

Proforma for applying Grant under AGP Scheme by NGOs/Private Organizations,

Please submit the following form duly filled-in, in accordance with scheme guidelines atleast 30 days prior to start of the event-

General Information:

SL No	Particulars	Comments
1.	Name of the organization	
2.	Brief about organization including experience in the field of Disability (Not more than 50 words)	
3.	Date & Duration of the event (eg.1/2 day/full day, no. of days etc.)	
4.	Venue Name (Rural/Urban/Aspirational District/Block)	Rural ☐ Urban ☐ Aspirational District/Block ☐
5.	Assistance from other source for the event, if yes, Name of the organization	
6.	NGO Darpan Portal registration no. (for NGOs)	
7.	Any other Registration No. (except NGOs)	
8.	Name of Nodal Person and Contact no.	
9.	No. of Members working under the organization	
10.	Type of the Event	Seminar ☐ Rally ☐ Workshop ☐ Cultural Event ☐ Parents meet ☐ Others ☐ Specify-----
11.	Objective of the event (in 30 words)	
12.	Details of activities	
13.	Type of target audience/beneficiary	PwDs ☐ Caregiver ☐ Any other ☐ (specify) -----
14.	Intended benefits of event for PwDs (in 50 words)	
15.	Expected no. of Participants	
16.	Status of settlement of previous grants released to the organization. If not settled, reasons provide	
21.	Details of similar events organized in last 3 years if any	

Item-wise Fund Requirement:

Sl. No.	Item	Rate per unit(in Rs.)	Quantity	Total Cost (in Rs.)
1.	Venue (total sq. ft./mtr.) (incl. Stage Decoration and other requirements)			
2.	Refreshments			
3.	Publicity material incl. Banners etc.			
4.	Transportation (if required)			
5.	Honorarium for Resource Person *			
	TA/DA of Resource Person, <i>if justified</i>			
	Resource person details reg expertise & sector/field and justification of not using own resources.			
6.	Honorarium for Sign Language Interpreter, <i>if required</i>			
7.	Any other items/requirements (Provide details)			
8.	Miscellaneous & Contingency (<i>5% of Total Expenditure</i>)			
	Total			

* Resource person must be local/nearby of the place of event and of event theme specific.

Note: The proposal should only be approved/signed by Head of the Organization/Institute.

Date:

Signature

Name :

Designation:

Stamp:

Points for Strict Compliance

- i. Bills and vouchers **with GST** (where applicable) are **mandatory**. All expenditure claims must reflect prevailing market rates.
- ii. The ceiling amount recommended by the Screening Committee shall be strictly adhered to.
- iii. Participants should primarily be **local residents**, and repetition of participants from previous events must be avoided.
- iv. Local PwD artists, social media influencers, and PwD anchors shall be engaged to the maximum extent possible.
- v. For awareness-related programmes, the awareness **material/PPT** must be shared with the Department prior to the event.
- vi. The Organization/Institute shall inform the Department at least **one day** before the scheduled event. The Department may conduct a video conference during the event to assess its impact and verify the claims made in the proposal under the AGP Scheme.
- vii. Upon successful completion of the programme, a **detailed report along with photographs, videos, and original bills/vouchers** shall be submitted to the Department.
- viii. Proposals must be submitted at least **one month** prior to the proposed date of the event.
- ix. The Organization/Institute shall furnish an undertaking that no financial assistance for the proposed event has been availed from any other Ministry/Department of the Central Government, State Government, or Union Territory.
