



TAMIL NADU CORPORATION FOR DEVELOPMENT OF WOMEN LTD
100 – Anna Salai, Guindy, Chennai – 600 032
Phone No. 044-42085804 / 5 / 6 E-Mail: tncdw@tn.nic.in

NGO APPLICATION FORM

No.....

Important Note:

- 1) Separate application to be submitted for each district in which NGO is seeking affiliation.
- 2) The application should be sent along with the supporting documents for Sl. No. 8, 9, 11, 12, 16, 20, 21, 22, 23, 28, 29 and 30. If not, the application will not be considered for evaluation.
- 3) In Vazhdhu Kaatuvom Project Blocks, the condition of engagement and scope of work is limited. The names of Vazhdhu Kaatuvom Project Blocks are enclosed as annexure.
- 4) Additional information about norms and conditions for affiliation are available in the website: www.tamilnaduwomen.org

A. NGO PROFILE

1	Name of the NGO		
2	Address of the NGO		
		District: Pin:	
3	Telephone Number		
4	E-mail ID		
5	Details of head of the NGO and other Office Bearers:		
	Sl. No.	Name	Designation
6	Date of establishment of the NGO		

7	Whether NGO is registered as	<input type="checkbox"/> 1 Society <input type="checkbox"/> 2 Trust <input type="checkbox"/> 3 Any other (Please Specify)
8	Registration number and Date	<input type="text"/> / <input type="text"/> / <input type="text"/> Copy of the Registration Certificate, Byelaws and Memorandum of Association to be enclosed.
9	Whether Registration has been renewed (if applicable) Date of last renewal	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/> / <input type="text"/> / <input type="text"/> Copy of renewal certificate to be enclosed
10	Whether the registered NGO is in existence for more than three years	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Whether all the statutory formalities as per the Act under which it is registered are complied with.	Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate for conduct of Executive Committee and General Body meeting for last 3 years from Auditors/Company Secretary to be enclosed
12	Annual turn over of the NGO for last three years	(in rupees) 2004-05 - 2005-06 - 2006-07 - Audit Report for last three financial years (2004-05, 2005-06, 2006-07) to be enclosed
13	Applicant to indicate the sources of funds for its activities for the last 3 years (2004-05, 2005-06, 2006-07)	
	Source of funding	Amount received (Rs.)

14	Whether the SHG Promotion activities of the NGO are confined to	Block level <input type="checkbox"/> District Level <input type="checkbox"/> State level <input type="checkbox"/> National level <input type="checkbox"/>												
15	Which are the predominant activities of the NGO (Mention 1 for the most important, 2 for the next and so on)	Women Empowerment <input type="checkbox"/> Skill development <input type="checkbox"/> Poverty allevation <input type="checkbox"/> Community Health <input type="checkbox"/> Education <input type="checkbox"/> Tribal Welfare <input type="checkbox"/> Child Welfare <input type="checkbox"/> Water and Sanitation <input type="checkbox"/> Others (pl. specify) <input type="checkbox"/>												
16	Whether the NGO is involved in Micro credit activities / running Micro Finance Institution (MFI)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify Annual Turn over for the last three years and Rate of interest collected from SHGs: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Turn Over (in Rs.)</th> <th style="text-align: center;">Rate of Interest</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2004-05</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2005-06</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2006-07</td> <td></td> <td></td> </tr> </tbody> </table>	Year	Turn Over (in Rs.)	Rate of Interest	2004-05			2005-06			2006-07		
Year	Turn Over (in Rs.)	Rate of Interest												
2004-05														
2005-06														
2006-07														

17	Whether the NGO was previously affiliated with TNCDW. If yes a) Total no. of years of affiliation From To..... b) Name of the Districts where affiliation was given	Yes <input type="checkbox"/> No <input type="checkbox"/>
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The following information i.e. B) Infrastructure, C) Staff, D) SHG activities should be pertaining only to the district applied for

B. INFRASTRUCTURE AVAILABLE WITH THE NGO IN THE DISTRICT APPLIED FOR:

18	Does the NGO have office with training hall of minimum 1500 sq.ft. Specify the area	Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="text"/>
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19	Communication facilities available in the office	Computers <input type="checkbox"/> No. of Computers <input type="checkbox"/> Internet <input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/>
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C. STAFF

20	No.of staff available for implementation of Mahalir Thittam in the district applied for	Full Time	Part Time
	a) Field Staff		
	b) Administrative Staff		
	c) Support Staff		

21	Whether the NGO has a District Project Co-ordinator, If yes Name : Qualification :	Yes <input type="checkbox"/> No <input type="checkbox"/>
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22	Whether the NGO has functional specialists in the following fields.					
	S. No	Specialization	Names of specialists		No. of years in the NGO	Qualification
			Full Time	Part Time		
	1.	Capacity Building				
	2.	Bank Linkages				
	3.	Marketing				
	4.	Finance and Accounts				
	5.	Others				
	TOTAL					
23	Number of full time Cluster Co-ordinators (CCOs) available with NGO for SHG activities in the district		<input type="text"/> Nos.			
	Number of SHGs monitored by one Cluster Co-ordinator		<input type="text"/> Nos.			
Self certification of NGO along with Payroll and Staff Profile should be enclosed as evidence for the above said items 20,21,22 and 23 each separately.						
D. SHG ACTIVITIES OF THE NGO IN THE DISTRICT						
24	Number and name of Blocks in which NGO has promoted SHGs.		<input type="text"/> Blocks List of Blocks :			
25	Number of SHGs formed and monitored by the NGO in the district		<input type="text"/> Number of women SHGs <input type="text"/> Number of youth SHGs			
26	No. of women SHGs formed in the last three years		<input type="text"/> 2004-05 <input type="text"/> 2005-06 <input type="text"/> 2006-07			

27	Number of SHGs credit-rated upto 30.09.2007	<input type="text"/> Nos.	
28	<p>a) Total number of Groups credit-linked</p> <p>b) Number of Groups credit-linked in the last three years</p> <p>(Credit linkage means all linkages given for Revolving Fund (RF) and Economic Activity (EA) through various schemes and direct linkage from banks)</p>	<p><input type="text"/> Nos.</p> <p>2004-05 <input type="text"/></p> <p>2005-06 <input type="text"/></p> <p>2006-07 <input type="text"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Multiple linkages to the same SHG should be counted as one only. For example if one SHG has got RF and EA, it should be taken as one linkage.</p> </div> <p>Statement of NGO supported by Bank statements vouching for credit linkage should be enclosed.</p>	
29	<p>a) Total amount of credit linkage obtained by the credit linked SHGs (credit linkage including subsidy also)</p> <p>b) Average amount of credit linkage per Group (Sl.No.29(a) ÷ Sl.No.28(a))</p>	<p>Rs. <input type="text"/> lakhs</p> <p>Rs. <input type="text"/></p> <p>Statement of NGO supported by Bank statements vouching for credit linkage should be enclosed.</p>	
E. AWARDS/CERTIFICATE:			
30	<p>Has the NGO received any recognition from Government and Banks for their performance or for the performance of the Community Based Organisations (SHGs / Federations) promoted by them (Copy to be enclosed)</p>		
<p>a) Number of Awards</p> <p style="text-align: right;">Govt.</p> <p style="text-align: right;">Bank</p>		<p style="text-align: center;">NGO</p> <p><input type="text"/></p> <p><input type="text"/></p>	<p style="text-align: center;">CBOs</p> <p><input type="text"/></p> <p><input type="text"/></p>
<p>b) Number of Certificates</p> <p style="text-align: right;">Govt.</p> <p style="text-align: right;">Bank</p>		<p><input type="text"/></p> <p><input type="text"/></p>	<p><input type="text"/></p> <p><input type="text"/></p>

F. AREA APPLIED FOR:	
31	<p>Applicant NGO to specify the area i.e. Blocks and Panchayats for which affiliation is sought for working as partner of TNCDW Ltd.</p> <p>Name of Blocks :</p> <p>Name of Panchayats :</p> <p>(May be attached as a separate annexure if details are voluminous)</p>

DECLARATION

We certify that the above particulars are correct to the best of our knowledge and if it is found that any of the information furnished above is false/ incorrect at any point of time, we understand that we are liable for summary elimination.

Solemnly certify that our organization has not been blacklisted by any Government agency and there is no criminal case pending against the office bearers of this organization.

Place: **Signature** :

Date : **Designation** :

Name of authorized person :

Seal :

CHECK LIST FOR ENCLOSURES

S. No	Serial No in the application form	DOCUMENTS TO BE ENCLOSED	Whether enclosed or not
I	8	Registration documents of the NGO	
II	9	Certificate for Renewal of Registration	
III	11	Certificate for conduct of Executive Committee and General Body meeting for last 3 years from Auditors / Company Secretary	
IV	12	Audit report for the last three Financial years (2004-05, 2005-06 and 2006-07)	
V	20 to 23	Self certification of NGO along with Payroll and Staff Particulars for a) Staff (Field, Admin & Support) b) District Project Co-ordinator c) Functional specialists d) Cluster Coordinators	
VI	28	List of the SHGs credit linked and statement of the NGO supported by Bank statements vouching for credit linkage	
VII	29	Amount of credit linkage including subsidy for all credit linked groups statement of NGO supported by Bank statements vouching for credit linkage	
VIII	30	Copy of awards / certificate, if any	