

REC FOUNDATION – CSR PROPOSAL & DETAILED PROJECT REPORT FORMAT

S.No	Particulars
A	<u>About Agency</u>
1.	Name of the Agency and Website link
2	Registered address /Communication Address
3	Agency Constitution / Establishment date / Brief Profile etc.
4	Details of governing body members
5	Average turnover for last 3 financial years in case NGOs
B	<u>Key Financial Information</u>
1	Project Cost Estimates PI provide (a) cost break-up viz.construction / capital equipment / operational expenditure / admin etc. and (b) evidence of benchmark cost
2	Basis of Cost Estimation
C	<u>Project Details</u>
1	Project Name
2	Goals of the Project
2	Duration of project (In Months)
3	Project Location(s) (Complete Address with Google/Wiki mapping). PI submit location-wise Cost Estimate breakup also
4	Summary of Need Assessment/ Baseline Survey Report

5	Detailed activities to be undertaken over the span of the project.	
6	Expected major outcomes / outputs	
7	Expected major long term impacts	
8	Expected number of Target beneficiaries (Male/Female/Transgender/SC/ST/Others) (If Applicable)	
9	Name of Co-Financer if any / Give details	
10	Description of Sustainability aspects of the Project after project duration	
11.	Top 5 donors in the last three financial years(if any)	
D	Implementation	
1	Implementation timelines with milestones. (Also provide Activity wise Bar Chart)	
2	Other stakeholders / helping parties viz Govt Bodies, Institutions, NGOs in the project (If any) with respective roles / responsibilities	
3	Proposed Disbursement Plan	
4	Proposed Procurement methodology (in case procurement of goods or services is envisaged in the project)	
E	Undertaking that:	
1	In case of Non-Governmental Organizations (NGOs) REC procurement Guidelines' for procurement of goods and services for the project will be followed. In case of State/ Central Government bodies; Autonomous body of Government aided agency, they may follow their respective procurement guidelines.	
2	Agency is having no pending legal dispute and/ or inquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc.	
3	Agency is not blacklisted by any govt. agency	
4	Declaration that why it cannot be supported under existing government programmes/schemes	
5	REC shall have right to cancel commitments or terminate the agreement without any financial implication	

6	The present project has not been submitted/covered for CSR/govt. funding from any other sources.	
7	The CSR assistance shall not be used for any other purpose other than for project related activities.	
8	The present CSR project shall be executed on no profit/ no loss basis.	
9	No funds shall be arranged/ used from other sources for the aforesaid project.	
10	Any cost beyond the sanction cost shall have to borne by implementing agency	
11	Nil/ nominal amount has been/ shall be charged from beneficiaries	
12	Governing Body members of implementing agency are not related to any Board member of REC	
13	Board of Directors/ Governors/ Trustees/ Management/ Executive Committee Members/ beneficiaries are not related in any manner, with REC/ Subsidiary/ Management of REC	
F	Enclosures	
1	CSR Registration Certificate	
2	Registration Certificate of the agency	
3	Certificates under Section 12A and 80G of the Income Tax Act 1961,TDS Exemption Certificate(If any)(Only in Case of Non-Governmental Organisation)	
4	PAN Card	
5	FCRA Certificate(if any)	
6	Audited Financial Statements of preceding three financial years and documents substantiating the turnover in taking similar activities (Only in case of Non-Governmental Organisation)	
7	Not More than 1 years old NGO Grading by CRISIL, CARE, IRR at the time of submission of proposal along with grading report (Only in Case of Non-Governmental Organisation)	
8	Provide Impact assessment report(s) of similar CSR project executed in recent past, preferable by third party if any with supporting documents	
9	Regulatory approvals / NOC, if required	
10	Details of similar projects executed during the preceding three financial years. Also, provide details of projects executed with REC or other PSU	
NOTE	The completed proposals shall be sent in hardcopy addressed with a covering letter to "CMD, REC Limited, REC Limited, Plot I-4, Sector 29, Gurugram" from the Head of the Organization. For further queries please email recfoundation@recl.in	