

**GRANT APPLICATION SUMMARY FORM (GASF)
INSTRUCTIONS FOR THE COMPLETION OF GASF FORMAT BY NGO
PARTNER**

A. The regional office is to maintain in their local filing system a folder on each

GASF being funded through their regional office in the respective location for each NGO partner on the Programme

B. The field office can maintain GASF's in the local language but an English translation has to be sent to Head Office

C. GASF must be written and approved by the Regional Director prior to the activity's implementation

CHECK LIST FOR GASF

Please tick

Has the partner selection criteria been fulfilled	Yes	No
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If No, any specific lacunae

1. _____

2. _____

Is the budget clear and specific If No attach an explanation sheet	Yes	No
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Has the activities and indicators discussed with The Partner agency or key staff	Yes	No
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Please state when and date of visit

Signature of PA

Verified _____

Deputy Director



Working with the Elderly Nationwide

APPENDIX 1

**HELPAge INDIA
GRANT APPLICATION SUMMARY FORM (GASF)**

GASF No [][][][][][][][][][]
GASF Number (max 5 digits FIRST TWO DIGITS FOR REGION)
NORTH (NO) WEST (WE),EAST (EA) SOUTH (SO) FOLLOWED BY SERIAL
NUMBERS.

1. Project
Title.....

2. Author/Originator /PROGRAM
ADVISER(s).....
...

NAME OF NGO GRANT PARTNER.....

4. Project Beginning Date:..... 5. Project Completion Date:
.....

6. Location (s) of Target Population:

7. Total Cost:

8. What are the Activities of the Project? evaluate/monitor	9. Indicators to evaluate/monitor
.....
.....
.....
.....
.....
.....

10. What Tasks will be undertaken to implement the project? How will these
tasks be organised?

11. Budget for this GASF

	Helpage Contribution	Approximate participant	Community/contribution
a. Staff Cost			
b. Material Costs			
c. Supplies			
d. Equipment to be purchased			
e. Transportation			
f. Consultancy costs			
g. Land Improvement costs			
h. Labour/Wages			
i. Other			
TOTAL			

12a. Budget Description (planned) Give write up to explain the figures in the table ,more like budget notes.

- a. Staff
- b. Materials
- c. Supplies
- d. Equipment
- e. Transportation
- f. Consultation
- g. Land
- h. Labor
- i. Other

12b. Describe Community Participant Contributions: (Describe what is being done or proposed to be done)

13. Estimated Number of Beneficiaries:-

Beneficiary Type	Project Number	Projected Unit Cost
Total Helpage supported		
Total Non-Aged/ Young		
Sponsored GRANS (if any AAG)		

Technical Comments (BY deputy director (in the region)

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A. The field will use the following instructions when completing GASF formats:

Item number

1. Write here the name of the project
2. Write the GASF alpha numeric number here including the regional code.
3. Provide the name of the person or persons who wrote this GASF if the staff of a specific office/location is responsible for the write-up then include the name of the office/location
4. Specify the date(s) when project is scheduled to begin and end
5. Specify the name of the area(s) where the project will be implemented
6. Write here the total amount of funds requested from HelpAge India to support this project. This amount should be identical to the amount shown under item 11 (total/HelpAge India contribution)
7. Activities
Please state the specific activities which the project is designated to accomplish. These must be quantifiable and relate to the HelpAge India's mission objective: e.g., **Provide resources for 30 latrines for older persons as they have problems in mobility .**
8. Indicators-
Indicators are criteria needed to measure the effects of an activity. A well-written statement of project activities must include specific indicators to be used in evaluation. Space is provided for more than one activity. For each activity there may be one or more indicators.
9. Explain the tasks that will be undertaken to implement this project. This should include a description of project leadership. Dissemination of information about the project, how staff will work together and how participants will be involved.
10. provide figures for:
 - a. funds to be provided by HelpAge India
 - b. funds provided locally from non-HelpAge India sources plus estimated costs of "in-kind" inputs
 - c. total of a and b
11. A& B provide description of items in # 10
12. number of persons directly benefiting/participating in this project.
"Total HelpAge India" refers to the number of HelpAge India family members who will directly benefit. If a vocational education programme will involve only one member per family this figure will be the same as the number of beneficiaries .If more than one member per family will benefit, such as in a health programme simply multiply the number of people in the average HelpAge India household family by the number of average family size where the precise number of the project will not benefit the entire family.
"Non-HelpAge India" refers to the number of people not affiliated with HelpAge India, who will directly benefit. For example, in a cooperative/SHG /fisher union with 1,000 members, a HelpAge India livelihood programme will train 50 group leaders.

FINANCIAL GUIDELINES FOR ACCOUNTABILITY

**GUIDELINES FOR PROGRAMME ADVISERS FOR
PROJECT GRANT MANAGEMENT**

(The following guidelines are for the Programme Advisers to enable them to complete the enclosed Financial Fact Sheet)

1. To ensure that the expenditure stated is on the approved budget heads as mentioned in the agreement letter. The grant should be used only for the purposes listed in the approved project by HelpAge India. If there are any deviation in the grants utilisation adequate reasons for justifying the same should be submitted by the agency. A remarks column indicating reasons for deviation.
2. For any deviation from the approved budget amount, the prior written approval should be obtained from the Head Office.
3. If any balance amount is there mentioned in the expenditure statement, the reason for non-utilisation of the fund should be given by the agency. Necessary steps must be taken to get the balance amount refunded to HelpAge India.
4. If the statement is for the partial amount of the grant (first instalment) it should include the utilisation of the grant as per the approved budget head and should have the signature of the accounts officer and chief functionary of the organisation. **The statement (attached in Appendix II)should be forwarded to HelpAge India within 15 days from the date of utilisation of 1st instalment. Allowance for 15 days for release of the next instalment.**
5. If the statement is for the entire grant it must be certified by the Chartered Accountant. The statement should be submitted to HelpAge India within 30 days from the date of completion of the project.
6. The expenditure statement must have a mention of the fact that the amount has been received from HelpAge India as a grant.
7. It should be reviewed that the expenditure made by the agency is in a reasonable consonance with the approved time line of the project.
8. While forwarding the financial fact sheet to Head Office, Programme Adviser should ensure that proper accounting has been done by the agency and verified by him. The report should have the signature of Programme Adviser and should be forwarded through the respective Deputy Director of the region.
9. When the PA is visiting project he/she should also review the ledger book, cash-book, bills and vouchers, etc of the agency and should defaced them by putting rubber seal paid account HelpAge India and put his or her signature. **In case PA does not understand a specific note to be written to the Deputy Director / Regional Director and specific accounting staff of HelpAGE India has to visit the same project.**
10. If agency is seeking financial assistance from other donor for completing the same project, the name of the other donor should also be mentioned indicating the amount of the financial assistance.

11. The schedule for holding camps & its follow ups should be so planned that information on all follow up camps are incorporated in the concerned interim & final reports.
12. It should be ensured that all follow up camps for simple & IOL of the first & second tranche are completed six weeks prior to the project support submission deadline.
13. In case of FCRA grant, pass book/bank statement should be complete and available for verification.
14. Wherever possible payment should be made through account payee cheques only.
15. In case of purchase of material proper quotation should be obtained as far as possible, to ensure value for money.

Annexure – A 1

 **HELPAge INDIA**
FINANCIAL GUIDELINES FOR
ACCOUNTABILITY OF PROJECT
GRANT – 1ST / 2ND INSTALMENT

1. Name of the Programme Adviser:
2. State / Region:
3. Date:
4. Name & Address of Agency:
.....
.....
5. Project Code No:
6. Total Project Cost:
7. Tenure of Project:
Commencement/Completion)
8. Ophthalmic/General:
9. Date of Approval of the Project:
10. Funded by HAI/HI/Others:
11. FCRA No. of Agency:
12. Name of Bank:
13. Account No. of FCRA:
14. Cheque No. & Date:
15. Amount:

16. Installment No.:

17. Date of Realization:

UTILISATION (According to Sanction Letter)

A) OPHTHALMIC PROJECT

1. Period of Camps:

2. No. of Camps:

3. No. of Patients screened:

4. No. of Patient operated for HelpAge India as under:

a. Cataract:

b. Glaucoma:

c. Any Other:

Total:

C. DETAILS OF AMOUNT SPENT BUDGET VERSUS ACTUAL

	<u>Head</u>	<u>Budget Amount</u>	<u>Actual</u>	<u>Remarks if any</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

OTHERS: -

1. Whether separate account maintained for HelpAge India or not.
2. Whether full utilisation certified by a Chartered Accountant or not.
3. Whether there has been any deviation from the approved/ suggested budget heads for expenditure as mentioned in the Terms and Conditions letter? If so, the reasons for the same.
4. Comments:

I verified that all the above information and attached supports, bills & voucher are duly checked and found in order according to sanction letter.

Signature of the
Deputy Director

Signature of the
Programme Adviser

