SOCIAL JUSTICE DEPARTMENT
FORMAT FOR SUBMISION OF PROPOSAL FOR ACCREDITATION
(For Accreditation of Civil Society Organisations (CSOs))

SECTION A: INFORMATION SHEET

A.1	Name of the organization	
A.2	Number, Year and type of registration of proposing organization (whether society, trust, Sec.25 company or other)	
A.3	Name of the Chief Functionary of the Organization (with title)	
A.4	Address of the Registered Office of the Organization (With PIN code)	
A.5	Address of the Administrative Office of the Organization (With PIN code)	
A.6	Contact details of the organization (including phone/fax number with STD Code and email id)	
A.7	Total number of Years of operation	
A.8	Organization's Vision & Mission (Please describe within 50 words)	

A.9	Organizational Strength (Staff Strength, Position & Distribution – Full time & Part time, other facilities) Attach list, brief resumes and work description	Full Time Staff		
		Part Time		
		Details of infrastructures facilitates		
		Office building		
		Training centers,		
		Vehicles		
		Others		
A.10	FCRA No. with year of FCRA registration, if available			
A.11	Income Tax Regn. No. under Section 12AA			
A.12	PAN (Permanent Account No.) of the Organization			
A.13	Is the organization currently receiving funds from	Government Programs	Yes ☐ No ☐	
		Other Donor agencies	Yes ☐ No ☐	

A.14	Details of receipts and payments for last 3 years (as per audit reports)		
	Year	**Receipts (in Rs.)**	**Payments (in Rs.)**
	2011-2012		
	2012-2013		
	2013-2014		

SECTION B: About the CSO

B1	Attach a note on the vision, mission and objectives of the organization.(Attach a note not more than 75 words)
B2	Describe, in brief, about the organization and experience of the entity in the care sector (150 words)
B3	Include brief bio sketches of key management, and demonstrate the team's experience

	and skills in designing, building, and operating care-related activities and projects, their track record and ability to work well together both internally and with external parties
B4	Give a brief note not more than 100 words on how the governance system functions in the organization – e.g. the nature of board meetings, General council meetings, roles and responsibilities of board members and office bearers, democratic selection process of board members, whether relatives are in the board etc. (Attach a copy of the MoA and Bye law of the organization)
B5	Details of 3 years annual reports, audited statements, infrastructure details, volume of funds handled etc. (Attach a copy of last three years programme reports, audited statements and Renewal certificates from the registration office.)
B6	Attach an Organizational plan for the next three years. If possible produce a copy of the annual plan and budget (Attach plan and copies of the annual plan)
B7	Provide a report of an Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis of the organization
B8	Provide external evaluation reports/appraisal

SECTION C: Details of Existing Care Institutions

C.1	Titles of existing projects/activities related to Care Institutions:	
C.2	Details of the proposed care projects/activities (attach separate annex – 150 words on each project/activity describing objectives, approaches, location of proposed project. implementation progress, results, monitoring framework, No. of Beneficiaries (men and women), Current Budget and nature of financial support required and percentage this represents of total project cost.	

Section D: Declaration

D1	Provide a self-declaration, signed by the chief functionary of the organization affirming that the organization not faced any disciplinary/default actions from any organization. Also give details of other accreditations the organization has with other government departments or other organizations. Attach a copy of the certificates for affiliations/awards. (Attach a note with self declaration and copies of certificate(s)) Include an undertaking that in competing for (and, if accreditation is granted) the CSO will strictly observe the laws against fraud and corruption in force in Kerala and in India.