

## **TERMS AND CONDITIONS FOR VOs/NGOs/Private institutions FOR GRANT-IN-AID PROGRAMS OF HELPING HANDS**

The grant-in-aid sanctioned for the program of HELPING HANDS is subject to fulfillment of following condition by the voluntary organization (VO) /non-governmental organization (NGO)/Private institution:

1. That the organization which intends to receive the Grant-in-aid under the program will have to fulfill the eligibility criteria .
2. That grants can not be claimed as a matter of right, it depends on sole discretion of grantee organisation depending on the decision of screening committee.
3. That the organization will confirm in writing to the effect at the beginning of program that the conditions contained in this document for the implementation of this program are acceptable to it;
4. That the organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.20 in favour of the Grantee organisation to the effect that it will abide by terms and conditions attached to the grant and the program that in case of its failure to abide by the same, it will refund to the Grantee organisation the total Grant-in-aid sanctioned to it for the propose with interest accrued thereon and shall be liable for criminal action as per law;
5. That the Grantee organisation shall not be liable for any kind of payment to the temporary/regular employees appointed by the organization for running the program;
6. That the organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.5, 000/- and above of the grantee institution must be through cheques only. After Completion of Program / Project the grantee institutions are required to submit a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project/ Program. The accounts will remain open for inspection by representatives/officers from the office of SHALOM CONSULTING SERVICES or HELPING HANDS at any time. The organization shall have the accounts of the grant-in-aid audited Chartered Accountant and submit a copy of the following audited accounts, together with Utilization Certificate, to HELPING HANDS and a Copy to SHALOM CONSULTING SERVICES.
  - a. The receipt and payment account of grant-in-aid of concerned Program;
  - b. The income and expenditure accounts of grant-in-aid of concerned Program;
  - c. The balance sheet, indicating assets and liabilities from grant-in-aid of concerned Program;
  - d. The utilization certificate in prescribed format of grant-in-aid of concerned Program (Format will be provided by Shalom Consulting Services at the time of disbursing final installment).
  - e. The Audited accounts of the Program.
7. The organization shall submit performance-cum-achievement report (s) for every 15 days of the program for which it received Grant-in-aid in the prescribed format;

8. The organization will not obtain grant for the same purpose/project from any other source, including the Government sources. In case, it receives grant for the same project from other sources also, The grant given by us will be cancelled.
9. The organization will not divert Grant -in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution;
10. That if the Grantee organisation is not satisfied with the progress of the program or considers that the guideline of the program, term & condition of the sanction etc., are being violated, it reserves the right to terminate the Grant-in-aid with immediate effect and also take such other actions as it deems fit with or without prior notice. Further, an organization once black listed by the grantee organisation , will never be considered by the in future, Grantee organisation;
11. No assets acquired wholly or substantially out of this Grant-in-aid will be disposed off or encumbered and or otherwise utilized for the purpose other than for which sanctioned;
12. The organization shall appropriately display the boards that should be erected at the project site indicating that the project is running under the aegis of Grantee organisation.
13. The organization shall ensure inspection of the program within the first 20 days of the program in the prescribed format from the Shalom Consulting Services.
14. That the organization shall not charge any fees from the beneficiaries;
15. That the organization shall not profess or promote any religious/communal/fundamentalist/divisive or doctrines with these grants;
16. In the event of a Court case the organization shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law; the Grantee organisation shall not be responsible for any legal/intellectual/contractual disputes between the VO/NGO and a third party. By accepting the grant, the recipient accepts this condition;
17. For all disputes involving Grantee organisation with regard to release of grants, **the jurisdiction of the Courts will be Secunderabad.**

# Selection Procedure

## **NITI AAYOG UNIQUE ID**

The NGO should have signed up in the NGO-partnership (NGO-PS) portal of the NITI Aayog With all self declared details and should have obtained a unique ID. The unique ID should be mandatorily quoted by the NGO at the time of application for grants.

## **MONITORING & EVALUATION**

For NGOs which are in receipt of grant from Helping Hands on regularly/quarterly/half-yearly/yearly basics, a third party Evaluation may be necessary specifically to evaluate the focus and sensitivity of the NGOs towards the Main issues in the project, organizational capacity and Programme delivery. The process may help in weeding out non-performing NGOs.

Monitoring of the Projects implemented through NGOs should be online preferably Supported by periodic field visits checks of officials both from Helping Hands and Shalom Consulting Services by outsourcing NGOs should co-operate with us for third party evaluation of the performance of the NGOs.

## **ACCOUNTABILITY & TRANSPARENCY**

In addition to the existing accounting system like submission of utilization certificate, audited statement of accounts, execution of surety bond of signing of MOU. By NGO for the implementation of the Projects/Programs is must.

In case of default or misuse of funds by an NGO, Helping Hands reserve all rights to proceed legally and recover the grant given to the Ngo. Helping Hands may need to have additional procedures/conditionally for credible, transparent and accountable involvement of NGOs in the implementation of Projects/ Program funded by Helping Hands.

## **ASSESSMENT & FINALISATION**

The process consists of multiple levels of assessments starting from Application Screening, Profile Evaluation, NITI Ayog Registration, SCS Project ID verification, Transparency Accountancy verification of the NGO.

**Screening:** Successfully submitted applications for Projects/ Programs will be screened for eligibility Relevance of answers, information authenticity etc .

**First Level Evaluation:** A Team of experts will evaluate successful entries on the following parameters. Organizational profile, based on financial Management, Governance structure, program management, Legal and statutory status, past performance and thematic credentials etc ..... Innovativeness, Approach and strategy, Capacity to deliver etc.

**Second Level Evaluation:** A Team of members will review shortlisted application and projects based on information and document submitted and background verification.

**Third level Evaluation:** A Team of experts will conduct due diligence and site visit it the Organization and proposed projects/ Programs on the basis of information submitted.

**Final Evaluation:** A Team of jury members will review the finalists based on information and Documents submitted site visits and due diligence.

- On approval by Helping Hands management, a draft MoU is prepared and sent to the partner organization for comments.
- After necessary, mutually agreed MoU is signed between Helpings Hands and the partner organization.
- The entire process may take up to two to three months. Applicants are requested to keep this in mind while applying.