

APPLICATION FOR MANAGING SHELTER IN GREATER CHENNAI CORPORATION

1	Name of the NGO's /Trust/Pvt Organisation : Registration No & Year			
2	NGO Registered as Society / Trust :			
3	Registered address of the NGO's / Trust/Pvt Organization : Cell / Phone No's E.mail Id Chennai Address (if the Registration address of the NGO is not Chennai)			
4	Short Description about NGO's /Trust/ Pvt Organisation with Profile / Activity :			
5	Experience in Managing Shelter Homes or Orphanage or any other demonstrable social activities concerning development of the community (If Any) :	Yes/NO (If Yes)		
		Category of shelter	Year	No of residents
6	Experience in grants Management / (If Yes) Agencies for which grants obtained/Government International NGO's agencies Period / year :			
7	Experience Government scheme jointly working experience If Yes which Scheme :			
8	Implementation Sustainability Certificate If Yes which Scheme :			

9	Do you have trained managers in your organization in counselling /Funds Management /running Organization and soft skills	:	
10	Does your NGO have a HR policy that specifies process of staff recruitment, rules of service and staff welfare measures	:	
11	Have you registered under EPF/ESI if more than 20 staffs are engaged in your organization	:	
12	Does your NGO have a HR policy that specifies process of staff recruitment, rules of service and staff welfare measures	:	
13	What is the area you would like to of your interested in running shelter for homes (Men / Women/ Children/ Elderly/ Mentally Challenged)	:	
14	Have you submitted the I.T return for the last 3 years Do you have I.T exemption Certificate, FCRA 80G, 12A IT Audit report (Form 10B) for the last 3 years	:	
15	If available CSR Registration certificate and CSR Form 1	:	
16	Have you submitted detailed proposal	:	
17	Darpan Portal Number	:	

18	Has your NGO been blacklisted by any funding agency	:	
19	Previous Managing Shelter Homes or Orphanage how many person rehabilitated Men/Women /Children /Mentally Challenged	:	
20	Till Date how many homeless person in the area	:	
21	Annual report of the NGO; Any other success stories	:	

Following copies to be enclosed along with the application:

- Covering letter addressed to the Superintending Engineer Buildings in the NGO letter pad
- Copy of the registration document of Trust/Society/Organisation
- Copy of the Darpan portal registration
- Copy of 3 years audit statement
- Experience certificates of Government programs
- 3 years Annual report of the NGO
- Supporting documents as mentioned with application