



External Affairs Spouses' Association Charitable Trust

3, Pt. Uma Shankar Dikshit Marg (Circular Marg), Chanakyapuri, New Delhi -110021
Telephone: +91 11 20867845; E-mail: esasact.mea@gmail.com ; Registration No.: DLI(C)(T)-511 6.10.1977
PAN: AAATE0867F, TAN: DELE06397G

APPLICATION FORM FOR PROJECT FUNDING

The completed application must be submitted to:

EASA Charitable Trust
3, Pandit Uma Shankar Dikshit Marg
Chanakyapuri, New Delhi-110021
Official email: esasact.mea@gmail.com
For year 2025-26

For Office Use

Project No:

Date Recd:

Approved:

A. GENERAL INFORMATION

1. Name of Project: _____

2. Location of Project: _____

3. (a) Name of organization asking for funding:

(b) Address: _____

(c) Phone: _____

4. (a) Name of contact person: _____

(b) Phone: _____ Email: _____

Documents required for online consideration of funding:

- a) Mission Statement.
- b) Audited Financial Statements for the last 3 years.
- c) Copy of registration certificate of the organization.
- d) List of the trustees/governing body.
- e) Copy of 80G certificate.
- f) Cancelled blank cheque.
- g) EASACT funded project report (complete/incomplete) and Utilization Certificate.

B: ABOUT ORGANISATION

5. When was your organization founded?

6. Are your accounts eligible for audit? If yes, please attach audited financial statements for the last 3 years. (Yes / No)

7. Is your organization a family organization? (Yes / No)

8. Number of paid staff:

9. Number of volunteers:

10. Annual budget:

11. Percentage spent on administration:

12. What are your regular sources of income?

- Fundraising: _____
- Donations: _____
- Government: _____
- Other Organizations: _____ (please specify: _____)
- Others: _____ (please specify: _____)

13. Have you ever received funding from EASACT before? (Yes / No)

14. If yes, please mention years of funding and amount funded.

15. Was a final report submitted? Please specify when. (Yes / No)

16. Was a utilization certificate submitted? Please specify when. (Yes /No)

17. Is an EASA member involved in your organization (Yes / No)

18. Is there an EASA member who can speak about your project? (Yes / No)

19. If yes for either of the above, please provide name and contact:

(We reserve the right to contact the names provided)

20. Please give us the details of two of the most recent projects completed by you in the last 30 years. Mention the total number of beneficiaries, the funds utilized, and the time taken to complete the project and its impact on the targeted group. Also mention any problems faced and how you overcame them.

C: PROJECT THAT REQUIRES EASACT FUNDING

21. Mention a detailed description of the project you would like EASACT to fund. (attach a sheet if required).

22. Specify what your expected outcomes are (enlist measurable outcomes).

23. How many will benefit from your intervention? Where possible?

24. Estimated cost of the project:

25. Number of paid staff on this project:

26. Number of volunteers on this project:

27. Estimated administrative costs:

28. Mention the expected time frame for the project's completion.

29. Are there any other organizations contributing to this project? Provide details.

30. Have you already received a portion of the estimated costs? (Yes / No)

31. Provide year wise details in case of it being as ongoing project.

32. What do you foresee the challenges to be (if any) in implementing this project?

D: BANKING INFORMATION

(Funds will only be released in the **name of the organization** if your project is approved.)

33. a) Bank name:

b) Bank address:

c) Name of account:

d) Account number:

34. Please mention the name and designation of the person submitting this report and the stamp of the organization to confirm if the provided details are accurate.

35. Date of submitting this request:

Declaration/Undertaking

We, the present office bearers of _____trust/society(PAN No. _____) do hereby undertake and declare that :

1. We are eligible, duly appointed and authorized to submit the subject “ Application for project funding”.
2. The application submitted under our signatures is true and valid in terms of all information/ documents attached herewith.
3. The funds assigned to us shall be duly and diligently utilized for the purpose/project specified in the application.
4. If we are unable to spend the allocated funds for the specified project in defined timelines, we shall refund the amount to EASACT or obtain consent for extension of time/change of project.
5. We shall submit the duly signed progress report in the prescribed Performs, along with the photographs of the project on a periodical basis (half yearly).
6. We shall facilitate the visit of the office bearers of EASACT to the project site for their review, as and when, asked for.
7. We shall submit the “Funds Utilization Certificate”, duly certified by a CA, after completion of the project.
8. Our organization is not debarred/blacklisted/defaulted by any other NGO and government authorities.
9. None of the office bearers of our organization is directly a beneficiary of the EASACT funding.

We further declare that all the above declarations are true to the best of our knowledge and belief. Furthermore, nothing relevant has been concealed/ suppressed, having an impact on this fund’s allocation.

President

Secretary

Treasurer

Name of Organization and Address:

The application will not be returned and EASACT reserves the right to shred it after the consideration process is over.

If funding is approved, EASACT expects regular updates on the progress of the project and a utilisation statement as per the declaration.

EASACT Reserves the right to cancel funding if it feels that the funds were not utilised as per the criteria mentioned in the declaration.

An organisation may not receive funds for more than three consecutive years and may reapply for further funding after a period of one year.

