. of trainees gainfully employed out of them	Please mention nature of follow up after training is completed	Average income per month earned by successful trainees in Col.(2)
1	2	3	4	5	6	7
1	Carpentry					
2	Plumber					
3	Electrician					
4	Computers					
5	Others					

c) Please indicate linkages maintained with potential employers for absorbing the beneficiaries of Vocational training.

d) General Education (If yes : Yes/No
details to be given.

e) Recreation (If yes details : Yes/No
To be given)

f) Nature of night shelter
Provided if any, giving no.
of residents on an
average per night.

g) Nature of medical care

Provided, indicating
Periodicity of routing
Check-ups.

h) Please indicate details
Of Counselling services
Provided to street children
And their parents to
Facilitate reintegration
With families and other-
Wise.

i) Are there any arrangements
For banking and credit
Facilities for street children?
If so details be given

Yes/No

j) Are there any arrangements
For safe keeping of earn-
ings/belongings of street
Children in the centre?
If so details be given.

Yes/No

k) Is any contribution/payment
taken from any street children
for food, medicines, etc. ?
If so details be given.

Yes/No

l). Please indicate linkages maintained with other institutions/organisations to meet the gap in facilities provided in its own centre.

6) Details of awareness programmes
initiated please give details of seminars/
camps/special functions/organized/partic-
ipated by the organisation in the last 1 yr.

7). Inspection if any, conducted by the
State Govt/any other.

Sl No	Date of Inspection	Inspection agency	Whether inspection report was sent to the Organisation
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PART – C
ORGANIZATION FUNDS FLOW FOR THIS PROJECT FOR THE ORGANIZATION AS A WHOLE

	Year preceding the financial year of Grant-in-aid assistance indicated at Sl.No 3 [c] Part - A	Previous year [For new cases]	Current year budgeted actual	Year preceding the financial year of grant-in-aid assistance indicated as Sl. No.3 [c] Part- A	Previous year [for new cases]	Current year budgeted actual
I. Financial Year						
II. Total income of which						
a. Funded by office bearers, donations from private sector.						
b. Funded by foreign Contribution.						
c. Funded by local bodies and public sector organization/state Govt.						
d. Grant from central Govt. [please indicate from each ministry/dept /capart separately]						
e. Beneficiaries contribution						
f. miscellaneous income						
g. Any other sources not mentioned above [specify]						
III. Total expenditure of which						
a. Recurring						
b. Non-recurring.						
IV. Detail of expenditure on:						
a. Salaries and wages						
b. wages						
1. Building.						
2. Furniture and						

fixture 3. Plant and machinery						
c. Travelling, daily etc. allowances.						
d. other administrative costs						
e. Expenditure on beneficiaries (b) in kind. 1. Food 2. Uniform/clothing 3. medicines 4. transport facility 5. recreation/games 6. Misc.						
f. Maternal costs incurred by the organization: (for imparting vocation training] A). B). C).						
g. Cost per beneficiary.						

Ministry of Social Justice and Empowerment
APPLICATION FORM FOR 2nd INSTALEMENT
[To be submitted in duplicate]

Name of the Scheme: _____

1. Organization:

Name : _____

Address: _____

2. Grant-in-aid applied for:

Recurring Non-recurring

a. Applied in the current year :

b. Received as 1st installment: _____

3. Annual report of the year :
4. Audited statement of accounts of previous year :
 - a. Receipt and payment statement:
 - b. Income and Exp. statement :
 - c. Balance sheet :
 - d. Audited utilisation certificate :
with itemwise exp. as per the Sanctioned items of grant
5. Assets acquired wholly or substantially out of Govt. grants Under GFR - 19 :
6. Any other information considered: Necessary by the organisation or asked for.
7. Whether the organisation is receiving or expecting to receive any grant from some other source for the project for which application is being made? :

VERIFICATION

Certified that above information is in accordance with the records and accounts audited/to be audited and is correct to the best of knowledge and belief of the office-bearers of the organisation, and after its perusal and satisfaction they have authorized the undersigned by a resolution dated:

To verify and submit the statement of information for purposes of monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice and empowerment, Government of India.

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- b) The accounts of the project shall be properly & separately maintained. They shall always be open to check by an officer deputed by the Government of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.

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Part-ii(Current year) I. Only notify change from the previous year.
 II. In case there is no change in Part-I from the previous year, Please certify as follows: “ No Change in Staff particulars from the previous years”.

Appendix.II
 MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme

Details of the Beneficiaries

i)Name of the Organisation. :

ii)Name & address of the Project. :

iii)Year.(previous year)

:

No of Beneficiaries	Male	Female	Below of 18 years of age	Age	18 Years & above
1	2	3	4	5	6

[See Govt. of India's decision [7] (b) under rule 149[3]

Assets acquired wholly or substantially out of Govt. grants register maintained by grantee institution.

Block account maintained by sanctioning authorities.

Name of the sanctioning authority:

Sl. No	Name of the Grantee association	No. & date of sanction	Amount of the sanctioned grant	Brief purpose of the grant	Whether any condition regarding the right ownership of Govt. in the property or other assets acquired out of grant was incorporated in grant-in-aid sanction	particulars of assets actually credited or acquired	value of assets as on - ----- -----	purpose for which utilized at present	Encumbered or not	Reasons if encumbered	Disposed of or not	Reasons & authority if any for disposal	Amount realised on disposal	Remarks

Place :

Date:

Signature Name of the Secretary/President:

Seal of the organisation :

Note: In case there is no change from the previous, a photocopy of the statement of the previous year be furnished with the following statement "No change from the year -----".

List of Documents to be submitted alongwith Application for Ist installment or new Case:-

- a. Accounts in 4 parts for the project for which Grant-in-aid is sought and for the organisation as a whole.
 - i)income & Expenditure Statement.
 - ii)Receipt & Payments Statement.
 - iii)Balance Sheet.
 - iv)Auditors Report.
- b. Activity/Annual Report of the Organisation for
The previous year.
- c. Budget Estimates for the project for current year.
- d. Details of Beneficiaries on Form-I.
- e. Details Managing Committee on Form-II.
- f. Details of Employees on Form-III.
- g. Copy of Registration Certificate.
- h. Memorandum of Association/bye-laws/Articles.
- i. Utilization Certificate in respect of grants.

Note:-1: In the case of new projects accounts should be audited and the accounts submitted for the last (Preceding) two years, Utilization Certificate does not apply.