

Summary Sheet for applying CSR proposals to CMPDIL

<u>S. No.</u>	<u>Head</u>	<u>Details</u>	<u>Page No. of the project details</u>	<u>Remarks</u>
1.	Project Title			
2.	Place/Location of project implementation/Location	Place, location and km.		Location, Km from office/drilling site/camp
3.	Beneficiary number and details			Total, SC, ST, General, OBC, pWD (specify), children, women, Gender
4.	Project Objective			
5.	Request letter/covering page			
6.	Proposed by			Name and address of organization, person
	Need Assessment report			Detailed report of the need analysis of the project.
7.	Form I (Copy of form 1).			Unique Number for organizations seeking CSR fund. Available on MCA website.
a.	Registration as : Society/Trust/Sec. 8 Company			
b.	Details of representatives of Board of Trustee/Governing Body of NGO/Trust, Memorandum of Association, Article of Association, Trust Deed and brief profile of CEO/Managing Trustee/Managing Committee.			
c.	Last three year audit report			
d.	PAN details.			
e.	Income Tax Exemption Certificates 80G/12A (12AA)/35AC under IT Act 1961/FCRA/Other Applicable			
f.	TDS exemption certificate (if available).			
8.	Certificate from a practicing CS regarding operations on “No profit no loss” (original).			
9.	Details of past projects (in last three years) of similar nature executed (MoU/Work order/Completion Certificate).			
10.	Copy of partnership with Govt. agencies/PSUs if any. (MoU/Work order/Completion Certificate).			

11.	No Objection Certificate			Required from concerned govt. dept. to avoid duplicity of work
12.	Estimated project cost with break-up			
13.	Form of support required			
14.a.	Project to be executed by			Directly by CMPDIL or through organization, etc.
b.	Action Plan Provision (in case of project implementation by any organization) with proper timeline			In case the project is executed by any organization, then MoU is must for project cost more than 5 lakhs.
15.	Project Impact			
16.	Interest of CMPDIL for taking up the proposed project			
17.	In case of asset created, handover will be done to??			
18.	Annual reports of the organization and URL of organization's website			
19.	Undertaking that assets created from any CSR assistance shall not be passed on to any private party.			
20.	Any other information			

Note:

1. Separate attachments/annexures must be attached mentioning the page number and annexure number.
2. Basis of estimate and cost justification must be included in the proposal.
3. A ppt along with the proposal must be submitted including photos and videos of previous activities/work in line with the CSR proposal being submitted.
4. Mere submission of the project proposal does not entitle the project proponent for CSR grant from CMPDIL.
5. CMPDIL reserves the right to either accept or reject the proposal based on the merit of the proposal and the requirements of CMPDIL.
6. The proposal, ppt and all other documents (as required) must be submitted to Nodal Officer- CSR/CSR Cell, CMPDIL HQ or respective Regional Institute.