

Grant Application Format

Organizations applying for Grant are requested to submit this application along with the project proposal to:

**The Program Manager
Coca-Cola India Foundation
Enkay Towers, Udyog Vihar Phase V
GURGAON 122 016, HARYANA
Tel : 0124-4785069/2348041
Fax : 0124-2348143
Email : yatn@apac.ko.com**

NOTE : Please use separate sheets to provide requested information.

I. PROJECT DETAILS

1. Project / Program Category (Please tick the relevant project)

- Water Sustainability
- Environment / Climate Control
- Healthy Living
- Inclusive Social Development

2. Project Justification

(Please attach a brief write up on the conception of the project, its felt need and how it will impact beneficiaries)

3. Location Description

4. Target Beneficiaries

5. Project Duration

6. Manpower Requirements

7. Specific Activities

II. FINANCIAL DATA

- 1. Total Project Cost (INR)**
- 2. Grant Amount Applied For**
- 3. Other Funding Sources**
- 4. Detailed Project Budget with itemized expenditure and highlighting fixed and variable costs**
- 5. Disbursement of Funds and schedule of payments (*Please identify milestones to be achieved to enable release of funds.*)**
- 6. Current Budget of the Organization**
- 7. Receipt and Disbursement statement and Balance Sheet for the previous one year certified and audited by a Chartered Accountant.**

III. TECHNOLOGICAL PARAMETERS

Regulatory Compliance

[Please attach a brief note confirming the technology/ies to be used under this project as also whether these technology/ies adheres to any applicable statutory requirements]

IV. MONITORING & AUDIT

- 1. Performance Indicators of the Project**
- 2. Methodology to be adopted for Community Engagement and Participation**
- 3. Training /Skill Development schedules, if any**

4. Maintenance of specific structure/technology

5. Approach to ensure long term sustainability

V. **ORGANISATIONAL DETAILS**

(Details of the Organizations/NGOs/CBOs working as sub-contractors for the project also need to be submitted in the same format.)

1. Name of the Organization :

[Officially registered or established name]

2. Registered / Permanent Office Address (including Telephone, Fax and website address)

[Please provide self attested copy of: telephone/landline bill or electricity bill or municipal bill as address proof]

3. Date of Registration / Establishment

4. PAN Card No.

(Please provide self attested copy)

5. Legal Status *(Please click on appropriate box and provide organization's charter or governing documents)*

- Society
- Trust
- Not-for-Profit Company
- Other (please specify)

6. Name and Address of the parent body, if any

7. Name and Profile of Trustees/Managing Committee Members/Board of Directors/ Office bearers of the Organization (including their address and contact details)

8. Organization's Vision, Mission and Objectives

9. List of Previous Projects undertaken and completed successfully (Please attach case studies/ success stories of some completed projects)

10. Annual Report of previous three financial years.

11. Bank Certificate stating Grantees name and bank account number or bank statement in original or a cancelled cheque with grantees name and bank account number printed on the cheque.

VI. LEGAL REQUIREMENTS

24. Please attach a copy of the following :

- Applicant's organization's charter, bye laws and other governing documents including Memorandum of Association of the Society/Trust Deed/ Memorandum and Articles of Association of not-for-profit company registered under the Companies Act.
- Registration Certificate under the (i) Income Tax Act, 1961, (ii) Society Registration Act, 1860, (iii) Foreign Contribution Act, if applicable.
- *Copy of income tax exemption certificate (in case payment to the Grantee has to be made without deduction of tax at source).*

25. Other documents to be attached:

- a) List of consents/ permissions / approvals required from the local/state/central authorities and their status.
- b) Drafts of any MOU/Agreement to be entered into/ or which needs to be entered into as a contractual obligations.

Name and Profile of the Program Manager / Project Coordinator *(Please use a separate sheet)*

Signature of the Head of the Organization

Name

Designation

