

# Grant Application Format

Organizations applying for Grant are requested to submit this application along with the project proposal to:

The Program Manager  
Coca-Cola India Foundation  
Enkay Towers, Udyog Vihar Phase V  
GURGAON 122 016, HARYANA  
Tel : 0124-4785069/2348041  
Fax : 0124-2348143  
Email : yatn@apac.ko.com

*NOTE : Please use separate sheets to provide requested information*

## I. PROJECT DETAILS

**1. Project / Program Category (Please tick the relevant project)**

- ☐ Water Sustainability
- ☐ Environment / Climate Control
- ☐ Healthy Living
- ☐ Inclusive Social Development

**2. Project Justification**

(Please attach a brief write up on the conception of the project, its felt need and how it will impact beneficiaries)

**3. Location Description**

**4. Target Beneficiaries**

**5. Project Duration**

**6. Manpower Requirements**

**7. Specific Activities**

**II. FINANCIAL DATA**

- 1. Total Project Cost (INR)**
- 2. Grant Amount Applied For**
- 3. Other Funding Sources**
- 4. Detailed Project Budget with itemized expenditure and highlighting fixed and variable costs**
- 5. Disbursement of Funds and schedule of payments** *(Please identify milestones to be achieved to enable release of funds.)*
- 6. Current Budget of the Organization**
- 7. Receipt and Disbursement statement and Balance Sheet for the previous one year certified and audited by a Chartered Accountant.**

**III. TECHNOLOGICAL PARAMETERS**

**Regulatory Compliance**

[Please attach a brief note confirming the technology/ies to be used under this project as also whether these technology/ies adheres to any applicable statutory requirements]

**IV. MONITORING & AUDIT**

- 1. Performance Indicators of the Project**
- 2. Methodology to be adopted for Community Engagement and Participation**
- 3. Training /Skill Development schedules, if any**

**4. Maintenance of specific structure/technology**

**5. Approach to ensure long term sustainability**

**V. ORGANISATIONAL DETAILS**

*(Details of the Organizations/NGOs/CBOs working as sub-contractors for the project also need to be submitted in the same format.)*

**1. Name of the Organization :**

[Officially registered or established name]

**2. Registered / Permanent Office Address (including Telephone, Fax and website address)**

*[Please provide self attested copy of: telephone/landline bill or electricity bill or municipal bill as address proof]*

**3. Date of Registration / Establishment**

**4. PAN Card No.**

*(Please provide self attested copy)*

**5. Legal Status (** *Please click on appropriate box and provide organization's charter or governing documents* **)**

- ☐ Society
- ☐ Trust
- ☐ Not-for-Profit Company
- ☐ Other (please specify)

**6. Name and Address of the parent body, if any**

**7. Name and Profile of Trustees/Managing Committee Members/Board of Directors/ Office bearers of the Organization (including their address and contact details)**

**8. Organization's Vision, Mission and Objectives**

**9. List of Previous Projects undertaken and completed successfully (Please attach case studies/ success stories of some completed projects)**

**10. Annual Report of previous three financial years.**

**11. Bank Certificate stating Grantees name and bank account number or bank statement in original or a cancelled cheque with grantees name and bank account number printed on the cheque.**

**VI. LEGAL REQUIREMENTS**

**24. Please attach a copy of the following :**

- Applicant’s organization’s charter, bye laws and other governing documents including Memorandum of Association of the Society/Trust Deed/ Memorandum and Articles of Association of not-for-profit company registered under the Companies Act.
- Registration Certificate under the (i) Income Tax Act, 1961, (ii) Society Registration Act, 1860, (iii) Foreign Contribution Act, if applicable.
- *Copy of income tax exemption certificate (in case payment to the Grantee has to be made without deduction of tax at source).*

**25. Other documents to be attached:**

- a) List of consents/ permissions / approvals required from the local/state/central authorities and their status.
- b) Drafts of any MOU/Agreement to be entered into/ or which needs to be entered into as a contractual obligations.

**Name and Profile of the Program Manager / Project Coordinator** *(Please use a separate sheet)*

**Signature of the Head of the Organization** .....  
**Name** .....  
**Designation** .....

