



Setu Grant Program 2012

Application Form

Setu

Last date for receipt of application is 31st December, 2011

BASIC APPLICANT INFORMATION

1.1 Basic information:

1.1.1. Registered name of the organization:

1.1.2. Office address:

City

State:

Pin code:

1.1.3. Presence in India (states): .

1.1.4. Date of starting operations (DD/MM/YYYY):

1.1.5. Current Key Functionary:

(You may like to attach a one page profile of the key functionary as a separate sheet with the application form)

1.1.6. Contact details:

Office phone: (STD code): (No.):

Fax: Email:

Mobile: Website:

1.2 Regulatory information:

1.2.1. Legal status of the organization:

1.2.2. Registration Number:

1.2.3. FCRA No., if any:

1.2.4. Tax exemption information (Date and reference number):

1.3 Detailed information:

1.3.1 Financial:

1.3.1.1 Annual program expenditure of the organization (in Lakh Rs.: approximately :

1.3.1.2 Annual administrative expenditure of the organization (in Lakh Rs.):

1.3.2 Board / Trust composition:

Sr. no.	Name	Qualification / professional degree	Number of years associated with organization	Occupation and Designation

1.3.3 Organization specific information

1.3.3.1 Number of girls/women reached through the innovation applied for the Grants:

1.3.3.2 Number of staff members employed by the organization (as on September 30th, 2011):

1.3.3.3 Number of volunteers employed by the organization (as on September 30th, 2011):

1.3.4 Other:

1.3.4.1 What are the core objective(s) of your organization? (In less than 100 words)

1.3.4.2 What are the core programs or initiatives of your organization? (Maximum of 3)

1.3.5 Relationship with affiliate organizations:

Does the applicant organization have any form of synergies and / or any form of interaction in relation to organizational activities, operational functions, financial costs, source of capital, key management etc. with an **affiliate for-profit organization** for socio-economic value creation in activities undertaken?

Based on the guidance note below¹, if the answer to the above question is yes,

- i. Please describe in not more than 250 words (use separate sheet if necessary):
 - the nature of such relationship and whether it is on an arm's length basis;
 - respective rights and obligations of the affiliate entities;
 - extent of overlap of activities, if any;
 - existing safeguards against co-mingling of funds;
 - governance structure of the respective entities;
 - any other material information with respect to the relationship between the affiliates.

- ii. Please confirm whether:

¹ **"Affiliate for-profit organization"**, in relation to any applicant means to include:

- any for-profit entity controlled, directly or indirectly, by such applicant to the Setu Grants Program 2012, or
- any for-profit entity that controls, directly or indirectly, such applicant to Setu Grants Program 2012, or
- any for-profit entity under common control of any organization/ person, which/who also controls such applicant to Setu Grants Program 2012.

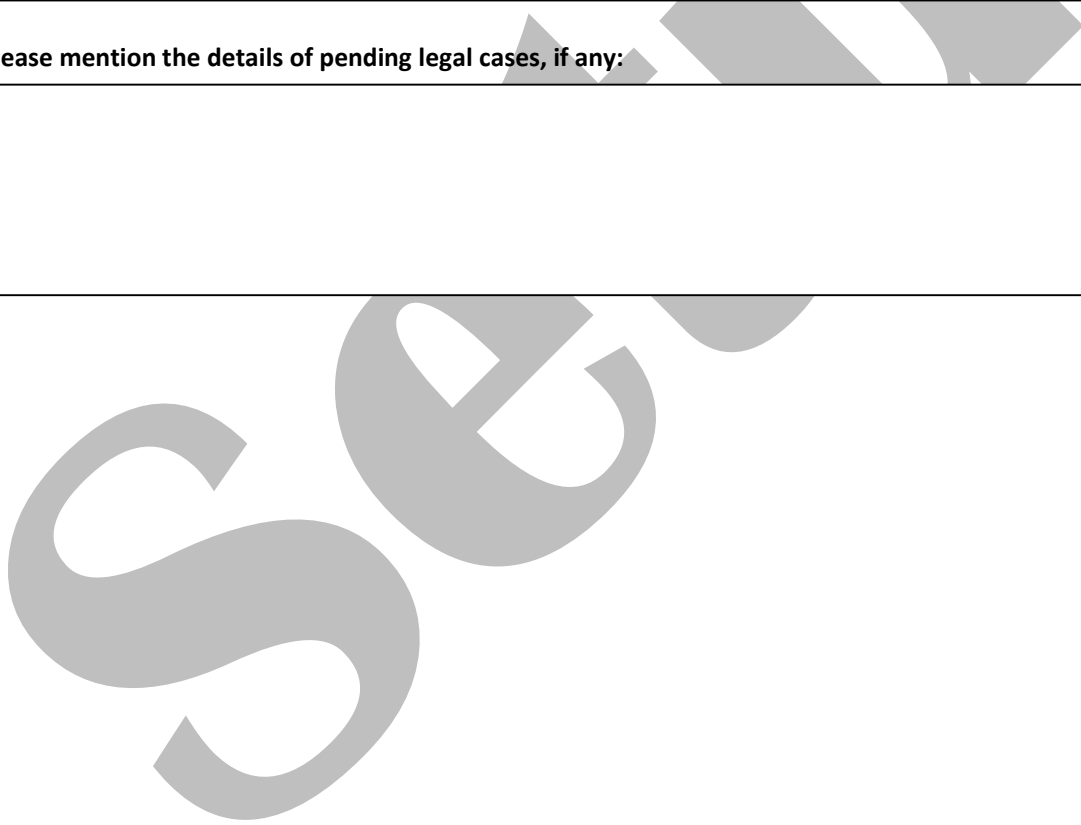
For the purpose of this definition, **"control"** means the power to direct the management and policies of an entity whether through the ownership of voting capital, appointment to the governing board, by contract or otherwise.



- a) The income derived from the activities of the applicant organization is completely reinvested in mission activities or operational expenses, and/or retained for business growth and development; or
- b) Whether such income derived from the activities of the applicant organization is shared with another affiliate/ non-affiliate for-profit organization.

If the answer to the above question is (b), please describe in not more than 200 words, the nature of such revenue/ profit sharing arrangement

1.3.6 Please mention the details of pending legal cases, if any:





APPLICATION FORM (please use a separate form for each entry)

- A. Category applied for*: Education
 Health and well-being
 Economic security and livelihoods
 Rights and Representation

*In case the innovation falls under multiple categories tick the category which best defines your innovation.

B. The Issue / Problem that existed

What were the challenges faced for which an innovative solution was required? (In not more than 200 words)

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C. The innovation / initiative

What is the innovation that emerged to address the problem(s) described in B above? (In not more than 200 words each).

1. Innovation in the idea:
2. Innovation in the implementation of the idea:

D. Impact of innovation

What impact has your innovation had on the lives of women in India and the percentage of women impacted i.e. Number of women impacted through the initiative to the total number of women that fall under the same target group/geographical area? (In not more than 200 words):

E. Future Potential / Sustainability

(a) What are the key factors that are required for the innovation to sustain and grow over the next five years? (Not more than three)

(b) Where do you see the innovation 5 years from now? (In not more than 200 words)

F. Any other information, with respect to the innovation that you would like to provide (restricted to 200 words).

G. List your primary donors and amounts received from them

Donor	Amount Received in lakhs from 2009 till date

H. Affiliations with Corporate organisations for this innovation (if any)



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Declaration

The information provided herein is true and complete to the best of my knowledge. I accept the rules and regulations of participation. I understand the information provided in this Application Form is for the purpose of selecting recipients of the Grants and I consent to the use of this information for such purpose.

Signatory 1:

Name	Title	Signature

Email:

Phone (Off):

Signatory 2:

Name	Title	Signature

Email:

Phone (Off):

Date:

Pre-submission checklist

Please refer to this checklist to ensure that you have completed all the steps in the application process.

The Application Form has been completed in permanent ink	..
The Application Form has been filled in English or Hindi only	..
The participating organization's registration number has been provided	..
All questions have been completely answered: General and Applicant information section	..
All questions have been completely answered: Application Form section	..
The details of pending legal cases have been mentioned at the relevant section of the application form	..
The Application Form has been signed by two senior management members, board members or trustees, in permanent ink	..
The contact information provided is updated, to facilitate communication from the Grants management team	..
The Application Form along with the last audited annual report has been sent to Setu, 120, Nirman Apartments Mayur Vihar Phase 1 Delhi 110091.	..
Has the DD/ Pay order of Rs 2000/- (Rupees Two thousand only) the registration amount been attached to the Application Form	..
One copy of the completed Application Form is retained with the Applicant	..

Rules and regulations for the Grants process

1. Definitions

Term	Definition
Grant	Setu Grant Program 2012 or by whatever name called
Grant Management	Personnel from Setu or appointed / engaged by Setu, who are responsible for the conduct of the Grants
PC	Pickles Communication, Process Advisors and Official Tabulators to the Grants
Grants Categories	Categories as defined in the Rules
Woman	A female human regardless of age
Applicant	Any Organization / NGO that participates in the Grants
Short Listed Entity (SLE)	Organization that get short listed post the round of Initial Jury evaluation
Nominees	SLEs selected for the Final Jury evaluation
Jury	A group of persons with relevant experience in dealing with NGOs / having knowledge about NGOs, selected to shortlist Nominees in all Grant categories and decide the final Grantees
Rules	These Rules and Regulations governing the Grants, as changed from time to time
Non government organization (NGO)	Private sector, voluntary (and usually non-profit and non-sectarian) organization that contributes to, or participates in, cooperation projects, education, training or other humanitarian, progressive, or watchdog activities.
Affiliate for-profit organisation	<ul style="list-style-type: none"> - Any for-profit entity controlled, directly or indirectly, by such applicant to the Setu Grants Program 2012, or - any for-profit entity that controls, directly or indirectly, such applicant to Setu Grants Program 2012, or - any for-profit entity under common control of any organization/ person, which/who also controls such applicant to Setu Grants Program 2012.

2. Eligibility Criteria for Participation in the Grants

Applicants applying for the Grants should satisfy the following criteria:

- The Applicant should not be barred from conducting any activities by any court or government regulatory body in India
- The Applicant should not propagate political or religious doctrines
- The Applicant should be a registered organization in India, under the relevant Indian legislations governing Trusts, Societies, or u/s 25 of the Companies Act.

3. Receipt of Entries

- Participation in the Grants will be construed as an acceptance to the Rules and Regulations stated herein and the Application Form signed by the Applicants will indicate the acceptance of the same
- All entries must reach Setu at the address mentioned in the Application Form, during working hours. **The deadline for receipt of all the entries is 31st December, 2011** Receipt of entries after last date of receipt specified may be permitted only at the discretion of Grants Management
- Grants Management will not be responsible for Application Forms that are lost in transit / received late
- Application Forms once submitted and accepted by Grants Management, will be considered as final. No alterations, replacements will be permitted.

- If separate Application Forms are received for the same initiative, from different individuals/ organizations, such entries will be treated as one Entry
- Each Application Form can be used only for a single entry. If additional Application Forms are required, a photocopy of the Application Form can be taken or downloaded from the website www.mysetu.org by following instructions mentioned on the website.
- The details in the Application Form should be typed or handwritten clearly
- Grants Management has right to add Application Forms in any Grants category (based on any manner or research, as it deems fit) to augment the quality of Application Forms received from Applicants
- In the event any Short-Listed Entry declines participation / application, Grants Management has the right to replace such Short-Listed Entry with another Short-Listed Entry
- All entries shall be accompanied by a Non refundable Entry Registration fees of Rs 2000/- (Rs Two thousand only) by Demand Draft / Pay Order in favour of " Setu" payable at Delhi. Applications which are submitted without the Registration amount shall automatically stand rejected. An organization can participate in more than one Grant category. However, the organization will have to apply using another Application Form, however each application shall be accompanied by the Above mentioned registration amount.

4. Completeness of Entries/ Disqualification

- The Application Form needs to be complete in all respects. Once complete it must be signed by two senior officers from the Applicant organization (from amongst the MD, CEO, COO, chairman, proprietor, directors, trustees, etc.)
- Incomplete Application Forms received in any manner will disqualify an organization from participating in the Grants
- All pending legal cases against the participating organization should be mandatorily mentioned at the relevant section of the application form
- Application Forms will be accepted in **English or Hindi** only
- Disqualification of entries is at the sole discretion of Grants management, on a case by case basis
- The number of nominees short listed in each Grant category will be five
- In the event no Applicants in a category are found to be worthy of inclusion by any Jury, the Grant category will be cancelled. The decision of the Jury in this regard will be final and non-contestable. The Grants management will not entertain any queries in this regard.
- If after the conclusion of any of the Grant declaration, any information provided by any Applicant(s), is found to be incorrect in any manner, then the Applicant will be liable to return the Grant and any monetary emoluments provided to the Applicant under this Grant, if any.

5. Grant categories and evaluation parameters

- Grants objective: The objectives of the Grants is to identify and reward organizations that are innovating to empower women in India
- The Grant categories may be changed / modified / increased or reduced / cancelled based on the level of applications received, at the discretion of Grants Management
- The parameters for evaluation are subject to revision by Grants Management or Jury at their discretion
- Determination of category for each Applicant will be in accordance with laid-down Rules. Grants Management reserves the right to make the final judgment in case of any ambiguity in Rules / disputes over suitability.
- Grants categories as defined by Rules, are as follows:

Grant Categories	Definition
Health and Well Being	An innovation which promotes girls'/women's health and over all well being
Education	An innovation which provides girls/women with access to education, and/or improve the quality of education available to women
Economic Security and Livelihoods	An innovation which helps women increase their income and/or provide them with employment opportunities
Rights and Representation	An innovation which helps women overcome social and cultural challenges and also those which empower women to participate in available legislative positions

- Grants Management can change the definition of the categories, or the categories themselves, at its discretion

6. Short-listing of the Entities for each category

- Grants Management will only contact the short-listed Nominees for the final jury presentations. The decision of the Grants Management in this regard will be final and binding. No communication in this regard would be entertained.
- SLE for each category will be based on the scores assigned by the Jury and verification conducted by an Independent Agency. Accuracy of the information is not the responsibility of Setu or Pickles Communication.
- The completeness of the questionnaire / checklist carried during the verification is the responsibility of Setu.
- Grants Management's decision on the short listing will be final and binding on all SLE.
- If the Grants Management does not find any of the Applicants in a particular category to be compliant with the desired standards, the Applicant would not be shortlisted as a SLE.

7. Verification of the Questionnaires

- Grants Management will appoint an Independent Agency to conduct field visits to the location of the SLE and verify the details submitted by them
- Grants Management will make the best efforts possible to conduct field visits to SLEs, but the Grants Management shall not be responsible if the persons do not participate or do not agree to the conduct of the verification, or are not contactable. In such case, Grants Management may, at its discretion, disqualify participation or continue in such other manner, as deemed fit.
- The results of the verification will be confidential and will not be disseminated to any Applicant.

8. Determination of Grantees

- The results of the field visits and verification done by the Independent Agency will be presented to an independent Jury for determination of Grantees
- The shortlisted entities would make a presentation to the Final Jury members and go through a round of question and answers
- Final Jury would score the Nominees based on the presentation and question and answer session
- Final Jury's decision is final and binding on all Nominees
- The Final Jury may decide, in order to maintain the high standards of these Grants, that there could be no Grantee in a particular category
- The previous three years Grantees' and runners-up will not be eligible to participate in the Grants process

- The results of the questionnaire tabulation and verification are subject to the application of pre-determined weights
- The SLE bear all costs of appearing before the Jury, in case the Jury so desires.

9. General

- Applicant understands and agrees that mere inclusion in the Grants Program does not entitle them to a Grant or to any other form of consideration
- Decision of Grants Management on all matters is final and binding on all Applicants and no correspondence will be entertained on the same
- An organization can participate in more than one Grant category. However, the organization will have to apply using another Application Form.
- Applicants, SLEs and Grantees permit free of cost, the use of their name and factual information about their participation in public media (for the build-up to the Grants, during the Grants Program/Period, etc.) and do not have any right to any revenues earned through intellectual property rights generated by the Grants, if any.
- Setu and Pickles Communication will not be liable for any claims / disputes made by the Applicants in relation to the Grants
- The Grants Management reserves the right to withdraw, or amend the Rules and Regulations of the Grants at any time, with retrospective effect, and does not take responsibility for any loss or damage that any person or organization may suffer as a result of participating or attempting to participate in the Grants, the Grants being withdrawn or its Rules and Regulations amended
- The Grants Management cannot and shall not be accountable / liable for any disruptions / stoppages / interruptions or cancellation of the Grants. The Grants Management and its contractors cannot be held responsible for matters out of its control and for force majeure reasons
- Additions, deletions and / or modifications to these Rules are at the discretion of the Grants Management and the Grants Management may make such additions / deletions and / or modifications, at any time before the Grants
- All disputes relating to or arising out of the Grants shall be subject to the laws of India, and shall be subject to the exclusive jurisdiction of the courts of competent jurisdiction at Mumbai, India
- The Applicants, SLE and Nominees agree that they shall hold harmless the Grants Management, its employees, officers, contractors or other persons and shall defend them against any loss, claim, demands, costs, damages, judgments, expenses or liability arising out of or in connection with any or all claims whether or not groundless, that may be brought against the Grants Management by any third party in connection with participation in or winning the Grant
- If Applicants are unclear as to the Rules or any element of the Grants or experience difficulties of any kind, they can write in their questions, problems or queries to the following address: Setu, 120, Nirman Apartments, Mayur Vihar Phase 1, Delhi 110091 or contact@mysetu.org. The Grants Management shall endeavor to the best of its ability to respond thereto.

10. Timelines

- The Grants will follow the following indicative timelines:

Process	Date
Deadline for receiving Application Forms	31 st December, 2011
Announcement of Short Listed Entities (SLEs)	15 th January, 2012
Announcement of Nominees for the final jury round	15 th February, 2012
Final jury round	28 th February, 2012
Declaration of Grantees	7 th March, 2012

- Efforts will be made to follow the above timelines. However, in the event of circumstances beyond the control of Grants Management, these timelines may need to be altered.
- Grants Management and its sub-contractors cannot and shall not be held accountable/liable for any disruptions / stoppages / interruptions or cancellation of the Grants or its processing on account of any factors beyond its control.

11. Breach of Rules and Regulations

- If at any time, any information provided by any Applicant is found to be incorrect in any manner whatsoever, then the Applicant will be barred from participating in the Grants.
- If after the conclusion of the Grant Process, any information provided by any Applicant is found to be incorrect in any manner whatsoever, then the Applicant will be liable to return the Grant given, if any.
- Determination and final judgment on whether the information provided is incorrect or not, rests with Grants Management.
- Grants Management has the right to ask for proof of information provided / audit the information provided during the interview process. If such a request is made and the Applicant does not comply, the Applicant could be disqualified from participation at the Grants.

Guidance notes for completing the Application Form

This section provides guidance on how to complete each question in the Application Form. If you have any further questions, please contact Setu at +91 9810909928.

1.1 Basic information

- 1.1.1 Please state the full legal name of your organisation
- 1.1.2 Please provide the registered address the organisation along with the city, state and pin code
- 1.1.3 Please provide the names of the states that the organization conducts its operations in.
- 1.1.4 Please state the date your organisation started operations
- 1.1.5 Please state the name of the current chief functionary of the organization. The current chief officer will be the one to take important management decisions on behalf of the board.
- 1.1.6 Please provide a landline, fax and mobile number on which we can reach the organisation. Please also provide the STD code. Also provide an email address by which we can reach the applicant organisation and the website address for your organisation, if any

1.2 Regulatory information

- 1.2.1 Please give the legal status of your organisation as it appears on your registration document. E.g. Trust, society, sole proprietorship, etc.
- 1.2.2 Please provide the registration number of the organization and the Indian Act that it falls under. Eg: Societies Act, Trust Act, etc.
- 1.2.3 Please provide us with the Foreign Contribution Regulation Act (FCRA) number, if any
- 1.2.4 Please provide tax exemption information that is applicable to the organization

1.3 Detailed information

1.3.1 Financial

- 1.3.1.1 Please provide the total expenditure (in lakh Rs.) of the organization in the programme entered into the Grants for the year 2010-11
- 1.3.1.2 Please provide the total expenditure (in lakh Rs.) of the organization for administrative purposes for the year 2010-11

1.3.2 Board / Trust composition

Please provide us with the details of the board members of the organization. The details of the board members should include the following:

- a) Name: The full name of the board members
- b) Qualification: The educational qualifications / degrees attained by the respective board members
- c) Number of years associated with the organization
- d) Occupation / designation: Designation of the board members in terms of overseeing the operations of the organization

1.3.3 Organisation specific Information

- 1.3.3.1 Please tell us how many women beneficiaries the innovation entered into the Grant reached last year (2010-2011)

1.3.3.2 Please tell us how many staff members your organisation employed as on September 30th, 2011

1.3.3.3 Please tell us how many volunteers your organisation employed as on September 30th, 2011

1.3.4 Other

1.3.4.1 Please summarise the main objectives of your organisation. Objective of the organization is the reason and motive of its existence.

1.3.4.2 Please mention the core programs or initiatives of the organization that have been commenced.

1.3.5 Relationship with affiliate organizations.

Please refer to page 6 for details.

1.3.6 Details of pending legal cases.

Please mention the details of all the pending legal cases against the organization as on 30th September, 2011. The Grant management holds the right to ask for any further information on these legal cases.

2. Application Form

A. Please select which category you would like your Application to be considered under. Please note that in case we feel that the innovation entered by you is not appropriate, we shall change the category the organization has applied in.

B. Please mention the issue and problem that existed in the society / environment in which the organization presently operates. Substantiate the challenges faced for which the organization implemented the innovation solution. Please note that this answer should link with Question C

C. Please describe the innovation. The innovation may either be the idea itself or the way the initiative was implemented. You may like to detail out the ideation and clearly demonstrate on why the nominated idea / initiative is innovative and different from others.

Alternatively, you may also like to mention the unique or innovative process adopted to implement the idea or initiative. Please provide as much details as possible around process, people or resources involved, and any methodology adopted to increase the impact of the initiative.

D. Please mention the direct impact your nominated innovation on the intended beneficiaries. You may like to indicate how your innovation has led to improvement in lives of targeted women/girls and addressed the challenges faced by the group. Ideally, the impact should have made substantial and sustainable impact. You may also like to quantify the impact, if possible, which may demonstrate the desired improvement in the intended segment.

E. (a) Please mention three important factors which you think may be required to sustain the innovation in the long run. You may like to mention the crucial factors like people, funds, and regulatory changes required, to ensure the growth and success of this innovation over the next five years.

F. (b) Please indicate your vision and plans for the nominated innovation for the next five years. You may like to mention the following as part of your plan and vision for next 5 years:

- a. Target beneficiaries or increased reach
- b. Planned investments
- c. Follow-up and other initiatives



d. Communication strategy to spread the awareness about the initiative

G. Please provide any other information which you think may be relevant for evaluating your entry for the purpose of these Grants

H. **Declaration:** Please read and certify the information submitted for accuracy and completeness. Upon acceptance of the declaration, an applicant certifies the information submitted to be true and complete in all respects. Any untrue and / or incomplete application may lead to the disqualification of the application

Please assign your consent for use of information for the purpose of evaluating your application for Grants

I. **Signatory:** The application is required to be signed for accuracy and completeness of the information provided, by two senior functionaries (from amongst the MD, CEO, COO, Chairman, Directors, Trustees, etc.) of the organization.

Please provide the email and contact numbers of the signatories to the application form.

Please mention the date of signing of the application.

SETU