

Format for preparing CSR Proposal

PART A: COVERING LETTER & UNDERTAKINGS

It should contain the intent of CSR proposal. The covering letter should suffix the following undertakings along with the supporting documents:

1. All documents submitted to this office should be in Hindi/ English. In case the documents are in local language, translation duly certified by the legal authority must be submitted.
2. All the information sought in Part A, B (Agency related) & C (proposal related) are mandatory to be included in the proposal. Failing which, proposal would be considered as incomplete and liable to be rejected.
3. Declaration/ Undertaking that whatever included in the proposal is true to the best of my knowledge, correct and nothing has been concealed there from along with date, place, signature of authorised person and seal.
4. Declaration/ Undertaking that the agency has at least three years of experience in implementing similar projects. Information related to past experience is to be provided in enclosed format at **Annexure-I**
5. Nature of activities proposed should be as per Schedule VII of the Companies Act, 2013 (item number of schedule VII to be indicated in the covering sheet).
6. Self-declaration in connection with having pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary black listed by Govt. Agency like (CAPART) Council for Advancement of People's Action and Rural Technology , (CSWB) *Central Social Welfare Board*, Department of Women and Child Development, Ministry of Social Justice Empowerment etc. **(Format enclosed at Annexure-II) (Not required in case of Local/ State/ Central or any other Government body)**

PART B: ORGANISATIONAL DETAILS:

Application should contain following documents along with covering letter:

S. No.	Information / Documents	Details placed at page no.	Documents to be furnished by	
			Local/ State/ Central or any other Govt. body	Others
1	Brief description of the organization/agency		✓	✓
2	Aims/ goals, objectives and constitution of organisation		✓	✓
3	List of Board Members/Trustees with Qualification & Experience (latest list)		x	✓
4	Income Tax exemption certificates: 80G/ 35 AC etc. along with certification for validity of the certificate that the same have not been withdrawn by Department of Revenue/IT Department, Govt. of India.			✓
5	Certificate of Registration or Trust Deed			✓
6	Registration with Govt. Agencies, if any.			✓
7	Details of financial support received for CSR activities from PSUs/ Govt. Agencies (Name of the project, funding agency, location, beneficiaries and year of completion).		✓	✓
8	Details of major completed project(s) (refer Annexure-I) in similar area(s) during last 3 years along with project completion certificates issued from the funding agencies. Please provide impact assessment report of the same.		✓	✓
9	Details of major ongoing project(s) (refer Annexure-III)		✓	✓
10	Details of major project(s) in planning (refer Annexure-IV)			✓
11	Any awards, accolades, or recognitions			
12	Copy of PAN Card			✓
13	FCRA certificate & latest FCRA returns in Form FC-3, if any.			✓
14	Acknowledgement of IT return filed for last three years.			✓
15	Annual reports of last three Financial Years including the following:			✓
	a)	Auditor's Report		✓
	b)	Balance Sheet		✓
	c)	Income & Expenditure Account		✓

PART C: CSR PROJECT DETAILS

Following details to be provided related to CSR Project (kindly adhere to sequence):

S. No.	Information / Documents	Details placed at page no.	Documents to be furnished by	
			Local/ State/ Central or any other Govt. body	Others
1	The project title, its objective and rationale.		✓	✓
2	Brief of the proposed CSR project to be undertaken by your organization.		✓	✓
3	Justification for need of the project with data on need assessment/ baseline survey report of the project.			✓
4	Resolution from Gram Panchayat stating the need of the activity Certificate from Government/ State/ Gram Panchayat authorities that the proposed activity is not being undertaken or planned to be undertaken by any Govt / Non-Govt. agencies.		✓	
5	Proposed geographical coverage, i.e. location where the project is being proposed		✓	✓
6	Description about the total budget outlay of the proposed project, how much support sought from BHEL, How much agency is putting and if any other parties are also funding then amount and their scope.		✓	✓
7	Detailed cost estimates with break up (BOQ etc.) with supporting documents like budgetary quotations, Govt. rates (such as applicable DSR, CGHS etc.) etc. to establish its reasonability of the cost w.r.t. prevalent market rates (please provide details of each expenditure head along with documents supporting rate reasonability)		✓	✓
8	Current status in case ongoing/ partly funded project		✓	✓
9	Expected outcome of the project preferably measureable/ quantifiable. Details of target beneficiaries in terms of numbers of children, women, SC/STs, OBCs, Minorities etc. Methodology of the selection of beneficiaries in detail.		✓	✓

S. No.	Information / Documents	Details placed at page no.	Documents to be furnished by	
			Local/ State/ Central or any other Govt. body	Others
10	Modus operandi for implementation of the project along with tentative project execution schedule with timeline.		✓	✓
11	Process to be followed during implementation showing transparency & cost competitiveness		✓	✓
12	Methodology for Sustainability of the project		✓	✓
13	Details of ownership and usage of land in case of infrastructural development project. Please provide the copy of clear title and other relevant documents. If it is in local language, please submit it in Hindi/ English translation duly certified by legal authority. Also provide us the copy of approved construction map & estimates duly signed by the certified architect.		✓	✓
14	Proposal related NOCs/ approvals/ permissions, if any, from competent authority		✓	✓
15	Mileage to BHEL in terms of Branding		✓	✓
16	Limitations of the project, if any.		✓	✓

Annexure-I

(Format for projects undertaken by the agency in last three years)

Name of Agency: _____

Proposal Name: _____

FY	SI No	Project Brief	Project Duration	Project Cost	Targeted beneficiaries	Impact of the project
2014-15	1)					
	2)					
	3)					
2013-14	1)					
	2)					
	3)					
2012-13	1)					
	2)					
	3)					

Date: _____

Place: _____

(Affidavit on Rs. 100 non-judiciary stamp paper duly notarized)

UNDERTAKING

We declare that:

1. We have not taken any support from BHEL during the financial year in which proposal is being submitted.
2. There are no pending disputes or enquiries in connection with cheating, misappropriation of funds exploitation of beneficiary etc. on us.
3. The organization has never been “Black listed” or “Reprimanded” by Govt. / Govt. Agency like (CAPART) Council for Advancement of People's Action and Rural Technology , (CSWB) Central Social Welfare Board, Department of Women and Child Development, Ministry of Social Justice Empowerment / CPSEs / NCSR Hub etc.
4. We have at least three years of experience in implementing similar projects, the project proposed is as per Schedule VII of the Companies Act, 2013 and there is no parallel funding for this project to the extent of the support extended by BHEL. Also the work undertaken out of the BHEL’s CSR support will be distinctly identifiable (In case of proposals from people`s representative(s), certification of no parallel funding for the project to the extent of the proposed support extended by BHEL is to be obtained from District Collector/ District Magistrate and submitted along with the proposal).
5. Any of Board of Directors/ Trustees/ Executive Committee members or the organization itself does not have any material or pecuniary relationship with BHEL.
6. We assure that if BHEL extend financial support towards proposed CSR project, we
 - a. Will submit a Fund Utilization Certificate to BHEL, issued by a Chartered Accountant.
 - b. Will maintain all relevant documents like Cash Book, Bank Book, Ledger, Journal, Relevant Bills, Vouchers and Receipts etc. and will retain them for a period of at least 3 (three) years.
 - c. Will provide the above details on BHEL’s demand and will allow authorized representative(s) of BHEL for audit (s) / inspection(s) of the above mentioned documents as and when (within retention period) asked by BHEL.
 - d. Will provide Monthly Information Report (MIR) on progress of project implementation along-with audio/ visuals depicting progress of the project.

I hereby declare that whatever has been stated above is true to the best of my knowledge, correct and nothing has been concealed there from.

Date: _____

Authorized signature

Place: _____

(Seal of the organization)

CSR Projects in Progress

Status as on

S. No.	Project Title (avoid short forms)	Nature of the project	Funding Agency (Name & Address)	Likely Project Cost (Rs. Lakh)	Likely Time Frame (Month & Year)		Likely Measurable Impact
					Start	Finish	
1							
2							
3							

Authorised Signatory,

Date:

(Name and Designation)

**Projects in planning
(Excluding project proposed to BHEL)**

Status as on

S. No.	Project Title (avoid short forms)	Nature of the project	Funding Agency (Name & Address)	Estimated Project Cost (Rs. Lakh)	Time Frame Planned (Month & Year)		Expected Measurable Impact
					Start	Finish	
1							
2							
3							

Authorised Signatory,

Date:

(Name and Designation)