

## NGO TRUST FUND

**Applicants are requested to read these guidelines prior to submitting their project proposal.**

1. NGOs applying for micro-project/social entrepreneurship project should satisfy the following criteria:

- NGOs should be registered with the Registrar of Associations.
- NGOs should run on a non profit making basis.
- NGOs should work towards either the empowerment of the vulnerable groups (the disabled, elderly, homeless, ex detainees) or the welfare of the community in general.
- NGOs should have a proven track record of activities or experience in their respective field for a minimum period of 2 years.
- NGOs should operate on a non sectarian basis and should not discriminate on the basis of race, place of origin, political opinion, colour or creed.
- NGOs should show ability to attract funds from different sources.
- NGOs should have a financial management system which exhibits transparency.
- NGOs should be able to submit latest certified/ audited annual financial statements.
- NGOs should preferably have a seat, i.e an administrative office with a contact person.
- NGOs should have adequate management capacity.

2.1 Funding of Micro Projects will be up to a ceiling of Rs100,000.

2.2 Funding of Social Entrepreneurship Projects will be up to a ceiling of Rs 250,000.

3. NGOs should ensure that they provide all information correctly as outlined in the **format for application**. For Micro Projects, NGOs should use Format **1A**. For Social Entrepreneurship Projects, NGOs should use Format **1B**.

4. Incomplete applications will not be considered.

5. Applications should be supported by relevant documents (copy of registration certificate, **at least 3 quotations** and any other information deemed necessary).

6. The NGO Trust Fund **will not** entertain projects relating to construction of new buildings, payment of salaries, administrative expenses, workshops & seminars or research work.

7. NGOs should ensure that they have sufficient funds to meet at least 25% of the total cost of their project.