

FORM FOR DETAILED SUBMISSION BY THE COMPANIES

1. General. The information sought in this application form is required for capturing the details regarding the company and its CSR Programme/ Projects which will be utilized by the Grand Jury in judging the Companies/Programmes/ Projects for Award of NCSRA 2018, in the applicable category.
2. The application form has been divided in two parts, as per the following details with an aim to capture relevant data as required for evaluating various Programmes/ Projects in different categories:-
 - Part 1: Corporate Details to be provided by all the nominated companies. This part covers basic details of the company which is common for all the companies nominated across all the categories.
 - Part 2: Programme/Project specific details to be submitted by Companies nominated in category 1, 2 and 3

NOTE:

A. NOTE FOR THE COMPANIES SHORTLISTED IN CATEGORY – 1:

- Detailed submission by companies, shortlisted in **first category** of NCSRA i.e. **Corporate Awards for Excellence in CSR**, will comprise of (a) corporate information as stipulated in **Part 1** (CSR budget, spending, governance, contact details, company information etc.) along with (b) three CSR programmes/ projects as stipulated in **Part 2**.
- Companies shortlisted in the Category – 1 are required to fill information pertaining to 3 projects/ programmes representative of corporate excellence in CSR.
- After submission of 1st project details, companies shortlisted in the category – 1 will be able to submit details of 2nd and 3rd projects by clicking the tab 'Detailed Submission Form'.
- **Sr. Number 35 to Sr. Number 39** are **NOT** for companies shortlisted in category – 1.
- Field verification of any of these CSR programmes/ projects may be undertaken as per direction of the Jury.

B. NOTE FOR COMPANIES SHORTLISTED IN THE CATEGORY – 2:

- Detailed submission by companies, shortlisted in **second category** of NCSRA i.e. **Corporate Awards in CSR in Aspirational Districts/ Difficult Terrains**, will comprise of (a) corporate information as stipulated in **Part 1** (CSR budget, spending, governance, contact details, company information etc.) along with (b) one CSR programme/ project as stipulated in **Part 2**.
- **Sr. Number 38 to Sr. Number 39** are **NOT** for companies shortlisted in category – 2.
- Field verification of the submitted CSR programme/ project will be undertaken. Companies will be advised to stick to the project submitted by them at the time of nomination

C. NOTE FOR COMPANIES SHORTLISTED IN THE CATEGORY – 3:

- Detailed submission by companies, shortlisted in **third category** of NCSRA i.e. **Awards for CSR Projects in National Priority Areas**, will comprise of (a) corporate information as stipulated in **Part 1** CSR budget, spending, governance, contact details, company information etc.) along with (b) one CSR programme/ project as stipulated in **Part 2**.
- **Sr. Number 35 to Sr. Number 37** are **NOT** for companies shortlisted in category – 3.
- Field verification of the submitted CSR programme/ project will be undertaken. Companies will be advised

to stick to the project submitted by them at the time of nomination.

- D.** For certain questions uploads are required which will be done in next section.
- E.** Please provide stipulated answers in the prescribed word limit.
- F.** In Part - 1, financial details are to be provided for financial year 2016-17
- G.** In Part - 2, Programme/ Project specific details may be provided upto March, 2018

PART – I

“Corporate information to be furnished by all the companies irrespective of the category of nominations”

Sr.No.1-Afterlogin successfully,enter company’s name.The Company’s name should be written as provided in the Incorporation Certificate.

Sr.No.2 - Company Identification Number should be written as provided in the incorporation certificate of the company.

Sr.No.3- Provide the exact website address of the company.

Sr.No.4- The financial details of the company to be mentioned as provided in the Balance Sheet of the company in the given tabular format. The table is as follows:-

Sr. No.	Particulars	Amount in INR
i.	Net Profit (FY 2013-14, 2014-15& 2015 – 16) as per Section 198 of Companies Act, 2013.	<input type="text"/> <input type="text"/> <input type="text"/>
ii.	Average net profit for last three financial years as per Section 198 (FY 2013-14, 2014-15 2015 – 16)ofCompanies Act, 2013.	<input type="text"/>
iii.	Prescribed CSR Expenditure (i.e.) two percent of the amount listed as mentioned at serial no.(ii) above	<input type="text"/>
iv.	Actual CSR spend (FY 2016-17)	<input type="text"/>

Sr.No.5.A.- Upload/attach certified relevant extracts of the minutes of the Board of Directors meeting in which constitution of the CSR Committee was approved, along with the composition of the CSR Committee.

Sr.No.5.B.-Provide details of the Composition of CSR Committee as under:

Sr. No.	Name	Designation	Affiliation
i.		Chair	
ii.		Independent Director	
iii.		Director	
iv.		Director	

v.		Director	
vi.		Director	
vii.		Member	

Sr.No.6- Upload /attach the CSR policy as approved by the Board of Directors. Also provide webpage address (if any) where the CSR policy of the company is uploaded.

Sr. No. 7- CSR Activities undertaken and expenditure details:

S.No.	Activity	Amount allocated and expended during the FY (In INR)	Percentage of the total CSR budget allocation for the year	Rationale
1	Eradicating extreme hunger and poverty			
2	Promoting Preventive Health Care			
3	Safe Drinking Water and Sanitation			
4	Promotion of Education			
5	Promotion of vocational skills and livelihoods			
6	Promoting gender equality and empowering women (including women and child development)			
7	Ensuring environment sustainability			
8	National heritage			
9	Armed forces/veterans			
10	Promoting sports (rural, para-Olympic Olympic and nationally recognized)			
11	PM's Relief Fund and welfare of SCs STs, OBCs and minorities			
12	Technology incubators			
13	Agriculture & Rural development projects			
14	Slum area development			
15	Support to differently abled			
16	Contribution to Swachh Bharat Kosh Clean Ganga Fund ⁱⁱⁱ			
17	Over heads			
18	Other			
	Total			

Sr.No.8.A.-Upload the Minutes of the Meetings held by the CSR Committee in FY 2016-17 (Duly signed by Competent Authority). Upload/ attach a single PDF file containing minutes of all meetings.

Sr.No.8.B.- Upload/attach the Annual Report of CSR activities for the FY 2016-17 in accordance with Rule No. 8 of Companies (Corporate Social Responsibility Policy) Rules 2014 under Companies Act 2013. (Also mention the webpage link with Annual Report on Company's website).

The format of reporting

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
S.No	CSR project or activity identified	Sector in which the Project is covered	Programs or project (1)Local area or other (2) Specific theState and district where programs or projects were undertaken	Amount layout (budget) programs or projects wise	Amount spent on the programs or projects Sub-heads: 1) Direct expenditure on programs or projects 2) Overheads	Cumulative expenditure upto the reporting period	Amount spent. Direct or through implementing agency
1							
2							
3							
	Total						

**Give details of implementing agency:*

Sr.No.9 -Details of Nodal Person of the nominated company for the CSR Division to be provided in the following format:

- a) Name – The Name of the person in the nominated company who heads the CSR division
- b) Designation - The Designation of the person in the nominated company who heads the CSR division
- c) Address- Provide postal address for communications, if required.
- d) Pin - Pin code of address
- e) Landline No. - Landline number at which the Nodal Person can be contacted
- f) Mobile No. - Mobile number of nodal person
- g) Fax - Fax number to be provided
- h) Email- Email ID to be provided

Sr. No.10. From the drop down menu below, select the appropriate category of NCSRA 2018, in which detailed submission is being made

Corporate Award for Excellence in CSR

or

Corporate Awards in CSR in Challenging Circumstances

or

Corporate Awards in CSR in Contribution to National Priority Areas

Select Sub Category

Select State of Project Submission

‘Geographic Spread of overall CSR activities of Company’ (please write name of the State/s and district/s of CSR intervention)

Name/s of State (separate by comma):

Name/s of Districts (separate by comma):

Sr.No.11. Please give a brief description of your business – mention area/sector of core business alongwith focus areas and size of business (100 words).

Sr.No.12. Describe why your company should be recognized for excellence in Corporate Social Responsibility (100words)

PART – II

“Project/Programme specific information to be submitted by companies as per instructions given in the *Note for Companies*”

- Sr.No.13. Name of the CSR Programme/Project
- Sr.No.14. Budget allotted for the Programme/Project
- Sr.No.15. Percentage of the overall budget allotted to the Programme/Project out of the total eligible CSR of the company for the particular FY
- Sr.No.16. Start date of the Programme/Project
- Sr.No.17. Completion/ Expected date of completion of the Programme/Project
- Sr. No. 18. Summary of the CSR Programmes/ Projects in max 700 words.
- Sr. No. 19.1. Whether a new Programme/ Project or continuation from previous year/s.
- Sr. No. 19.2. Objective/s set out to be achieved while undertaking the Programme/Project.
- Sr. No. 19.3. Focus areas as compared against the areas listed in schedule VII, Primary/allied
- Sr. No. 19.4. Key developmental challenges addressed.
- Sr. No. 19.5. Territorial Coverage of the Programme / Project (Number and Names of Villages/ Cities covered)
- Sr. No. 19.6. Geographical location of the Programme/ Project undertaken along with latitude and longitude.
- Sr. No. 19.7. Distance of the place of Programme/Project undertaken from the area of operations of the company.
- Sr. No. 19.8. Reasons for choosing thematic area/s, beneficiary group/s and geographical area for intervention.
- Sr. No. 19.9. Programme/ Project implementation modalities like - by own organization/ Company Staff or through NGO or some other institutes etc.
- Sr. No. 19.10. Key lessons learnt

Sr. No.	Key lessons learnt

- Sr. No. 19.11. Miscellaneous/ Additional Information.

Sr. No. 20. Details of the Implementing and Monitoring agencies:

S. no.	Project	Name of implementing organization	Amount granted	Name of monitoring agency	Frequency of Monitoring (quarterly/ monthly/ half yearly/ annually)	Due diligence of Agency (yes/no)

Sr. No. 21. Bring out the Impact of the Programme/ Project on target beneficiary (250 words max). Whether any Impact assessment was carried out by External/Internal Agency? If yes, attach the Impact Assessment report.

Sr.No.22. Details of the target beneficiaries: Fill the details in table below and describe any unique features in 200 words below it.

Sr. No.	Details	Response
1	Total number of targeted beneficiaries	
2	Sex ratio of beneficiaries	
3	Literacy rate of beneficiaries	
4	Number of Male	
5	Number of Female	
6	Total No. of Children (below 18 years)	
7	Total No. of Female Children	
8	No. of beneficiaries (Rural)	
9	No. of beneficiaries (Urban)	
10	No. of beneficiaries – Elderly / widows	
11	No. of beneficiaries – Differently abled	
12	No. of beneficiaries – veterans (armed forces)	

13	No. of beneficiaries from marginalized communities (SC, ST, OBC)	
14	Other Beneficiaries	

Description of Beneficiaries (200 words)

Sr. No. 23. Explain the stake holder engagement strategy adopted for the Programme/ Project planning (if any), (not exceeding 100 words).

Sr. No. 24. Resource Pooling (if applicable)

S. no.	Collaborating company name	Project name	Expenditure shared in percentage	
			Primary Company (self)	Collaborative company
1.				
2.				
3.				
	Total			

Sr. No. 25. Please provide key Base-line Indicators of the project. Attach report / document on base line indicators if any.

Sr. No. 26. If there was a Need Assessment carried out before project, give brief about it including the methodology followed. Please attach a copy of the Need Assessment.

Sr.No.27. Briefly bring out innovation/s adopted, use of technology in planning and execution of the Pogramme/ Project in 100 words. (May cover following points but not limited to:)

- Innovation: Type of innovation (social/technological/methodological)
- Outcomes of the innovations (quantitative and qualitative)

Sr.No.28. Provide the details of Programme/ Project in terms of Equity, Replicability, Scalability, Relevance and Sustainability in 200 words. (May cover following points but not limited to:)

- **Sustainability:** Steps taken to ensure social and financial sustainability of the project

- **Scalability:** Initial coverage of geography, beneficiaries, programme components and programme budget. Coverage after scaling of programme in above terms.
- **Replicability:** Qualitative and Quantitative details on replication.
- Consideration of **Environmental Sustainability** (if applicable)
- **Project Staff:** Out of technical programme / project staff, please provide number of staff with professional qualification in Social Work/ Rural Development or other aligned profession.

Sr. No. 29. Was the results achieved by the Programme/ Project covered by any print/ electronic media of national/ international repute.

Sr. No. 30. Has the Programme/ Project been awarded/ honored / recognized by any other state/ National/ International agency / industry / community?

Sr. No. 31. Was the Programmes/ Project completed in time? If not, what were the reasons and how long did it overshoot/ likely to overshoot.

Sr.No.32. Provide details about revenue generation activity (s) (if any) which has taken place subsequent to the project. (not exceeding 200 words)

Sr.No.32(a) Download the format from the link provided and then fill in necessary details. After filling up details, the same is to be uploaded.

Period	Financial contribution (as covered in the budget of the project)			Financial contribution (as not covered in the budget of the project, if any)
Since Inception of project (indicate the year/s)	Sl.No	Specifications	Units	
	1			
	2			
	3			

Sr.No.32(b)-Download the format from the link provided and then fill in necessary details. After filling up details, the same is to be uploaded.

Period	Non-Financial contribution (as covered in the budget of the project)			Non-Financial contribution (as not covered in the budget of the project, if any)
Since Inception of project (indicate the year/s)	Sl.No	Specifications	Units	
	1	Infrastructure	In sq meters	
	2	Technology/PPRs	Specific technical details	
	3	Human Resources	In man - hours	

Sr. No. 33. Provide any available documentation and/ or promotional material to report the information provided, such as but not limited to details and background of the CSR Programme/

Projects, how were the Programmes/ Projects were conducted, who all participated, before and after analysis if any. Also indicate to what extent the Programmes/ Projects are tied to your Corporate Strategy?

Sr. No. 34. The Company may share URL for the CSR programme / project, in downloadable format. (Also separate URLs for Videos, Images and Brochures); (multiple URLs may be submitted separated by comma).

Sr. No. 35. Name of the Aspirational District where the Programme/ Project has been undertaken. Peculiarity of the geographical area chosen in terms of whether disturbed area/ in hospitable area/ remote area/ undeveloped area/ inaccessible area. **[only for companies shortlisted in Category - 2]**

Sr. No. 36. What were the key Infrastructure or Human development challenges that were addressed and targeted while undertaking the CSR Programme/ Project? (250 words): **[only for companies shortlisted in Category - 2]**

Sr. No. 37. What has been the positive outcome of the Programme/ Project so far? How the Programme/ Project helped in meeting the aspirations of local people including total no of direct and indirect beneficiaries and how the challenges posed by terrain difficulties have been overcome? (250 words): **[only for companies shortlisted in Category - 2]**

Sr. No. 38. What are key developmental challenges addressed in the National Priority Areas that have been targeted? Explain, how the CSR Programme/Project is aligned with these National Priority Areas? (250 words): **[only for companies shortlisted in Category - 3]**

Sr. No. 39. What are the achievements gained in terms of fulfilling National Priority Areas and how the Programme/ Project have been able to make a difference in the lives of the people? (250 words): **[only for companies shortlisted in Category - 3]**

Sr. No. 40. Upload / attach Project Output Data:

S. no.	Issue	Amount spent	Key reasons
1	Gender		
	Marginalized communities (SCs/ STs, OBCs and minorities)		
	Differently abled		
	Old age / widows		
	Veterans (Armed forces)		
	Youth skill enhancement		
	Other beneficiaries		