

Checklist of Submission of Documents along with CSR Proposal

(Signed copy from authorized representative-with complete details on company letterhead - TO BE SCANNED AND UPLOADED on the CSR portal)

S.No	Particulars	Details to be provided with supporting documents /Justifications
A	About Entity	
1	Name of the Entity and Website link	
2	Registered address /Communication Address	
3	Entity Constitution / Establishment date /	
4	Brief Profile	
5	Average turnover for last 3 financial years	
6	Details of Authorized representative (Name, designation and contact details, with specimen signature) for coordination with IREDA	
7	Similar proposal executed/ongoing with other organizations, if any. Copies of sanction letters/ MoU's/ Credential certificates/completion certificates/acknowledgements, any other documentary evidence supported with photographs.	
8	Details of valid LEI Number (as applicable)	
B	Project Information	
1	Date of Application at IREDA	
2	Objectives of the Project and What is the issue being addressed?	
3	Project Location(s) (Complete Address with Google/Geo tagging/(Details of Latitude and Longitude)	
4	Anticipated Benefits/Changes to the Society/Beneficiaries	
5	Capital Cost with separate bifurcation/details along with source of funds	
6	Monitoring plan during and after completion of the project	
7	Contribution through MPLAD/MLALAD funds (25% of the project cost) (In case of request from MP/MLA respectively)	
8	Operational expenditure with source of funds (If Applicable)	
9	Evidence of benchmark cost (Supporting documents to be Enclosed)	
10	Need Assessment / Recommendation from concerned SDM/DM/CDO/CMO OR Central/State government/PSU Office	

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11	Duration of project (In Months)	
12	Is the project location in any aspirational district (notified by the NITI Aayog under the Aspirational Districts Program)	
13	Baseline Survey Report (Establishing the need for the project activity in the proposed location based on Primary/Secondary data) and various indicators to be captured for baseline reporting / periodic progress reporting / outcome reporting if any	
14	Detailed activities to be undertaken over the span of the project.	
15	Expected major outcomes / outputs	
16	Expected major long-term impacts	
17	Total expected number of Target beneficiaries	
a.	Bifurcation - (1) Male/Female/Others (As applicable)	
b.	Bifurcation - (2) Category (General/SC/ST/OBC/EWS/Others (As Applicable)	
18	Is the CSR Proposal in line with DPE Theme for the financial year	
19	Is the CSR Proposal in line with Schedule - VII of the Company's Act (Details to be mentioned)	
20	Why it cannot be supported under existing government's schemes?	
21	Description of Sustainability aspects of the Project after project duration:	
22	Name of Recommending SDM/CDO/DM Or Central/State government/CPSE/SPSE Official	
23	Contact Details (Email ID and Contact Number)	
24	Amount of financial assistance being requested from IREDA for the project (Along with complete break up and justification)	
25	Name of Co-Financer if any / Give details	
C	Implementation	
1	Implementation Plan of the project and timelines with milestones.	
2	Name and Contact details of the implementing Agency	
3	Roles and responsibilities of project stakeholders	
4	Project Risk Analysis and mitigation.	
5	Details of Project Implementation team	
6	Other stakeholders / helping parties viz Govt. Bodies, Institutions, NGOs in the project (If any) with respective roles / responsibilities.	
7	Previous experience in implementing the similar kind of prospects by the applicant/ implementing agency	

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8	Disbursement Milestones proposed	
9	Project performance Monitoring Methodology and Parameters for reporting to IREDA	
10	Coordinator for this project: - Name, designation & office address, phone/cell. No & Email Id of Project Coordinator on behalf of the Implementing Agency/District Authorities, who is authorized to deal with IREDA	
D	<u>Signed Undertaking on the Applicant's letter head:</u>	
1	Govt. procurement Guidelines for procurement of goods and services for the project will be followed	
2	None of the Board of Directors/ Governors/ Trustees/ Managing/ Executive Committee members have any official dealing with IREDA and Neither are related to any Board members of IREDA. (If not true, details may be provided explicitly)	
3	Entity is not having any pending legal dispute and/ or inquiries in connection with offences like cheating, misappropriation of funds, exploitation of beneficiaries, etc. (If not true, details may be provided explicitly)	
4	Entity is not blacklisted by any govt. agency. (If not true, details may be provided explicitly)	
5	The company/agency/Entity will abide by all the terms and conditions of the CSR sanction by IREDA and not divert the CSR funds or entrust execution of the scheme of work concerned to other institutions (s) or organizations without prior written consent of IREDA. In the event of any failure to comply with any of the sanction conditions or committing breach of any of the undertaking, the company will be liable to refund the entire amount of the grant to IREDA	
E	<u>Enclosures / Details for the implementing agency</u>	
1	CSR Registration Certificate	
2	Registration Certificate of the entity	
3	Complete Address and Contact details of the office including website	
4	Bank Account Details	
5	Certificates under Section 12A and 80G of the Income Tax Act 1961, TDS Exemption Certificate (If any/as applicable)	
6	Certificates under sub-clauses (iv), (v), (vi) or (via) of clause (23C) of section 10 of the Income Tax Act 1961.	
7	PAN Card	
8	Audited Financial Statements of preceding three financial years (Only in case of Non- Government Organization)	
9	Impact assessment report(s) of similar CSR project executed in Recent past, preferable by third party if any with supporting documents	

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10	Regulatory approvals / NOC, if required for the project with tentative timelines	
11	Details of similar projects executed during the preceding three financial years. Also provide details of projects executed with IREDA or other PSU	
12	Proof of having an established track record of at least three years in undertaking similar activities.	
13	Registration with NGO Darpan	
14	Details of valid LEI Number (as applicable)	