

NATIONAL CSR HUB



TATA INSTITUTE OF SOCIAL SCIENCES

Partner Organisation Empanelment Form

Dear Applicant,

Greetings from the National CSR Hub at the Tata Institute of Social Sciences!

Through the empanelment process, our endeavour is to build a professionalised pool of development sector organisations in India, those that are representative of credibility and competency with evidence of standards vis-a-vis following parameters:

- Organisational financials: systems, capacity, transparency and sustainability
- Governance and organizational structure
- Vision mission alignment with core activity, strategy and methodology
- Organizational human resources capacity and administrative policies and procedures

- Program management, capacity to deliver and alignment with CSR legal framework and guidelines
- Knowledge creation, documentation and dissemination of knowledge to the larger community

Kindly read the guidelines carefully and you are requested to follow the instructions given below. Wishing you all the very best and we look forward to having you on board the National CSR Hub in partnering us to achieve our objectives of sustainable development and inclusive growth.

Head

Empanelment Committee

National CSR Hub

Tata Institute of Social Sciences

ELIGIBILITY CRITERIA FOR EMPANELMENT APPLICATION

1. Completion of minimum of 3 years from date of registration
2. Registered as a **not for profit organisation only** under any of the following:

The Societies Registration Act, 1860

The Bombay Public Trust Act, 1950

Indian Trusts Act, 1882

Trusts registered under Income Tax Act, 1956, for organizations in those States where registration of Trust is not mandatory

Section 8 of Companies Act, 2013

Any relevant Acts by state legislations

IMPORTANT GUIDELINES FOR EMPANELMENT APPLICANTS

Applicants are requested to note that the empanelment is a time consuming process. The Empanelment Committee undertakes an exhaustive, detailed and multi-layered scrutiny and we request your patience in this regard. However, the National CSR Hub at TISS is committed to ensuring speedy, intensive and just scrutiny of applications for empanelment.

The empanelment process aims to provide the corporate sector and various government institutions with a list of reliable and credible organisations as partners for development projects and research purposes. The National CSR Hub at TISS shall empanel those organisations that are people-centric, have experience and expertise in a specific field and have a planned approach to developmental activities with a specific focus on the welfare and rights of the vulnerable groups in society, with demonstrations and evidence of each of the above aspects.

Please note that applications are processed on a first come, first serve basis. Exceptions are made only if the applicant attaches a letter of reference from any of the companies that have signed a MoU with the Tata Institute of Social Sciences. The letter from the concerned company must have details of the thematic areas and geographical areas that the company proposes to engage the organisation for.

Only completed application forms shall be processed for scrutiny by the Empanelment Committee. Before despatching applications, applicants are requested to carefully ensure that all documents are attached as per the application form requirements. **Any mandatory document missing shall amount to the application not being accepted for scrutiny.**

Communication is initiated with applicants whenever the Empanelment Committee thinks appropriate. All applicants shall be informed of the Empanelment Committee's decision after due scrutiny. Meanwhile, the Empanelment Committee may communicate with the applicant organisation in case of requirement of additional details or documents during processing your application.

Non mention of an organization on the list of empanelled agencies does not imply rejection/disqualification/de-listing from the Hub. It simply implies that a particular application is still under scrutiny. **All applicants shall be notified as and when the Empanelment Committee thinks it appropriate. The status of empanelment, whether accepted, not empanelled or withheld for field verification, will be communicated to all applicants**

Failure to meet criteria of empanelment, furnishing of incomplete application form, furnishing of false information shall lead to non empanelment.

Any partner agency found to have engaged in irregularities of any form shall be de-listed by National CSR Hub. Also, inconsistencies of partner agencies with the larger vision of National CSR Hub may amount to disqualification

The database of empanelled organisations with the National CSR Hub is shared with MoU partners against a professional fee. The list of empanelled organisations shall be shared with only with those organizations that have signed MoU with the National CSR Hub at the Tata Institute of Social Sciences, while the concerned empanelled organisation shall be notified of the status through an empanelment certificate. Once successfully empanelled, the organization may get a chance to work with the company of

their choice; if the company's CSR initiatives match with the organizations thematic and geographical capacities.

Furthermore, all organisations, upon successful empanelment may like to contact the company directly with the certification of empanelment, if it desires so.

Every application that is unable to be empanelled, shall be duly notified. **Applications that are unable to be empanelled, can apply only after two years of from the date of communication of non – empanelment.**

A nominal processing fee of Rs. 500/- shall be mandatorily payable via demand draft only. Applicants are requested to note that the processing fee shall be payable despite a possibility of non empanelment of the organisation with TISS and this amount is non refundable.

Similarly, a nominal processing fee shall be payable to the Tata Institute of Social Sciences, Mumbai for empanelment of project proposals, for which only empanelled partners of TISS are eligible.

In the likelihood of a field verification of an applicant organisation, the cost of the same shall have to be borne by the applicant organisation after taking its concurrence.

Demand Draft should be drawn in favour of:

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

Please note that follow up on empanelment status is strictly discouraged at the Hub. The Empanelment Team shall revert during scrutiny of applications or at any other period as and when deemed relevant.

The decision of the Empanelment Committee shall be final and binding. All forms will be thoroughly scrutinized by the Empanelment Committee in consonance with the criteria formulated, which shall be in sync with the larger objectives and goals of the Tata Institute of Social Sciences. You may like to visit <http://www.tiss.edu/> and <http://tisstory.tiss.edu/tisstory/> for more details on the Tata Institute of Social Sciences.

Documents should be sent **ONLY THROUGH REGISTERED POST** to:

PROF. B. VENKATESH KUMAR

DIRECTOR

NATIONAL CSR HUB

10th FLOOR,

PROF. GORE ACADEMIC BUILDING

TATA INSTITUTE OF SOCIAL SCIENCES (NEW CAMPUS)

DEONAR

MUMBAI- 400088

**THE PROCESS OF APPLICATION FOR EMPANELMENT AND PARTNERSHIP
WITH THE NATIONAL CSR HUB AT THE TATA INSTITUTE OF SOCIAL
SCIENCES**

STEPS FOR PARTNERSHIP:

1. To be a partner organisation of the Tata Institute of Social Sciences, applicant organisations must be empanelled.
2. Application for empanelment as an organisation provided the organisation meets the general eligibility criteria.
3. In case an application is accompanied by a reference letter from any of the companies that have signed MoU with the National CSR Hub at TISS with clear mention of thematic and geographic areas and duly signed by the competent authority that the company wishes to engage the organisation for, these applications shall be given priority in scrutiny.
4. Once an organisation is empanelled with the National CSR Hub at TISS, there are 3 modes of partnership management:
 - a) The organisation's details alongwith thematic and geographical areas of empanelment are shared with those corporations that have signed MoU with the National CSR Hub, TISS. These companies 'may' get in touch with empanelled partners, as per their CSR policies and areas of engagement.
 - b) Every empanelled organisation is sent a certificate of empanelment with the National CSR Hub at TISS. **Applicant organisations may themselves approach prospective CSR funders with not only a copy of the letter, but most importantly with a project proposal.**
 - c) The National CSR Hub at TISS also has a database/project proposal bank of prospective projects. **All empanelled partners of National CSR Hub, TISS are eligible for applying for empanelment of a flagship project proposal. The National CSR Hub at TISS does not assure funding for empanelled partners, but plays a proactive role in connecting**

potential CSR funders with potential projects of empanelled partners through its project proposal bank.

5. The National CSR Hub at TISS, may also conduct field verification visits to empanelled organisations as a part of monitoring.
6. Each and every applicant organisation is sent relevant communication from the Empanelment Committee – either that of additional query or empanelment or non empanelment.
7. The tenure of empanelment of organisations is three years whereas an empanelled project is kept in the National CSR Hub Project Proposal Bank, subject to regular monitoring and TISS playing the role of a knowledge partner in such CSR collaborations.
8. **An applicant organisation that is unable to be empanelled may apply after two years.** However, the applicant must attach the earlier letter(s) of non-empanelment with the new application.

PROCEDURE FOR APPLYING

Application form (in Word format) and all financial documents in one zip folder with name of the applicant organisation must be mailed to empanelment.application@tiss.edu only. In your application, please mention the name of the organization in the subject line and the geographical area. For example: Name of organisation, Place of registered office.

All other documents (including a hard copy of the completed application form) are to be sent only through registered post.

We suggest you take back to back copies of the application form to save paper. It would be appreciated if the HARD COPY of the application is spiral bound. The HARD COPY of documents (to be sent by **registered post**) MUST contain the following:

1. The envelope/folder must bear the name of the applicant with the name of the State/UT where headquartered.
2. A cover letter with the organisation's basic details (name, geographical areas of **current operations**, thematic areas of **current operations**, contact person of nodal person for all communication, contact address, email id, phone numbers).
All details are mandatory
3. A checklist mentioning the documents attached. This must be signed by an authorized signatory.
4. A copy of the duly filled in application form.

Preliminary Screening Check List for Empanelment Applications

(Mandatory Documents Required from Applicant Organization for Empanelment)

Sr. No.	Document	Attested by the Head of the Organisation
	MANDATORY DOCUMENTS	
A	Legal Status and Organisational Profile	
1	Certificate of registration	
2	Copy of memorandum of association	
B	Financial disclosures	
3	Photo copy of 12A Certificate under Income Tax Act of 1961	
4	Photo copy of PAN Card	

5	Acknowledgement of Income Tax Return along with IT Return filed (last three years)	
6	Audited Financial Report for last three years from date of application	
	i. Financial Year- 1	
	ii. Financial Year- 2	
	iii. Financial Year- 3	
	a. Audit Report (with evidence of management response, if applicable)	
	b. Balance Sheet	
	c. Income – Expenditure statement	
	d. Receipt and Payment	
	e. Schedules –(fixed assets, liabilities, bank a/c, etc.)	
7	Copy of FCRA Certificate (if applicable, if not applicable, to be mentioned N.A),	
8	<ul style="list-style-type: none"> Cancelled cheque of FCRA and non FCRA bank accounts 	
9	Financial details for atleast one OR maximum 3 core project (refer to template)	
C	Programme and Organizational Capacity	
10	i. Annual Report – Year 1 Most recent year	
	ii. Annual Report – Year 2 Year before most recent	
	iii. Annual Report – Year 3 Year before the above	
11	Photocopy of latest board meeting minutes	
12	Knowledge created internally by the organisation – offline, hard copy publications, research content, booklets, pamphlet, etc to be mandatorily attached (please attach maximum 3)	
13	Demand draft numbered wxyz dated wxyz amounting to Rs. 500/- only in favour of Tata	

	Institute of Social Sciences, Mumbai	
	Optional/Suggested Documents	
14	<ul style="list-style-type: none"> • Photo copy of 80G Certificate for tax exemption under Income Tax Act 1961 	
15	<ul style="list-style-type: none"> • Any third party external evaluation report of your organisation's work with full details of evaluating agency 	
16	<ul style="list-style-type: none"> • Copies of last 3 years annual General Body meeting 	
17	<ul style="list-style-type: none"> • Evidence of awards/recognition of the organisation 	
18	<ul style="list-style-type: none"> • Any other audio-visual documents that provides evidence of the organisation's work 	

PLEASE NOTE THAT INCOMPLETE APPLICATIONS SHALL NOT BE PROCESSED. PLEASE DO NOT APPLY IF ANY OF THE ABOVE MENTIONED MANDATORY DOCUMENTS ARE MISSING WITH THE APPLICATION.

UNDERTAKING:

On this _____ (Date) of _____ (Month), _____ (Year), I confirm that all information given above is true to the best of my knowledge and, if found false or misappropriate, shall be liable to disqualification from empanelment with the National CSR Hub at the Tata Institute of Social Sciences. I also confirm that all documents are self attested with seal and signature of the institution's head and a demand draft numbered _____ and dated _____ has been attached for processing the application.

I also agree that in the likelihood of a decision for field verification of the applicant organisation by the Empanelment Committee, the cost of the same shall be borne by my applicant organisation after taking its concurrence.

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organisation: _____

Kindly answer the following questions:

1. Is this your first time application for empanelment with the National CSR Hub at TISS?__

2. If no, please discuss. (mandatorily attach previous letters of communication from the Empanelment Committee at TISS)

3. Why does your organisation seek empanelment with the National CSR Hub at TISS? (100 words)

4. Please mention three areas where your organisation needs capacity building support.

5. Please mention three areas of competencies and expertise that the organisation can extend to others.

APPLICATION FORM FOR EMPANELMENT AND PARTNERSHIP

NATIONAL CSR HUB

TATA INSTITUTE OF SOCIAL SCIENCES

Organisational Profile:

Full name of organisation	
State/District/Block in which headquartered	
Year of establishment	
Registration Details (Act & Reg. number)	
Date of Registration	
Type of Organisation Please select most relevant category listed below that is most applicable to your organisation. You may select more than one option and fill in alongside	

- (1) Grassroots Voluntary Organisation (GVR)
- (2) Community Based Organisation (CBO)
- (3) Self Help Group (SHG)

- (4) Resource and Support Organisation (RSO)
- (5) Network Organisation (NO)
- (6) Human Service Organisation (HSO)
- (7) Field Action Projects within academic institutions and think tanks (FAP)
- (8) Any other non profit organisation (please specify)

Contact Information:

Registered Address	
Head Office Address	
Phone Nos	
Fax	
E-mail	
Website	
Name of Contact person	
Designation	
Email	
Phone number	

1. **Organisational vision mission, strategy and methodology**

Vision Mission and Core Values Statement

Objectives

Please specify exact area of past or current operation in terms of village/ city, block, district, state

Geographical area	Project/Vertical Implemented and Time period (thematic area of intervention)
Village/City:	
Block:	
District:	
State:	

Core competency and focus of your organisation in last three years (e.g. education, health, livelihood etc.)

Please specify your exact area of focus of intervention within the larger thematic area (e.g within the thematic area of education, whether focus has been on infrastructure, curriculum etc.)

Target Population/Primary beneficiaries (please be as specific as possible)

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Please specify outreach numbers of beneficiaries achieved over last 3 years

Last year:	
Year before last:	
Year before year before last:	

List very briefly some of the concrete projects that your organisation wishes to undertake with funding from the corporate sector

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What would be the nature of leveraging government resources towards actualization of the above mentioned project?

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Discuss a roadmap for achievable goals in the next one year (short term), three years (medium term) and above five years (long term) in your organisation's core thrust areas:

Define your larger social problem space, and please discuss your organisation's specific role and participation with other stakeholders in this space (in 200 words):

In the above stated problem space and context, define your organisation's approach/strategy in addressing this issue:

State any examples where your organisation has leveraged existing government welfare schemes/policies and major challenges faced in this regard.

List (in approximately 100 words) evidence of your organisation’s sustainable community interventions in terms of achievements of:

(a)Environment impact:

(b)Social impact:

(c)Economic impact:

2. Governance and organisational structure

Name of Chief Executive/ Functionary				
Date of Appointment				
Is Chief Executive the Founder of the Organisation?	Yes		No	
Does Chief Executive work full time with the Organisation?	Yes		No	
If No, then what is the other occupation; provide details				
Is s/he member of any network- govt. or otherwise; if yes, names				
Chief Executive's Contact Details				
Phone Nos				
Email				

Board Members Profile

1	Name of the members						
2	Gender						
3	Age						
4	Educational qualification						

5	Full time occupation						
6	Core area of expertise						
7	No. of years on board						
8	Full address with contact no.						
9	Role in organisation						
10	Apart from board member, any other position held in organisation.						
11	Any monetary benefit received from organisation.						

Number of board members held this financial year with dates:

Please attach photocopy of minutes of latest board meeting (mandatory).

Please also add copies of last 3 years annual GB meetings, if available (optional)

Organisational Structure (describe as an organogram)

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Succession Planning

Does the Organization have a succession plan?	Yes		No	
Details:				

Names and Positions of Second Line managers:

	Name	Current Position	Appointed Since	Date Joined
1				
2				
3				
4				

3. Organisational financials: systems, capacity, transparency and sustainability

Please note that the below entries must be verifiable with the audited financial statement.

Details of Income/Expenditure for last 3 years

Financial Year	Total Income	Total Program Expenditure

Details of Sources of Funds for the last three years of operations

Source	Year of Receipt	Value from the Source
Grants from Governments (International/National/State/ Regional/Local etc.)		
Grants from Non Government Organizations/ PSUs/ Private Corporations		
Donations in Cash		
Donations in-kind		
Investment Income		

(Interest, Dividends, Rental Income, Capital Gains on Proceedings of disposition and capital assets etc.)		
Other(s), Please Specify		
TOTAL		

Details of Major Assets

Sr. No.	Asset	Value	Please specify whether: Fixed/ Current asset
1.			
2.			
3.			
4.			
5.			

Details of Auditors

Does the organisation have a regular internal audit system? Name and address of auditor:	Yes		No	Details
Period for which last internal audit report is available				
Does the organisation have a statutory auditor?	Yes		No	
Name and address of the statutory auditor				

Year since when the above firm has been the organisation's statutory auditor				
Does the organisation publish/bring into public domain, the annual accounts?	Yes		No	
Does the organisation share its financial statements with the target communities? If yes, how?				

4. Organisational human resources capacity and administrative policies and procedures

List of total staff currently working with the organization

1	Name of the Employee						
2	Educational Qualification						
3	Gender						
4	Total Work Exp.						
5	Work Exp. with Organization						
6	Area of Expertise						

7	Designation						
8	Name of the Project						
9	Salary Paid per Month						

Staff profile

Engagement type	Number
Full time paid staff	
Part time paid staff	
Total staff strength	
Volunteers	
Female staff as % of total staff	
Staff with disabilities as % to total staff	

List of capacity building workshops in the last three years for staff

Year	Topic	Donor with full address

Policies and procedures

	Yes/No	Evidence	Yes/No
1. Do you have a staff policy related to gender and affirmative action		Attached	
2. Does the organisation have a recruitment policy?			
3. Does the organisation have a published salary scale?			
4. Are appropriate job descriptions in place?			
5. Does the organisation have a staff appraisal system?			
6. Does the organisation have any system for whistle blower protection?			
7. Does the organisation have any internal system for combating corruption?			
8. Are all statutory personnel regulations complied with? PF/Gratuity/TDS etc.			
9. Do you pay minimum wages to your employees?			

Please add explanatory notes and supporting documentation as and when applicable above

Information Systems and Technology

Does the organisation use up-to-date computers?	Yes		No	
Is there a system of internal and external backups of data in place?	Yes		No	
Number of computer system	Desktops		Laptops	
Availability of LAN in the office	Yes		No	
Use of internet based applications. Please specify	Yes		No	
Familiarity of data collection/ research using IT enabled system	Yes		No	

5. Program management, capacity to deliver

Details of core projects of the organisation

(Please furnish details of a minimum of 1 and a maximum of 3 projects)

Name of the project						
Core objectives of the project						
Source of Funding (Specify donor name and address)						
Project Period						
No. of paid staff engaged						

Who are the beneficiaries?						
Number of direct and indirect beneficiaries						
1. Direct						
2. Indirect						
Project area (number with list)						
State						
District						
Block						
Village						
Intervention plan/strategy/ process						
Monitoring mechanism/						
Indicators for measuring success						
Outcome						

Impact						

Project Wise Programmatic Activity and Cost Template

Pertaining to the Project Period ...(dd/mm/yy)...to...(dd/mm/yy).. {please fill up project period duration}

Project Wise Programmatic Heads, Activities and Costs	Programme Design & Formulation Activities ¹	Programme Set-Up Activities ²	Core Programme Implementation Activities ³	Programme Technical Assistance, Research and Partnerships Activities ⁴	Administrative Support Activities ⁵
Planned Activity (1) <i>(Mention the activities)</i>					

¹Programme Design & Formulation Activities denotes the specific activities that were undertaken towards the design and formulation of a Programme, that fulfills the objectives, and achieves the intended impact.

²Programme Set-Up Activities denotes the non-recurring and capital intensive activities that have gone in towards the set-up of this designed programme. These are one-time activities related to the inception and establishment stage of the programme.

³ Program Implementation Activities denotes all activities that are undertaken towards the direct implementation of the designed programme. Please note, all remuneration given to the field staff and programme officers and their travel related to the programme implementation should be shown as separate heads here. But remuneration and travel support given to executive staff cannot appear here, unless they are directly involved in implementation. It may be categorized as separate administrative or partnerships heads, as is the case may be in your NGO.

⁴ Program Technical Assistance, Research and Partnerships Activities denotes all activities that provided technical support to the programme, partnerships, collaborations, research, consultation or other activities which helped in its implementation

⁵ Administrative Support Activities denotes all the indirect activities that gave administrative support for the conduct of the programme (incurred specifically for this programme &/or as apportioned from NGO's total overheads).

<p><i>planned against respective programmatic heads, using pointers to indicate the major activity heads)</i></p>					
<p>Actual Activity (2) <i>(Mention the actual activities undertaken against respective programmatic heads, using pointers to indicate the major activity heads)</i></p>					

<p>Reasons for Deviations, if any</p> <p>(3)</p> <p><i>(Give reasons as to why there were any differences between Planned & Actual Activity, with reference to the pointers filled as in column 1 & 2)</i></p>					
<p>Budgeted Costs</p> <p>(4)</p> <p><i>(Present the total costs budgeted under respective programmatic</i></p>					

<p><i>heads, by giving the cost wise break-up against each pointers filled in column 1, as activity heads)</i></p>					
<p>Actual Costs</p> <p>(5)</p> <p><i>(Present the total costs incurred under respective programmatic heads, by giving the cost wise break-ups against each pointers filled in column 2, as activity heads)</i></p>					

<p>Variance, if any</p> <p>(6)</p> <p><i>(Give the totals of Cost Deviations that occurred between Budgeted Costs & Actual Costs, if any, with respect to the activity heads filled as in column 4 &5)</i></p>					
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Project Funding Mix

Pertaining to the Project Period ...(dd/mm/yy)...to...(dd/mm/yy).. {please fill up project period duration}

Funding Mix	Nature of Support (grants,gifts etc)	Source of Support (Identity of the support source)	Monetary Value of the Support (Received as on the date of	Duration of Support (Assured within project period)
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			form submission)	
Contributions Received from the Funding Agencies				
Own Contribution by Project Partners				
Contribution from the other sources(specif y)				
Contribution by the beneficiaries				

Instructions for Filling in the Template

This template should present the financials of the programmes undertaken by the organisation, project wise, so that the core programme costs (related to specific projects) are seen segregated from the supporting administrative costs.

You can use this template to report a minimum of one and maximum of three projects, which you think best reflects your organisation’s programmatic operations, as aligned to its broader vision.

The project may be chosen from among the ones completed or ongoing, as initiated and undertaken by the organisation in the last three financial years of its operations, counted from the date of submission of this form.

The financials would be the consolidated version of all incomes raised and expenses incurred against this chosen project, from the date of commencement of the project to the relevant closing year, as is the status of the project (ongoing or completed). Therefore, you are advised to mention the project period clearly in the template, in the area marked for it.

The project template has programmatic heads indicating the activities planned and implemented under the project and its associated costs. To ensure uniformity in understanding, these programmatic heads used in the template are elaborated with footnotes to it. You are requested to please refer to it before filling in the template.

As the data keyed in, in the project template, would be nothing but a repackaged slice from the organisation's audited annual financial statements and other annual reporting statements, it is expected to be in conformity with these documents, with no contradictions to it.

Monitoring and evaluation systems:

- 1. Please provide evidence of sustainability (atleast one and maximum three) in your programs or organisational functioning: (maximum 200 words)**

2. With respect to monitoring, do you have Key Performance Indicators (KPI) in managing your project? If yes, please discuss. Please self review one major ongoing project with reference to KPIs as per the following table.

Project	Date of starting	Proposed date of completion	Period of review Feedback	KPI	Correction points (if any)

Please state the frequency of monitoring projects in your organisation

Please provide details of the name of person/institution with designation/full address who/that monitors projects

Does your organization have any system of a Management Information System available to track beneficiary details and project timelines? Yes/No

6. Knowledge Creation, Documentation and Dissemination of knowledge to the larger community

(Knowledge created internally by the organisation – offline, hard copy publications, research content, booklets, pamphlet, etc to be mandatorily attached (please attach maximum 3))

Links to online content (if applicable)

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Recent External Evaluations:

Program	Evaluator (name, affiliation etc. and commissioning institution)	Date/ Period	Major Comments

Awards/ Recognitions received from Government and other Organisations


