

**APPLICATION CUM MONITORING FORM FOR GRANT-IN-AID FOR
SCHEME FOR PREVENTION OF ALCOHOLISM AND SUBSTANCE (DRUG)**

ABUSE

(for 1st installment and new cases)

1. Financial year for which grant-in-aid is applied :
2. Name of the Organization :
3. (a) Nature of the Project :
- (b) Date of commencement of the Project :
- (c) Year of Commencement of Grant-in-aid from G.O.I for the Project :
4. Date of Registration of the organization :
5. Address of Registered Office :
- 6.(a) Complete Address of location/location :
- (b) Nearest Railway Station/Bus stand :
7. Whether building is: :
- 8.(a) Is the building (Floor)being utilized exclusively for this program? :
- (b) If no, provide details of usage : :
9. (a) Area of building :
- (b) Number of rooms :
10. Whether separate project-wise accounts have been maintained for grants sanctioned earlier? :

11.(a) Whether principle of joint operation of banks accounts is being followed? :

12 Details of bank accounts in which grant-in-aid released during previous financial year :

Sl. No	Grant-in-aid for financial year	Sanction letter number	Dated	Recurring Amount	Non-Recurring Amount	Bank A/c No.	Name and address of Bank	Person Operating the joint Account

Audited/ Unaudited

13. Whether the statements of accounts submitted along-with the application :-

14. (a) Distance from the nearest organization running operating similar / same program / scheme / project :

(b) Name and locational address of such nearest :
Organization / Institution.

15. The amount of support sought from the Ministry for :
recurring grant-in-aid

Cost Head Group

Rs. in Lakhs

(a) Recurring

(b) Non-recurring

(c) Total

16. Whether *List of Beneficiaries* enclosed as per Form-I

17. Whether *List of Managing Committee* enclosed as per Form-II

18. Whether the List of Employees enclosed as per Form – III

19. Whether the Half Yearly Progress Report, required for monitoring by Ministry and also to forward to UNODC is enclosed as per Form – IV.
20. Whether Fund Flow statement enclosed as per Form – V.

CHECK LIST
For 1st Installment

Serial No.	Documents Required	Page No.
1.	Covering Letter	p.
2.	Application Form	p.
3.	Registration Certificates	p.
4.	Memorandum of Association and By laws with the clause of working for Drug De-addiction Project	p.
5.	Board of Management with date of election and period of validity	p.
6.	Brief Annual Report of the organization	p.
7.	Annual Report of the project	p.
8.	Unaudited statement of account	p.
9.	Budget Estimate	p.
10.	List of staff	p.
11.	Rent Agreement with the provision of using the rented property project clause	p.