

## GRANT APPLICATION FORM

<b>NAME OF ORGANIZATION</b>	
<b>ADDRESS</b>	
<b>TYPE OF ORGANIZATION</b>	
<i>Government</i>	
<i>NGO – Non Profit</i>	
<i>Social Enterprise</i>	
<i>Other</i>	
<b>Organization Registration Number</b>	
<b>TAX EXEMPTION STATUS</b>	
80G	
35AC	
PAN Number	
<b>ORGANIZATION DETAILS</b>	
<b>BOARD MEMBERS</b>	
Managing Trustee / Chairperson	
Name	
Email Address	
Board Members / Trustees – Names	
1.	
2.	
3.	
4.	
5.	
<b>OPERATIONAL HEAD / PRIMARY CONTACT</b>	
Name	
Email Address	
Phone Number	
Secondary Contact	
Name	
Email Address	
Phone Number	
<b>STAFF STRENGTH</b>	
Full Time	
Part Time	
Volunteers	

<b>ANNUAL BUDGET FOR THE LAST THREE YEARS</b>	
<b>GEOGRAPHICAL LOCATION(S) OF OPERATIONS</b>	
<b>TYPE OF PREMISES</b>	
Owned	
Rented	
Both	
<b>BANK DETAILS</b>	
Name of Bank	
Address	
Bank Account Number	
IFSC Code	
<b>NAMES OF 3 ORGANIZATIONAL DONORS IN THE PAST 3 YEARS ONLY</b>	
<b>Donor 1:</b>	
Name	
Email	
Phone	
<b>Donor 2:</b>	
Name	
Email	
Phone	
<b>Donor 3:</b>	
Name	
Email	
Phone	
<b>PROPOSED PROJECT DETAILS (ALL details are mandatory)</b>	
Name of Project	
Estimated Start Date of Project	
Total Project Period	
Objectives of Project	

<b>Details of project – Background &amp; Justification (Please expand in 1000 words)</b>	
<b>Detailed Budget Estimate</b>	
<b>Milestones and expected outcomes (500 words)</b>	

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<b>Expected Number of Beneficiaries</b> <b>(Please expand if necessary)</b>	
<p>a) Kindly attach photocopies of the following documents:</p> <ul style="list-style-type: none"> <li>i. Organization registration certificate</li> <li>ii. Tax exemption certificate</li> <li>iii. Last 3 years audited balance sheets</li> <li>iv. Annual Report for the last 3 years</li> </ul> <p>b) Please send the above information in PDF format to <a href="mailto:rani.desai@biocon.com">rani.desai@biocon.com</a> and a hard copy to the address below:</p> <p>Biocon Foundation,  20<sup>th</sup> KM Hosur Road,  Electronic City,  Bangalore 560100</p>	
<b>For Biocon Foundation - OFFICE USE ONLY</b>	
Project ID	
Date of Grant	
<b>Project Focus Area</b>	
Health	
Water & Sanitation	
Education	
Rural Development	
Safety & Empowerment of Women	
Art & Culture	
Other (Please Specify)	
<b>Type of Funding</b>	
Capital Expenditure	
Infrastructure	
Operating Expenses	
Corpus	
Scholarships	
Sponsorships	

PRIVATE & CONFIDENTIAL

### **Proposed Project Details**

This section should provide a brief description about the rationale for proposing this program. Please include the following:

- a. The problem or issue which the proposed program seeks to resolve and the potential objectives expected through this program.
- b. Targeted location/s or recipients of this program. (Program beneficiaries).
- c. How the proposed program relates to the CSR objective of the Biocon group.
- d. Are there are other programs and activities which will complement the proposal.
- e. If the request is for overall institutional support / corpus, please indicate clearly.

### **Budget Details**

This section should provide information of the following:

- a. Overall amount of expenditure budgeted for this program.
- b. Bifurcation of amount into Direct Expenditure and Overheads.
- c. Proposed Cash out flow over the program period.
- d. Whether any part of the budget will be carried forward to next financial year.
- e. Break up of budgeted amount proposed to be spent across various locations / sectors (if applicable).

### **Program Implementation and Management Plan**

This section should provide information of the following:

- a. Overall program execution timelines and milestones (broken at activity level).
- b. Potential risks that would impact the program.
- c. Details of any partners proposed to be used in the program
- d. Potential number of beneficiaries of this program.
- e. Internal Monitoring mechanism to ensure timely completion of the program.