

	<h1 style="margin: 0;">SHELTER CSR CHARITY ALLIANCE</h1> <h1 style="margin: 0;">SHELTER</h1> <p style="margin: 0;">(SOCIETY OF HEALTH EDUCATION LEGAL TRAINING & EMERGENCY REHABILITATION)</p> <p style="margin: 0;">(CSR Fund NGO Grant Consult in India / Regn.No-21006/145 of 2000-2001/ 12A & 80G IT Regn-2010-11)</p> <p style="margin: 0;">Regd. Office :- Plot No-595, Near SUM HOSPITAL, Vill-Sampur, Po-Ghatikia, Bhubaneswar-751003, Dist-Khurda, ODISHA(INDIA)</p> <p style="margin: 0;">Phone-0674-2565204. Mobile -9437438766 /9937986808/9776969510/9861190476</p> <p style="margin: 0;">Email- dasshelter@yahoo.co.in / sheltersocialconsultancy@gmail.com / Website- http://www.sheltersociety.com</p>
	<p>Letter No/shelter/----</p> <p>Date—</p>

Partner Organisation Empanelment Form

Dear Applicant,

Greetings from the **SHELTER CSR CHARITY ALLIANCE**

at shelter in full known as **Society of Health Education legal Training & Emergency Rehabilitation!**

Kindly read the guidelines carefully and you are requested to follow the instructions given below.

Wishing you all the very best and we look forward to having you on board the **SHELTER CSR CHARITY ALLIANCE** in partnering us to achieve our objectives of sustainable development and inclusive growth.

SHELTER CSR CHARITY ALLIANCE EMPANELMENT TEAM

ELIGIBILITY CRITERIA FOR EMPANELMENT APPLICATION

1. Completion of minimum of 3 years from date of registration
2. Registered under any of the following only:
 - The Societies Registration Act, 1860
 - Indian Trusts Act, 1882
 - Section 25 of Companies Act, 1956

IMPORTANT GUIDELINES FOR EMPANELMENT APPLICANTS

Applicants are requested to note that the empanelment is a time consuming process. The Empanelment Committee undertakes an exhaustive, detailed and multi-layered scrutiny and we request your patience in this regard.

The empanelment process aims to provide with a list of reliable and credible organisations as partners for CSR activities. The shelter National Corporate Social Responsibility expert team shall empanel those organisations that are people-centric, have experience and expertise in a specific field and have a planned approach to developmental activities with a specific focus on the welfare and rights of the vulnerable groups in society.

Please note that applications are processed on a first come, first serve basis. Those applications that are fully complete with all relevant documents attached are processed first.

At the **shelter CSR Charity Alliance**, the processing of applications is done in a fair manner selecting older applications and those that are complete applications. **shelter CSR Charity Alliance** is committed to ensuring speedy, intensive and just scrutiny of applications for empanelment.

Only **completed** application forms shall be processed for scrutiny by the Empanelment Committee.

Communication is initiated with applicants only during scrutiny of applications or whenever the Empanelment Committee thinks appropriate. All applicants shall be informed of the Committee's decision after scrutiny. Meanwhile, the Empanelment Team shall revert in case of requirement of additional details or documents or during processing your application.

Non mention of an organization on the list of empanelled agencies does not imply rejection/disqualification/de-listing from the shelter CSR Charity Alliance. It simply implies that a particular application is still under scrutiny. **All applicants shall be notified as and when the Empanelment Committee thinks it appropriate.**

The status of empanelment, whether accepted, rejected or withheld, will be communicated to all applicants.

Applicants are requested not to follow up on applications. **shelter CSR Charity Alliance shall NOT entertain queries of status of empanelment and/or with regard to explaining reasons for non-empanelment.** The empanelment team shall revert after a list of empanelled agencies is formally announced by the Committee.

The Empanelment Committee shall accept and scrutinize only those forms that are **fully completed** and have **attached all the specified financial documents.**

Applicants are requested to send all documents **together, at one time.**

The decision of the Empanelment Committee shall be final and binding. All forms will be thoroughly scrutinized by the Empanelment Committee (including a financial team) in consonance with the criteria formulated, which shall be with the larger objectives and goals as per the guidelines laid down by the Department of Public Enterprises (DPE).

Failure to meet criteria of empanelment, furnishing of incomplete application form, furnishing of false information shall lead to disqualification.

Any partner agency found to have engaged in irregularities of any form shall be de-listed by **shelter CSR Charity Alliance**. Also, inconsistencies of partner agencies with the larger vision of **shelter CSR Charity Alliance** may amount to disqualification.

Documents should be sent -ONLY THROUGH REGISTERED POST

To:

Er. Jagyandutta Das
DIRECTOR, **shelter CSR Charity Alliance**
595,Sampur,Ghatikia,
Bhubaneswar-751003,Odisha,India.

Please note that follow up on empanelment status is strictly discouraged at **shelter CSR Charity Alliance. The Empanelment Team shall revert during scrutiny of applications or at any other period as and when deemed relevant.**

THE PROCESS OF APPLICATION FOR EMPANELMENT WITH **shelter CSR Charity Alliance**

ONLY Application form **(in Word format)** must be mailed to sheltersocialconsultancy@gmail.com.

All other documents are to be sent only though registered post.

In your application, please mention the name of the organization in the subject line and the geographical area. For example: Name of organisation, Place of registered office

It would be appreciated if the HARD COPY is spiral bound. The HARD COPY of documents (to be sent by **registered post**) MUST contain the following:

1. The envelope/folder must bear the name of the applicant.
2. A cover letter with the organisation's basic details (name, geographical areas of **current operations**, thematic areas of **current operations**, contact person, contact address, email id, phone numbers). **all details are mandatory**
3. A checklist mentioning the documents attached. This must be signed by an authorized signatory.
4. A copy of the duly filled in application form.
5. All documents must be arranged in the following order:
 - i. Registration Certificate, **mandatory**
 - ii. Registration Certificate under Section 12A under Income Tax Act, 1961, **mandatory**
 - iii. Audited Accounts of last three years, **mandatory**
 - iv. IT Exemption Certificate under Section 35(i), if available
 - v. IT Exemption Certificate under Section 80G
 - vi. Acknowledgement of Income Tax Return along with IT Return filed (last three years), **mandatory**
 - vii. FCRA Certificate (if any) and latest copy of FCRA Return FC-3
 - viii. Pan Card xerox **mandatory**
 - ix. Annual Reports of last 3 years, **mandatory**
 - x. Narrative Project Report or any other report of the organization (preferably reviewed by an external organization)

NOTE: Failure to organise the above in the required order will ensure that the application is not scrutinised.

APPLICATION FORM FOR EMPANELMENT WITH shelter CSR Charity Alliance

A. GENERAL

Name of Organization:	
Established (year):	
Registration Details: (Act & reg. number)	
Date of Registration:	
Type of Organisation (1)	
Exemption-I.T/S-11	

(1) Eg: NGO/ Trust/ Foundation/ Academic Institution/ Section 25 company

Contact Information:

Registered Address:	
Phone Nos:	
Fax	
E-mail	
Website	
Field Office Address:	
Phone Nos:	
Fax	

Vision/Mission and Core Values Statement:

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Objectives:

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Geographical working area(s):

In line with target areas?	yes		no	

Key thematic sectors of operations:

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Target Population:

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Why does your organisation seek empanelment with the shelter CSR Charity Alliance? (100 words)

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List some of the concrete plans that your organisation wishes to undertake with funding from the public sector:

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List strengths of your organisation: (top 3 strengths)

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List weaknesses of your organisation: (top 3 weaknesses)

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B. ORGANISATIONAL ELEMENTS (Related to Governance)

Does the Organisation have an Independent Board?	Yes		No	
Frequency of Board Meetings –date of last meeting				
In last 2 years what was the shortest gap between meetings?(In months)				
In the last 2 years what was the longest gap between meetings? (In months)				

Board members:

	Name / Address	Occupation (or past occupation, if retired)	Relation to other senior office bearer, including Board/CEO/staff	Money value of all benefits received from board function, annually
1				
2				
3				
4				
5				

Chief Executive/Functionary:

Name:				
Date of Appointment:				
Is Chief Executive the Founder of the Organization?	yes		no	
Does Chief Executive work full time with the org	yes		no	
If No, then what is the other occupation; provide details				
Is s/he member of any network-Govt. or otherwise; if yes, names				
Chief Executive's Contact Details:				
Phone Nos:				
Email:				

Succession Planning:

Does the Organization have a succession plan?		yes		no	
Details:					

Names and Positions of Second Line managers:

	Name	current position	appointed since	date joined
1				
2				
3				
4				

Organisational Structure (describe):

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C. FINANCE AND ADMINISTRATION ELEMENTS

Foreign Currency Receipts:

Can the Organization receive Foreign Currency?	yes		no	
Registration Details: (Act & reg. number)				
Date of Registration:				
Has latest FCRA return been filed? Period and date of filing				

Details of Past Budgets: (Details of last 3 years)

Financial Years	Total Income (Rs in Lakhs)	Total Expenditure (Rs. in Lakhs)

Start		end	

Details of Past and Present Institutional Donors: (For 3 years)

Financial Year	Donor Agency/ Govt Body	Foreign /Indian	Total Contribution (Rs in Lakhs)	% of Income	Purpose of Grant/ Donation

Details of Own Resources including corpus, if any:

Financial Year	Nature of Resources	Total Contribution (Rs in Lakhs)	% of Income

Any Community account (eg. SHGs, Cooperatives, Federations) where any Board/Staff member is signatory:

Name of Community	Bank name, branch, a/c no.	Operation since when	Amount in Credit-Rs.	Future plans (of NGO with regard to the group)

Details of Major Assets:

Asset	Value (Rs in Lakhs)	Source of Funds

1.			
2.			
3.			
4.			
5.			

Audits:

Does the organisation have a regular internal audit system? In-house / external-Name and address	Yes		No	
Period for which last internal audit report is available				
Does the organisation have a statutory auditor?	Yes		No	
Name and address of the statutory auditor				
Year since when the above firm has been the organisation's statutory auditor				
Does the organisation publish/bring into public domain, the annual accounts?	Yes		No	
What form in which the annual accounts has been brought to public domain?				
Latest year for which accounts published				
Does the organisation share its financial statements with the target communities? If yes, how?				

Procedures:

Set of administration instructions/procedures available?	yes		No	
Policy on segregation of duties?	yes		No	
Policy on fraud, theft, malfeasance and misappropriation?	yes		No	
Purchasing process ensures best value?	yes		No	
Appropriate cash disbursement system?	yes		No	
Payments supported with original bills etc	yes		no	

Regular bank statements available?	yes		no	
Periodic reconciliation of accounts?	yes		no	
Fixed assets records maintained?	yes		no	
Inventory records maintained?	yes		no	
Accounts - manually maintained or computerised?	man		comp	
Cash/bank book- manual or computerised	man		comp	
Rough cash book maintained?	yes		no	
Integrated (joint) books of accounts maintained for all funders with separate funder wise ledgers?	yes		no	
Is cash in the physical control of the person who authorises payments?	yes		no	
Are salaries above Rs 1000/- pm paid by a/c payee cheque/ direct account transfer?	yes		No	

Information Systems and Technology:

Does the organisation use up-to-date computers?	yes		No	
Is there a system of internal and external backups of data in place?	yes		No	
Is there a system of passwords in place?	yes		No	
Are all machines adequately protected with anti -virus software	yes		No	
What are the computers used for? Explain briefly				
Are these computers also used by the target community?	yes		No	

D. HUMAN RESOURCES ELEMENTS

Number of Staff:

Contract type:	Number of staff:
Full time	
Part time	
Volunteers (unpaid)	
Trainees	
Other	
Female staff as % of total staff	
Staff with disabilities as % to total staff	

Policies and Procedures:

Does the organisation have an organogram?	yes		No	
Does the organisation have a recruitment policy?	yes		No	
Does the organisation have a published salary scale?	yes		No	
Are appropriate job descriptions in place?	yes		No	
Does the organisation have a staff appraisal system?	yes		No	
Is the organisation committed to staff development?	yes		No	
Are all statutory personnel regulations complied with? PF/Gratuity/TDS etc.	yes		No	

Does the organisation have systems of periodic internal review or monitoring? If yes, please state the frequency and name of agency that conducts such review:

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E. PROGRAM ELEMENTS

Approach to Development (describe briefly):

Development strategy of the organization or equivalent in place?	yes		no	
Development strategy or equivalent regularly updated?	yes		no	
Phase-out strategy planned?	yes		no	

List broad features of your organisation's approach/strategy in field intervention (describe briefly):

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Program Activities:

Type of Activity (Education, Health, Nutrition of Women and Children, Water, Sanitation, Agriculture, Food Security, Skill development for employability enhancement; Civic services, environment protection etc.) Linkage with flagship programs – MGNREGA, NRLM, NRHM, SSA, welfare provisions for aged, differentially abled		Funding Support from: Specify name of agency – State / Central Government; INGOs; bilateral / multilateral agencies; any other (specify)
1		
2		
3		
4		
5		

Core Programs Implemented:

Program Description	Funding Source and amount

Evidence of Development Impact in Core Areas (describe):

List (in approximately 100 words) evidence of sustainable community interventions in environment, assets creation and change efforts:

Explain briefly your organization's development plan for next 5 years:

List (in approximately 100 words) the key milestones/turning points in your organizational approach:

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Recent External Evaluations/Research/Publications:

Program	Evaluator (name etc. and commissioned by)	Date/Period	Comments

Awards/ Recognitions received from Government and other Organisations:

UNDERTAKING (to be compulsorily filled in by the applicant)

On this _____ (DATE) of _____ (MONTH), _____ YEAR, I hereby agree and accept that all information given above is true to the best of my knowledge and if found false or inappropriate, shall be liable to disqualification from empanelment with **shelter CSR Charity Alliance** .

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____