

**FAQs in connection with “Scheme for infrastructural support to reputed NGOs running educational projects for the development and welfare of minorities”**

Q-1. What is the objective of this scheme and which sectors are covered under this scheme?

Ans. The objective of this scheme is to provide financial support to NGOs(Trust/Society/Company) to enable them to enhance and modernize their existing infrastructure and intake capacity and maximize their outreach through projects meant for the development and welfare of minorities.

Apart from education, projects related to health and skill development are considered under this scheme.

Q-2. What is the maximum amount of financial assistance admissible to the NGO under this scheme?

Ans. The amount of financial assistance for one project shall not ordinarily exceed Rs. 50 lakh. No NGO shall be eligible for more than one financial assistance in one financial year except in cases where an NGO works at more than one location.

Q-3. What is the mode of submission of project proposal under this scheme?

Ans. The proposal for this scheme should be submitted online by the NGO concerned along with scanned copy of requisite documents (to be uploaded by the NGO) by logging in to: [www.....](http://www.....)

Q-4. What are the requisite documents to be submitted by the NGO along with the project proposal?

Ans. The proposal should be submitted by the intending NGO along with the following documents duly signed by the Secretary/President of the NGO concerned.

1. Copy of Registration Certificate of the NGO
2. Copy of up-to date acknowledgement/receipt for last return filed to the Registering authority
3. Project Report for the proposed scheme
4. Annual Report for the last three years
5. Audit Report along with Audited Accounts for the last three years
6. Bye-laws/Memorandum of Agreement of the NGO
7. Bank Statement for the last six months, showing balance amount equal to or more than 25% of the NGO's contribution for the project.
8. Declaration to the effect that the NGO will run & maintain the project and indicating source of 75% of the NGO's contribution of the Project Cost
9. Site Plan of the Project
10. Building Plan duly approved by the local authority and countersigned by DOMA
11. Cost Estimate of the project duly vetted by the Competent Authority as per latest 'PWD SOR'
12. Copy of Record of Rights of land or Land purchase deed with application for mutation, if land not yet recorded in the name of the NGO.
13. Conversion Certificate of land if classification is other than Bastu/Viti.
14. Copy of up-to-date receipt of Gram Panchayat tax/Municipal Tax and Land Revenue
15. Non-encumbrance Certificate of land signed by the Secretary of the NGO (format enclosed)
16. Photograph of the land where the project is proposed
17. If any Government Financial assistance from MA & ME Department received earlier for any project, details thereof with certificate of completion and operation of the Project along with copy of full UC, Photographs,

Q-5. Which NGOs are eligible for this scheme?

Ans. All registered NGOs with at least three years' experience in successfully implementing Minority related projects on Education, Health and Skill Development and having economic viability and minimum administrative infrastructure of their own to run the project shall be eligible for this scheme.

Q-6. What is the mode of disbursement of financial assistance under this scheme?

Ans. The financial assistance is disbursed in two equal installments to the NGO through the District Magistrate of the concerned District.

The first installment of the financial assistance is released after approval and signing of agreement by the NGO with the MA & ME Department. The second installment is released after submission of UC for the first installment, satisfactory progress report and photograph of the under construction project to the Department by the NGO through the District Magistrate concerned.

Q-7. What are the norms of execution of the scheme to be followed by the NGO?

Ans. The NGO shall execution the project following financial norms like offline-tendering, publication of NIT in news paper, maintenance of Vouchers and Books of Accounts, Measurement Books, Financial assistance-in-aid/Loan Register, Expenditure Register, Permanent Display Board etc.

The project shall be completed by the NGO within three months of allotment of second and final installment of financial assistance to the NGO, who shall ensure submission of Utilization Certificate for the second installment of the financial assistance along with Progress Report and Photographs of the completed project to the MA & ME Department.

Q-8. What are guidelines to be followed by the NGO for operation of the project?

1. The project should be made functional within one month after completion of the construction work. The Certificate of Operation (format enclosed) should be submitted by the NGO to the MA & ME Department.
2. The NGO should submit Annual Performance Report for the Project (such as ACR, Hostel etc.) with its audited accounts for the next five years after completion/operationalisation of the project (in the month of May every year) through concerned district authority.
3. In case of 'project of hostel for minority students', the NGO shall constitute a local committee for day to day administration and maintenance of the hostel as per Government guidelines.

Q-9. What is procedure of writing off the financial assistance extended to an NGO under this scheme?

Ans. Initially the financial assistance will be an interest free loan, which, after five years of successful operation of the project will be converted to gant by writing it off. On the other hand, if the NGO winds up the project funded, and/or shifts the funds to a non-minority concentrated area, it shall be bound for repayment of loan together with an interest @ 10% per annum.