

**STANDARDISED APPLICATION FORMAT
FOR SUBMISSION OF PROJECT PROPOSAL**
(To be submitted for consideration under Consumer Welfare Fund Guidelines)

PART A: BASIC INFORMATION

- 1. Name of the Organisation/Agency:**
- 2. Registration No.:**
(under Societies Act/Trust Act/Other)
- 3. NGO Darpan Registration No.:**
(Mandatory for receiving grants for any NGO)
- 4. Complete Address (with PIN code):**
- 5. Contact Details:**
Phone:
Email:
Website (if any):
- 6. Details of the Project Coordinator:**
(Name, Designation and Address of Project Coordinator)
- 7. Experience in Consumer Welfare Activities:**
(Brief summary with evidence of past programmes, publication, seminars, etc.)

PART B: PROJECT DETAILS

- 1. Title of the Project:**
- 2. Objectives of the Project:**
(List 2–3 primary objectives)
- 3. Target Beneficiaries:**
(e.g., rural consumers, students, traders, SHGs, etc.)
- 4. Geographic Coverage:**
(Specify district/localities/blocks/villages to be covered)
- 5. Project Duration:**
(Specify the proposed start and end month/year)

6.

Total Project Cost	Assistance Requested	Contribution*

**A grantee shall ordinarily be required to meet 20% of the cost of the project through its own resources of which at least 10% will be in cash (para 2 regarding Extent of Assistance)*

7. **Have you received any grants from Consumer Welfare Fund in the last 3 years?**

(a) Yes / No

(b) If Yes, give details (Year, Amount, Sanctioning Authority):

8. **Are more than two projects currently being implemented by the organisation?**

9. **Is there any case of double funding or forum hunting for this project?**
Yes / No.

10. **Will a separate bank account be maintained exclusively for this project, with details duly informed to the Department?**

PART C: DETAILED BUDGET BREAKDOWN

Sl. No.	Particulars	No. of Activities	Unit Cost (Rs.)	Total (Rs.)
1	Awareness Meeting in localities			
2	School/College Outreach			
3	Training Workshops			
...				
	Total			

PART D: PROJECT DESCRIPTION

1. **Background and Need for the Project:**

(Brief narrative on relevance, challenges, and how the project addresses consumer issues in the area.)

2. **Detailed Project Plan:**

(a) Planning Phase

(b) Implementation Phase (campaigns, workshops, clubs, etc.)

(c) Monitoring and Evaluation Mechanism

3. Project Timeline (in tabular form):

Phase/Activity	Timeline (Month-Year)
Planning & Mobilisation	
Awareness Activities	
Evaluation & Reporting	

4. Expected Outcomes:

(E.g., number of consumers educated, number of clubs formed, improved grievance redressal awareness, etc.)

PART E: SUPPORTING DOCUMENTS (to be attached)

1. Registration Certificate under relevant Act
2. Constitution/Memorandum/ Bye-laws of Organisation/Association
3. List of Executive Members (with designation & contact details)
4. Audited Accounts for last 3 years (if applicable)
5. Details of previous Government grants received (with utilisation certificate)
6. Any other relevant document (publications, media coverage, etc.)

DECLARATION:

I hereby declare that the information provided in this application is true and correct to the best of my knowledge. I also declare that the funds received from the Consumer Welfare Fund will be used solely for the stated purpose and will comply with all relevant guidelines.

Place:

Date:

Signature

Name:

Designation:

Seal of Organisation