

Form A: Checklist for organizational details of NGOs applying for CSR grant from CIL

S. No.	Document	To be enclosed /Remarks	For CIL Official Use
1	Unique CSR Registration Number generated in CSR-1 Form electronically from MCA Website : (Copy of Registration to be enclosed)		
2	Self-Certification(original) that not blacklisted by NITI Aayog /any ministry/PSU/Govt. body		
3	Registered as: Society/Trust/Sec. 8 Company(Please tick one) Registration number with copy of certificate of registration.		
4	Copy of Memorandum of Association		
5	Copy of PAN Card		
6	Copy of 80 G certificate		
7	Copy of Audited accounts for last three years		
8	Copy of FCRA certification (Only applicable to NGOs receiving foreign contributions)		
9	Certificate from a practicing CA reg. operations on "No profit no loss basis" (original)		
10	Undertaking that assets created from CSR assistance shall not be passed on to any private party		
11	Last three years activity list in the similar fields supported by documents such as (MoU/Work Order/Completion Certificate)		
12	Copy of Partnership with govt. agencies/ PSUs, if any (MoU/Work Order/Completion Certificate)		
13	URL of the NGO's website		
14	Achievements or awards received–Yes/No If yes, provide copy of such awards/citations.		
15	Any of Board of Directors/ Trustees/ Executive Committee members have any official dealing with CIL and its subsidiaries or are related to any board member of CIL and its subsidiaries. If so, details thereof.		

Note:

(i) Wherever needed separate attachments/annexures be attached mentioning the number as Annexure 1, 2, 3... corresponding to the serial number of requisite documents listed above and total Pages Nos. (E.g. Annexure 4 - (3 pages) numbering the pages as 1/3, 2/3, 3/3 and for price quotations, undertaking etc...)

(ii) If not applicable, please mention 'N.A' in third column.

(iii) Mere submission of the project proposal does not entitle the project proponent for CSR grant from CIL.

(iv) CIL reserves the right to either accept or reject the proposal for CSR grant based on the merit of the proposal.

Form B1: Checklist for submission of Project details by NGOs for CSR grant from CIL

S. No.	Document	Whether submitted (Yes/No)/Remarks	For CIL Official Use
1	Need of the project (Baseline study if any conducted, to be enclosed)		
2	Recommendation from district administration regarding: (i) The need/public purpose of the activity at the project location (ii) The proposed activity at the project location is not being undertaken or planned to be undertaken by any govt. other agency		
3	Project location (A Brief to be submitted on how the project at the proposed location will be beneficial)		
4	Project objectives and expected outcomes		
5	Beneficiaries of the project (Total Nos., Category of the beneficiaries – SC, ST, Women, PWD etc.).		
6	Summary Note on the project outlining all important aspects of the project		
7	List of project activities along with corresponding project schedule/timelines		
8	Detailed item wise breakup of project outlay showing capital and recurring expenditure separately along with justification for each item		
9	Payment schedule		
10	Monitoring and reporting mechanism		
11	Maintenance mechanism		
12	Sustainability plan for a minimum of 5 years		
13	Brief write up on how to ensure the brand visibility of CIL		
14	Following documents are required if the project involves procurement of capital items (i) Minimum 3 price quotations for each of the capital items. (ii) Copy of any supply order placed by any Govt. agency/ PSU to the vendor offering price quotation. (ii) A certificate from the one who quoted the lowest that the items have not been supplied to		

	any other party at a lesser price than the quoted price (iii) Undertaking regarding 'maintenance of capital items is the responsibility of the NGO'		
15	<p>Following documents/compliances are required if civil construction is part of the project:</p> <ul style="list-style-type: none"> (i) Land ownership documents (ii) NOC/Permission for construction from Panchayat/Urban Local Body/Regional Development Authority or such other authority mandated with sanction of building permit (iii) Building plan/Site plan approved/vetted by Panchayat Samiti/Zila Panchayat/Panchayat & Rural Development Department/Urban Development Authority as the case may be (iv) The basis of preparation of the estimate must be mentioned in the estimate. (v) The estimate should be prepared by an Architectural/Chartered Consultancy firm or a Chartered Engineer. The registration certificate of firm/chartered engineer should be enclosed. 		

Note:

(i) Wherever needed separate attachments/annexures be attached mentioning the number as Annexure 1, 2, 3... corresponding to the serial number of requisite documents listed above and total Pages Nos. (e.g. Annexure 4 -(3 pages) numbering the pages as 1/3, 2/3, 3/3 and for price quotations, undertaking etc...)

(ii) If not applicable, please mention 'N.A' in third column.

(iii) Mere submission of the project proposal does not entitle the project proponent for CSR grant from CIL.

(iv) CIL reserves the right to either accept or reject the proposal for CSR grant based on the merit of the proposal.