

Guidelines for the financial assistance to NGO's for conducting seminar/workshop/event/training on human rights issues

Scope

The scheme covers all NGOs for conducting the seminar, conference, workshop, symposia, training, and orientation on different aspects of human rights.

Eligibility

- *The applicant organizations should, in order to qualify for the grant, have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in the form of written constitution.*
- *The applicant NGO should suitably be recommended by the concerned State/District authorities.*
- *The applicant organization i.e. the NGO's must register themselves on the NGO Darpan Portal of NITI Aayog and obtain a unique ID from the Portal. The organizations are required to intimate the unique ID as obtained from NGO Darpan portal and PAN number of the organization while applying under the scheme.*
- *The organization must have tied up or planned the matching resources at least to the extent of 10% of the funding amount.*
- *The expenditure incurred should be strictly in accordance with the head-wise template as laid out in Annexure IV.*
- *Income and expenditure statement, audited balance sheet, IT returns for last three financial years of the organization.*
- *Registration, if any, under section 12A and 80G of Income Tax Ac, 1961.*
- *Past experience of holding such function, as applied for, would be given preference.*

Quantum of Assistance

- *The financial grant for training/workshop etc for one day would be up to Rs.75000 maximum for a minimum of 100 participants, Rs 1,50,000/- for two days and Rs 2,25,000/- for three days training/workshop.*
- *The total financial assistance to be disbursed to an NGO in a financial year would be limited to 20 such unit/sessions of 1 day training/ workshop or a combination of 2/3 days training/workshop.*
- *The financial assistance to be disbursed to an NGO would not exceed Rupees 15 lac in a financial year.*
- *Approval of the training programmes is on the sole discretion of the Commission.*

Procedure for submission of application

The scheme is open throughout the year. Applications in the prescribed proforma (*new/modified*) for grant under the scheme may be submitted online. However, the in hand copy along with relevant documents should also be submitted through Post.

Documents to be attached with the application

- The proposal should be submitted in the specified format which is available on the NHRC website
- *Constitution of the organization*
- *Constitution of the board of management or governing body and particulars of each member.*
- *A statement of income and expenditure of the applicant organization for the previous three years and a copy of balance sheet for the previous year certified by the chartered Accountant or a Government Auditor.*
- *An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination.*

Mode of selection

- *The grant of financial assistance for conducting training/workshop/seminar will be considered and recommended by the Expert Committee of NHRC Offices constituted for the purpose.*
- *Expert committee which consists of-*
Secretary General
Registrar Law
Joint Secretary (P &T)
Under Secretary (Coordination)
Senior Research Officer (SRO, Training)
- *The scrutiny of applications and recommendation of the grant by the Expert Committee will be done in its meetings held from time to time throughout the year subject to the availability of funds and number of applications received for the grant.*

Installments

- The grant will be released in two installments- An advance of 50% financial assistance sanctioned would be released on approval of the proposal and after receiving following details i.e. **date, venue, detailed programme schedule of the programme** well in advance at least 20 days before the commencement of the programme.
- The balance 50% on completion of the event/training - the due payment from the total approved amount will only be released after receipt and settlement of following documents.
 - i. *Utilization certificate (GFR 19 A Format only) within four weeks of the completion of the training.*
 - ii. Head-wise, expenditure Statement duly certified/ audited by Chartered Accountant in case of NGO'S
 - iii. List of participants & Resource persons with their address and telephone numbers etc.
 - iv. Video/photography of each session of the programme held.

Mode of payment

All payment will be made through electronic clearance service (ECS) only. It should be released only in favor of organization and will not be released in any personal name in any case.

Contact us

Senior Research Officer (Training unit)

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Enquiry time is between 3.00 P.M. TO 4.00 P.M. from Monday to Friday.