



सत्यमेव जयते

**GUIDELINES FOR GRANT OF FINANCIAL
ASSISTANCE TO NGOS AND OTHERS FOR
UNDERTAKING RESEARCH STUDIES
AND ORGANIZING WORKSHOPS,
PUBLIC HEARINGS ETC.**



NATIONAL COMMISSION FOR WOMEN
New Delhi



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NATIONAL COMMISSION FOR WOMEN RESEARCH & STUDIES CELL

Guidelines for Grant of Financial Assistance to NGOs etc. for undertaking Research Studies and organizing Workshops, Public Hearings, etc.

The National Commission for Women (NCW) undertakes research studies, and organise workshops/seminars and public hearings on various issues under the mandated activities. This task is entrusted to Non-Governmental Organizations (NGOs), Research and Study Centres of Universities, State Commission for Women and for the purpose financial assistance is given to the organizations concerned. Financial assistance is as per the norms of the Commission. Seminars/Conferences/Workshops/Public Hearings may also be organized by the Commission directly.

2. A list of subjects on which Public Hearings, Seminars, Workshops etc. are organized or Studies/Reports are commissioned by the NCW is appended. **(Appendix-1)**

Schemes for financial assistance to organizations for carrying out Research Studies etc.

3. The schemes are explained hereunder for the guidance of the organizations/individuals who wish to undertake the activities/projects:

(i) Special studies/research projects

Research studies / projects are sponsored with a view to making policy recommendations in respect of issues relating to advancement, welfare and empowerment of women. The eligible organizations who apply for grant of financial assistance are required to send with their applications the following documents:

- (1) Certified copy of Registration Certificate.
- (2) Certified copy of Memorandum and Articles of Association.
- (3) Certified copies of the Audited statements of accounts for the last three years.

(4) Annual/ Activity Report of the last 3 years.

These requirements are dispensed with in the case of State Commission for Women, Government bodies and Women Research Study Centre of Universities.

The extent of financial assistance for preparation of special studies / research projects is as follows :

(a) Project Director	Lump sum honorarium not exceeding Rs. 10,000/- for projects upto one year and not more than Rs. 20,000/- for projects exceeding one year.
(b) Project Coordinator	Rs. 10,000/- per month
(c) Research Officer/ Statistician	Rs. 8,000/- per month
(d) Field investigator	Rs. 4,500/- per month
(e) Typist	Rs. 3,000/- per month for half the project period.
(f) TA/DA	As per Govt. of India Rules. Air travel to Project Director with prior approval of Commission in specific cases.
(g) Data processing, preparation of copies of the reports of the studies/projects	To be provided on the basis of actual expenditure.
(h) Overhead/Contingencies	Not exceeding 5% of the total estimated charges/expenditure

The time frame for research studies will be decided according to the nature of the studies and would not ordinarily exceed one year. For research studies entrusted to individuals, that individual would be affiliated with an organization and the money be released through that organization.

The form of application for grant of financial assistance is given in **Annexure-I**. After the completion of study project, the draft study report (10 copies) shall be submitted to the Commission by the concerned organization alongwith its soft copy on CD. The report will be considered by the Commission for acceptance. The Commission may accept the report in toto or with modification. The Commission may require the organization to make such modifications as may be deemed necessary.

Financial assistance will be released in three installments - first installment of 40% of the project cost along with the sanction of the grant, second installment of 40% on completion of field study and receipt of interim report and 20% as third and final installment on submission of the CD and 10 copies of the report in the format **(Annexure-II)** along with utilization certificate and audited accounts of expenditure certified by Chartered Accountant with original vouchers and acceptance of the study report.

(ii) **Seminars/Workshops/Conferences**

Workshops/Seminars/Conferences are organized for obtaining different view points and suggestions from cross-section of society in order that the Commission may formulate suitable policy recommendations for consideration of Government.

The documents as mentioned in para 3(i) are required to be submitted by the applicant organizations.

The following are the monetary ceilings/norms for organizing seminars/workshops/conferences;

- | | |
|-------------------------------|---------------------|
| (a) State Level Programmes | Upto Rs. 1,00,000/- |
| (b) Regional Level Programmes | Upto Rs. 2,00,000/- |
| (c) National Level Programmes | Upto Rs. 3,00,000/- |

Budget components for seminar/workshop would be broadly:-

- Advertisement, Banner, Photography, Hall Rent, etc.
- Refreshment, TA, Honorarium to resource persons
- Other organizing expenses and miscellaneous expenses

The financial assistance will be released in two installments. 70% of the sanctioned amount will be released after the proposal is approved by the NCW. The balance amount will be released after the submission of the utilization certificate signed by Chartered Accountant, audited accounts of the expenditure along with original vouchers of expenditure and 10 copies of the report of the programme along with a CD of the Report. The release of the final installment will be subject to acceptance of the report of the programme.

Proforma of application for financial assistance and format of the report of the programme are at **Annexure-III & IV**.

(ii) Public Hearings

Public hearings are organized to obtain first-hand knowledge of the conditions of women in their own area, without relying on secondary sources. The Hearings are organized, with funding from the NCW, by NGOs/State Women Commissions/ Government Agencies (viz District Administration, etc.), in places which are easily accessible to women workers. The public hearing provides forum for listening to workers problems and recording their depositions with a view to gaining insight into the problems and finding redressal measures.

The following are important features of public hearing:

1. The issues to be discussed in the public hearing should be identified.
2. There should be wide publicity of the public hearing so that maximum number of affected persons could attend it.
3. The State Government authorities should be invited well in advance.
4. The public representatives from the area such as MPs, MLAs, local leaders like Sarpanches/ Panches, Municipal Corporators should also be involved.
5. The specific cases to be discussed in the public hearing should be brought to the notice of the Commission with supporting documents so that the State Officials could be informed about those cases.

6. Financial assistance of Rs. 20,000/- for other than N.E. states and Rs. 40,000/- for N.E. States is sanctioned and all items of expenditure should be supported by vouchers in original.
7. The financial assistance would be released in two installments - 70% of the sanctioned amount in advance and the rest on receipt of the following :-
 - Report of the public hearing (10 copies) and a CD thereof in the prescribed format
 - Original vouchers
 - Audited statement of accounts duly signed by Chartered Accountant
 - Utilization Certificate signed by Chartered Accountant.

Proforma of application for financial assistance for organizing public hearings and format for the report of the public hearing are given at **Annexures-V & VI** respectively.

General

Financial assistance to organization will also be subject to :-

- a. No equipment or assets will be purchased out of the assistance.
- b. Separate accounts of items of expenditure will be maintained and the same will be subject to test check by the Commission or its representations or CAG of India.
- c. The organization will not ordinarily, receive a grant from any other source for the same purpose and activity.

The organization seeking financial assistance has to submit an undertaking as per the format given in **Appendix-II**.

**Form of application for grant of financial assistance for
projects of Research Studies**

(Note: Application is to be submitted in the format as below. Those received in incomplete form will not be entertained).

1. Name of the organization with complete postal address with Telephone No Fax No and E-mail ID
2. Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)
3.
 - (i) Particulars of the present members of Executive Body/Board of Management; date on which it was constituted and tenure
 - (ii) Name of the person and his/her designation, nominated/authorized to act on behalf of the organization
 - (iii) Name of the Project Director, his Telephone Number, Fax Number, Mobile Number and E-mail ID
4. Details of the project for which grant-in-aid is sought
 - (i) Title of the proposal
 - (ii) Synopsis of the proposal including budget & time frame of the study
 - (iii) Objectives of the project

- (iv) Geographical area that will be covered
 - (v) Target group that is sought to be studied
 - (vi) Expertise/experience that the organization has in planning and implementing such programmes/services (Details of one or two projects recently completed to be given)
5. Financial assistance sought with break-up of cost estimates (item-wise)
 6. Time frame for completion of the project
 7. If the project is to be undertaken by an individual, details of the organization to which he or she is affiliated
 8. Is it proposed to receive grant/funds from any other source for the same purpose or activity to which this application pertains? If so, details thereof
 9. Information relating to the grants received or likely to be received from the NCW for any other activity. If any grant had been received in the past, details thereof with file/letter No. of the Commission
 10. Additional information if any
 11. List of documents attached

Signature & Designation
With seal/stamp

Format for Research Study

- Cover page**
- Containing title of the Research Study
 - Name and address of the organization carrying out the Research Study
 - Details of the funding organization (i.e. National Commission for Women) to be given prominently at the bottom of the cover page.

Chapters

1. Preface
2. Introduction
 - (a) Background of the subject matter of the Research Study, empirical studies already carried out on the subjects in the country etc.
 - (b) Objectives of the Study
3. Onwards

Chapters dealing with topical/thematic analysis based on data/information collected, empirical information etc. Each chapter should conclude with observations based on the analysis.
4. Conclusion

Summary of the Study Report. It should also contain actionable recommendations classified by implementing agencies such as:

 - i) Central Government
 - ii) State Government
 - iii) Local Self Government
 - iv) Any other agencies

Note : A CD of Report should be sent alongwith the report

**Form of application for grant of financial assistance for
organizing seminar/conference/workshop**

(Note: Application is to be submitted in the format as below. Those received in incomplete form will not be entertained)

1. Name of the organization with complete postal address with Telephone No Fax No and E-mail ID
2. Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)
3.
 - (i) Particulars of the present members of Executive Body/Board of Management; date on which it was constituted and tenure
 - (ii) Name of the person and his/her designation, nominated/authorized to act on behalf of the organization
 - (iii) Telephone number, Fax number, Mobile number and E-mail ID of the contact person
4. Details of the Seminar/Conference/Workshop for which grant-in-aid is sought:
 - (i) Title of the subject of Seminar/Workshop
 - (ii) Synopsis of the proposal

- (iii) Objectives of the Seminar/
Conference/Workshop
 - (iv) Geographical area to be covered
 - (v) Target group that is sought to be served
 - (vi) Expertise/experience that the organization
has in planning and implementing such
seminars/conferences/workshops (Details
of one or two such programme recently
organized to be given)
5. Financial assistance sought with break-up
of cost estimates (item-wise)
 6. Tentative date(s) of the programme
and venue
 7. Is it proposed to receive grant/funds from
any other source for the same purpose
or activity to which this application pertains?
If so, details thereof.
 8. Information relating to the grants received
or likely to be received from the NCW for
any other activity. If any grant had been
received in the past, details thereof with
file/letter No. of the Commission
 9. Additional information, if any
 10. List of documents attached

Signature and Designation
with seal/stamp

Format for the Report of Seminar/Workshop

- Cover page**
- Containing title of the Seminar/Workshop
 - Name and address of the organization holding the Seminar/Workshop
 - Details of the funding organization (i.e. National Commission for Women) to be given prominently at the bottom of the cover page.

Chapters

1. Introduction
- (a) **Background** of the subject matter of the Seminar/Workshop.
 - (b) **Objectives** of the Seminar/Workshop, output expected etc.

Methodology

- (a) Outline of the Procedure adopted for conduct of the Seminar/Workshop
- (b) Details of Resource Persons/Experts

2. Proceedings

- A brief on inaugural function, if any.
- Gist of key-note address and presentation by Chief Guest/Guest of Honour/ Resource person(s)
- Summary of deliberations - session-wise/interactive session

3. A brief of valedictory address/vote of thanks**4. Observations/Summing up****5. Recommendations/Action Points**

- (i) Those relating to State Administration and/or its agencies
- (ii) Those relating to Govt. of India and/or its agencies

Include suggestions as to how the problems raised in the seminar/workshop could be redressed and identification of Departments/agencies for implementation of the recommendations.

Annexures:

- a. List of dignitaries participated
- b. List of Resource persons/experts
- c. List of Participants
- d. Presentations, if any, made by experts
- e. Photographs of Seminar/Workshop
- f. CD of the Report

**Form of application for grant of financial assistance for
organizing Public Hearing**

(Note: Application is to be submitted in the format as below. Those received in incomplete form will not be entertained).

1. Name of the organization with complete postal address with Telephone No Fax No and E-mail ID
2. Whether registered under the Societies Registration Act, 1860, or any other Act, (to be specified) and the date of registration (please enclose a copy of the Registration Certificate)
3.
 - (i) Particulars of the present members of Executive Body/Board of Management; date on which it was constituted and tenure
 - (ii) Name of the person and his/her designation, nominated/authorized to Act on behalf of the organization
 - (iii) Telephone number, Fax number, Mobile number and E-mail ID of the contact person
4. Details of the Public Hearing for which grant-in-aid is sought :-
 - (i) Title of the theme of Public Hearing
 - (ii) Subjects/issue(s) to be discussed in the Public Hearing

- (iii) Objectives of the Public Hearing
 - (iv) Geographical area to be covered
 - (v) Number of Persons (Women Workers) expected to participate
 - (vi) Gist of specific cases to be discussed in the hearing
 - (vii) Tentative date and venue of the hearing
5. (i) Financial assistance sought
 - (ii) Item-wise cost estimate
6. Is it proposed to receive grant/funds from any other source for the same purpose or activity to which this application pertains? If so, details thereof.
 7. Information relating to the grants received or likely to be received from the NCW for any other activity. If any grant had been received in the past, details thereof with file/letter No. of the Commission
 8. Additional information if any
 9. List of documents attached

Signature and Designation
with seal/stamp

Format of the Report of Public Hearing

- Cover Page**
- Containing title of the Public Hearing
 - Name and address of the organization holding the Public Hearing
 - Details of the funding organization (i.e. National Commission for Women) to be given prominently at the bottom of the cover page.

Chapters

1. Introduction
 - (a) **Background** of the subject matters of the Public Hearing i.e. problems expected to be voiced in the Public Hearing; historical and other reasons, if any.
 - (b) **Objectives** of the Public Hearing, output expected etc.

Methodology

 - (a) Outline of the Procedure adopted for conduct of the Public Hearing
 - (b) Details of sample selection
 - (c) Geographical area(s) covered by the sample (i.e. area/village(s)/occupational groups)
2. Proceedings
 - Composition of Jury, if any
 - List of Resource Persons, if any
 - List of Participants
 - A brief on inaugural function, if any
 - Summary of presentations by Experts (if any)
 - Summary of the depositions by participants

Sl.No.	Name of affected party	Nature of problem (In 1-2 line)	Deptts. concerned	Need for approaching commission	Suggested action

— Details of Interactive Session (in brief)

- (i) Administration's response
- (ii) Commitments given by Administration - DM/Police/any other
- (iii) Time bound?

3. Observations/Summing up

4. Recommendations/Action Points

- (i) Those relating to State Administration
- (ii) Those relating to Govt. of India

Include suggestions as to how the grievances of the participants could be redressed and identification of Departments/agencies for implementation of the recommendations.

5. A brief of valedictory address/vote of thanks

Annexures :

- (a) List of dignitaries participated
- (b) List of Participants
- (c) Presentations, if any, made by experts
- (d) Representations submitted by participants
- (e) Photographs of Public Hearing

**List of subjects on which Public Hearings, Seminars / Workshops
and Studies to be conducted**

1. Sati, the social evil and its impact on society with particular reference to women
2. Child Marriage and its impact
3. Prohibition of Child Marriage
4. Declining sex ratio (Causes of Female Foeticide)
5. Free Legal Aid to Women - Awareness camps
6. Study of women in Panchayats
7. Trafficking of women and the girl child
8. Conditions of Women vis-a-vis Tourism
9. Status of Tribal women in the concerned states
10. Study on Land Rights of women
11. Status of Muslim women in the concerned state
12. Condition of Women in handicrafts, embroidery, textile printing, tie and dye
13. Study on access to Health services and education of disabled girl child
14. Study on women with disability
15. Study on the existing laws with reference to women employed in various industries viz. software, IT, biotechnology etc.
16. Study on availability of micro-credit to women and the role of SHGs
17. Study on the conditions of women engaged in Agriculture and allied activities
18. Women in Handloom, weaving sector/hosiery industries
19. Rights of Tribal women vis-a-vis Forest land (MFP, CPR)
20. Study on Violence against Dalit women
21. Evaluation Study on conditions of Women in Jails including Remand Homes

22. Rehabilitation of Women affected by natural calamities like Tsunami, earthquake, flood etc.
23. Seminar on Extent of Rehabilitation of Women displaced or affected by large scale development projects
24. Study on Impact assessment of the activities of NCW
25. Study of Women Journalists working in Electronic Media
26. Study on Women with HIV- Psycho-social implications
27. Globalisation and its impact on women vendors/traders
28. Monographs on successful Women's Movement (Anti-Arrack, Chipko, Meira Paibis etc.)
29. Women and political participation
30. Study on (marginalisation of) traditional socio - economic - cultural activities performed only by women
31. Study/Seminar on Reproductive and Maternal Health care systems in the country
32. Public Hearings on Fisher women
33. Public Hearings on Women Weavers
34. Study on Review of Laws
35. Radio/TV Programmes on Women issues
36. Public Hearings on Jute Women Weavers
37. Study on the problems and issues faced by women Sarpanches and Panches
38. Monitoring of Implementation of SC Judgement on Sexual Harassment
39. Study on Government of India Report on Status of Women
40. Public Hearings on Effect of Alcoholism & Drugs in North Eastern Region
41. Study on the Impact of the opening of International Borders on Women traders in the North Eastern Region.

UNDERTAKING

.....
 (The name of the organization/individual
 Research Adviser/Report writer) hereby agrees/agree to be responsible for:-

- (iii) Proper administering and managing of the funds exclusively for the work for which financial assistance is granted by the National Commission for Women; and
- (iv) Refunding the full amount with interest thereon in case of misuse or unauthorized use of funds for purposes other than those indicated in the Sanction Order of National Commission for Women; or for withholding or suppressing any information regarding the funds/grants from other official sources in respect of the project for which sanction has been awarded.

Signature

Name

On behalf of

 (Name of the organization and seal)

Signature of Witnesses:

1. _____

2. _____

N.B. In the case of Research Studies/Study Reports, etc. undertaken by individual Research Adviser, the undertaking will be furnished by the individual concerned duly endorsed by the organization through which the funds are released to the individual.