

GUIDELINES OF THE SCHEME "ASSISTANCE TO VOLUNTARY ORGANIZATION"

BACKGROUND

Voluntary Action Cell, DWCD processes and recommends Grant-in-Aid scheme namely "**Assistance to Voluntary Organization**". The payment of Grant-in-Aid is regulated by the notified rules "The Grants to Social Welfare Institutions/Organizations by the Government of National Capital Territory of Delhi Rules, 2008".

The mandate of Department of WCD GNCTD includes extending assistance to voluntary social welfare Institutions/Organizations engaged in providing services in institutional set up (residential and non residential) to the following target groups:-

- Children in need of care and protection
- Children in conflict with law
- Destitute Women

The scheme reflects government's commitment to the promotion of voluntary efforts. The role of voluntary organizations and their active participation is widely recognized by DWCD. Voluntary sector is not secondary and derivative of the other sectors, but rather it is a primary response mechanism to public problems. Apart from filling gaps voluntary sector actually takes leads in many areas. Public sector and voluntary sector's relationship bring about more potential benefits, whereas, working in isolation can result in duplication of efforts. Therefore, collaboration can generate synergy and facilitate the flow of information. Voluntary sector can provide quality service in accordance with policy guidelines.

However, voluntary organizations can multiply their impact by approaching government's humility and constructive engagement to effect change at scale. The flow of public fund into non government organizations allows them to expand substantially their operations and to achieve greater level of operational efficiency and improved effectiveness. Hence, it's a mutually advantageous partnership between both sectors. Also, government funding complements voluntary sector's other sources of funds and help to broaden the availability of services.

Total Budget available for the Current Financial Year 2021-22 is Rs. 2,05,00,000/-.

OBJECTIVES

The objectives of the scheme are as follows:-

- (I) To meet urgent needs / contingencies falling within the mandate of DWCD that cannot be met under the regular schemes.
- (II) To support technical initiatives and innovative plans.

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- (III) To bring about transition to enable empowerment of targeted groups, wherein support cannot be provided in its regular schemes.
- (IV) To adopt rehabilitative measures in terms of professional training programmes to bring self reliance among targeted group.
- (V) To provide financial support for purchasing furniture and equipments.
- (VI) To make the grantee institution gradually self-sufficient in their finance.
- (VII) To provide funds for purchase of raw material, plant and machinery for industrial and vocational training.
- (VIII) To review the quantum of grant granted to the grantee institution (every third year).
- (IX) To provide funds for purchasing of general equipments and furniture.
- (X) To provide funds for electric installation or arrangements for supply of water.
- (XI) To provide financial support for carrying out additions / alterations in the existing building of an institution.
- (XII) To provide financial support in terms of stationery and other education material required for the targeted group.
- (XIII) To provide funds for administrative expenditure to voluntary organizations for ensuring certain minimum staff structure and qualified personnel to improve their effectiveness and expand their activities.
- (XIV) To provide funds for the purchase of games and sports materials.
- (XV) To provide funds for the purchase of medicines and minor appliances/equipment.
- (XVI) To provide funds for expenditure in contingencies such as building rent, electric and water charges, hot and cold weather charges, postage, telephone charges, conveyance charges, liveries and petty periodical repairs of building including white washing of the walls and painting of the doors etc.
- (XVII) To provide funds for any other unforeseen items the expenditure on which is incurred with the prior approval.
- (XVIII) Organization / Institution must be registered under NITI Aayog (NGO DARPAN Portal).



GENERAL ELIGIBILITY

- Institutions / organizations registered under –
Society's Registration Act, 1860 (XXI of 1860).

OR
Trust under Trust Act, 1882 (2 of 1882).
- Institutions / organizations must be situated and having registered office in
GNCT of Delhi.

ELIGIBILITY CRITERIA FOR ORGANIZATION/INSTITUTIONS

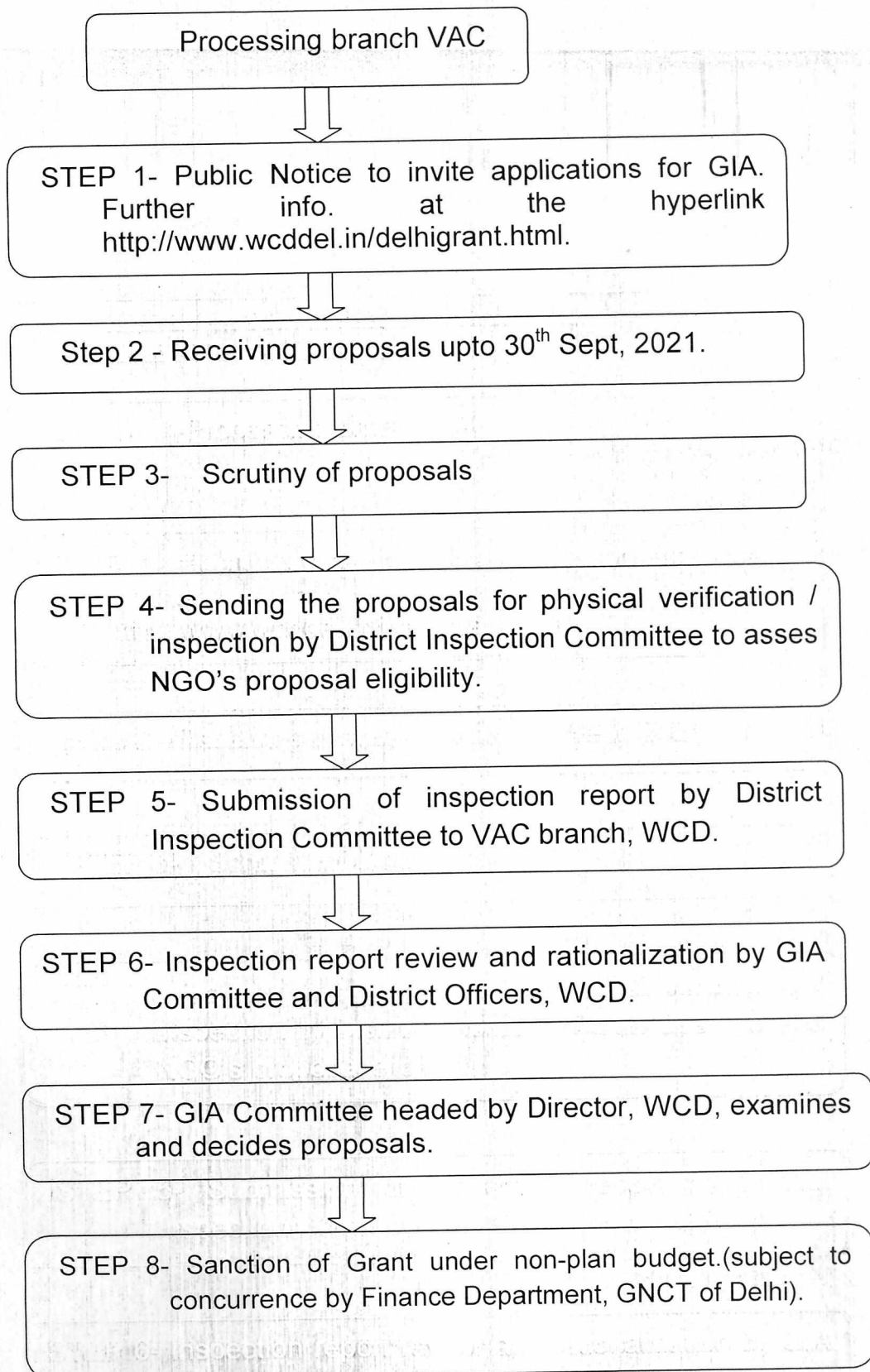
- Institutions / organization providing **services to children in need of care and protection must be registered under Juvenile Justice Act, 2015** (under relevant section of the Act).
- Institutions / organization working for the welfare of destitute women must have obtained **license under WCIL Act, 1956**.
- A minimum of three years of experience in the field of activity for which assistance is sought is essential.

ITEMS ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEME

1. Recurring
2. Non recurring

34

Procedure and Step-wise schedule for release of GIA
under the scheme "Assistance to Voluntary
Organizations" in current Financial Year



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NOTE:-

Assuming that all requisite documents are available and up-to-date, and that funds are available under the schemes, the processing and final sanction of grant takes about three months.

SCOPE:-

- (i) Projects to tackle problem areas which are relatively subserviced but where need is urgent.
- (ii) Projects which fill in essential gaps in existing services and complement them so as to maximize the impact.
- (iii) Projects which provide integrated services, all the components need not be financially supported by one source.
- (iv) Projects which build the capacity of the targeted group to be self-reliant rather than dependent.
- (v) Projects with flexibility in delivering services to deficient intervened areas.

CONTENTS OF THE PROPOSAL

The proposal for grant-in-aid should be submitted giving in detail the following:

- (i) The statement of the problem which the project seeks to tackle.
- (ii) The objectives of the project.
- (iii) The geographical area that will be covered.
- (iv) The client group that is sought to be served.
- (v) The services that will be delivered, residential and non- residential and the charges, if any, that will be realized from the beneficiary.
- (vi) The physical targets that the project seeks to achieve.
- (vii) The expertise/experience that the organization has in planning and implementation such programmes services.
- (viii) The anticipated Output of the Project (project quantitatively specified there feasible).
- (ix) The cost estimates (separately item wise) for recurring and non-recurring items for each year.

84

OTHER REQUISITE DOCUMENTS / ENCLOSURES ARE AS UNDER :-

- (a) Copy of the registration certificate (as mentioned in General Eligibility).
- (b) Activity/Annual Report of The Organization for the previous years along with -
 - Income & Expenditure Statement.
 - Receipt & Payments Statement.
 - Balance Sheet.
 - Auditors Report.
- (c) Project budget plan for current Financial Year.
- (d) Details of Managing Committee.
- (e) Full description of the activities/ programmes of the organization/institution (with special reference) to its articles of Memorandum.
- (f) Utilization Certificate in respect of grants released in the previous year.
- (g) List of Assets acquired wholly or substantially out of government grants under GFR 19.
- (h) Details about status of building and premises, its adequacy and present state for the programmes activities of the organization/ institution.
 - Details about ownership of the premises, if rented then attach proof rent receipt.
 - Details of the number of rooms available in premises for the concerned scheme.
 - In case the owner is paying the House Tax, the copy of House Tax be attached.
- (i) Details of average number of beneficiaries under various programmes/ activities of the organization/ institution along with their age groups in the current year (upto the time of report).
 - (i) Activity
 - (ii) Month
 - (iii) No. of beneficiaries month-wise
 - (iv) Age group of beneficiaries
 - (v) Details of monthly average number of inmates maintained by the institution during the previous financial year and in the current year up to the time of report.
- (j) Institution receiving grant under the project for the children in need of care and protection, submit the report indicating the below mentioned criteria for admission is being followed in the admission of the present inmates as prescribed in JJ Act.
 - a) Details about number of children who do not have either parent or any other relative.
 - b) Details about number of children of single parent.

24

(k) Particulars of Employees on Form employed by the organization/institution under the project activities for which GIA is being received in the last financial year, describing vacancy, qualifications, competency, approval of employment as per sanctioned grant in salaries head under the Scheme "Assistance to Voluntary Organization".

- Detailed report regarding the staff appointment according to the norms laid down under Rule 13(iii) (of the grants to social welfare institutions/organizations by the government of national capital territory of Delhi rules, 2008) wherein, the prior concurrence of the Director of Department of WCD be obtained and attach the proof.
- The professionals of the project should be registered with Rehabilitation Council of India. (Attach proof).
- The organization should be registered under Section 52 of the PWD Act, wherein, it is a service provider for handicapped beneficiaries / inmates.

General Instructions for submitting application:-

- (a) Each and every page of the application and enclosures must be signed by the authorized signatory with proper date, signature and stamped with the seal of the organization. Otherwise application shall not be CONSIDERED.
- (b) NGO must submit their two copies of applications/proposals in two separate office file- covers.
- (c) All papers of the applications/proposals must be page- numbered separately in the back- to- front manner.
- (d) The file covers containing the applications/ proposals must indicate boldly the name & address of the Registered Office of an NGO, name of the GIA scheme, address of the project applied for and purpose of the project for which grant is requested.
- (e) The applicant NGOs must attach an Index on top of the application/ proposal clearly showing the page numbers at which various required documents, etc. are placed in the application/proposal.



- (f) Applications submitted through post or at Receipt & Issuing (R&I) of the Department of WCD, GNCTD or submitted in the manner other than as prescribed above, shall NOT BE CONSIDERED. No correspondence will be considered in this regard.
- (g) All applications will have to be addressed to the The Deputy Director (VAC) VOLUNTARY ACTION CELL, Department of Women and Child Development, Government of National Capital Territory of Delhi, 2nd Floor, Maharana Pratap, ISBT Building, Kashmere Gate, Delhi- 110006.
- (h) Application submitted after the last date shall NOT BE CONSIDERED.
- (i) Canvassing by the applicant organizations in any form will be a disqualification.
- (j) An NGO cannot get assistance for various projects under the scheme. The eligibility criterion and basic conditions have to be fulfilled. However, as a matter of policy, the Department seeks to broad base the voluntary action movement and at the same time ensure that there is wider sectoral coverage, by rationalizing its intervention on a circumstantial and needs basis.
- (k) Application submitted in the form other than the prescribed proforma under the scheme shall be summarily rejected.

Directions for submitting application

1. Application for getting assistance under the scheme has to be made as per prescribed format and in duplicate i.e. available on aforementioned hyperlink. There is no Separate format for new projects and ongoing projects.
2. Application submitted in the form other than the prescribed proforma under the scheme shall be summarily rejected.
3. The application of the organizations / institutions who are holding valid documents under the provisions of the relevant acts (as mentioned in eligibility criteria) shall only be considered for Grant-in-Aid.
4. One may access the details of all these GIA schemes (including the prescribed application formats, proforma etc. eligibility conditions/ criteria and required documents at the following websites addresses:-

Deptt. of Women & Child Development
Govt. of NCT of Delhi

www.wcddel.in

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