



Animal Welfare Board of India

(Ministry of Environment, Forest & Climate Change, Govt. of India)

13/1, Third Seaward Road, Valmiki Nagar, Thiruvannamipur, Chennai - 600 041.

PostBoxNo.8672Email: awbi@md3.vsnl.net.in, animalwelfareboard@gmail.com

website:www.awbi.org, Phone:044-24571025, 24571024, Fax: 044-24571016.

APPLICATION FOR FINANCIAL ASSISTANCE (REGULAR GRANT) TO ANIMAL WELFARE ORGANISATIONS FOR THE YEAR 2017-2018 (Please read instructions)

1. a) Name, complete postal address with pin code of the organisation :
 - b) Telephone, Mobile, Fax, E-mail :
(Email will help in quick response)
 - c) AWBI Recognition Code No. :
 - d) NITI Aayog Unique ID No. :
 - e) Main activities of the organization :
 - f) Bank Name, Branch. Account No. and Bank IFSC Code No. :
(Details to be certified by Bank as per the enclosed format) (Provide only if not submitted last year)
 - g) Details of Application fees of Rs. 100/- being enclosed with the form : D.D No: Date:
: Bank Details
2. Grant received/Income during the previous financial year (2016-17) :
 - (i) AWBI Grants (Scheme wise details Regular Grant, Shelter, ABC, Ambulance, Natural Calamity) :

Scheme	Regular	Shelter	ABC	Ambulance	Natural Calamity
Amount received					
UC/Audited Statement of A/cs submission details with date					

- (ii) State Government Grants, if any :
 - (iii) Central Government Grants other than through AWBI :
 - (iv) Foreign Agencies :
 - (v) Total Donations :
 - (vi) Rent, receipts / sale of Gaushala/AWO products etc. :
 - (vii) Total: Receipts/Income (i-vi) :
3. Details of Fixed Deposits, Bonds etc. :
4. Audit Report (Annual Accounts) for last Financial Year (2016-17) :
(to be enclosed separately and any previous years Audited accounts/UC if not submitted earlier)

5. Annual Report/Activity Report of organization for last :
Financial Year (Without Annual Report for the last
Financial Year grants will not be considered)
6. Total Demand from AWBI for the current financial year (2017-18) :
for undertaking the following components of the Regular Grant
- Maintenance/Repairs of Rescue Home for Animals
 - Construction of Water Troughs/other Facilities
 - Maintenance of rescued animals
 - Purchase of Medicines for treatment of sick animals / Vety. Equipments
 - Establishment charges – cost of engaging Veterinary Doctors, Inspectors, Veterinary Assistants, Compounders, Ambulance Drivers etc. (complete details be furnished)
 - Creation of infrastructure for generation of biogas, bio-fertilizer, draught power, electricity from biogas (25% of Total Grant)
7. Other particulars required for considering Financial Assistance
- Whether facilities of Veterinary Hospital/ :
Dispensary/Doctor available - If yes, specify
whether Dispensary or Hospital.
 - Give details of Animal Ambulance :
or Mobile Animal Clinic available - If yes,
specify number of vehicles and make
& model; whether given by Ministry/Board
If so, give year of sanction/purchase details
Kindly submit usage of vehicle for last year
 - Give details of Animal Shelters available-If yes, :
specify number of sheds and constructed
area of the Shelters; Whether grant given by
Ministry/Board - If so, give year of sanction/
construction details
 - Total No. of animals sheltered in the Shelter (s) :
(Inspection & Animal Verification Report duly
verified by a Government Veterinary Officer of
Animal Husbandry Dept./Forest Dept.
(as per proforma enclosed separately)

No bird should be kept in captivity and as such not eligible for any grant.

8. Income from sale of Milk :
9. List of all Executive/Governing Body Members of the Organisation as per proforma given below

SL NO	NAME	DESIGNATION	ADDRESS/MOBILE/TEL NO/EMAIL ID *
1			
2			

- Atleast one email ID should be given for quicker correspondence.

We hereby certify that all the above information furnished are true and as per records maintained by the Organisation. The application for grant-in-aid is submitted with the consent of the Governing Body of the Organisation.

PRESIDENT
(Signature with Name and seal)

SECRETARY
(Signature with Name and seal)

**THE FOLLOWING DOCUMENTS/INFORMATION TO BE SUBMITTED WITH THE APPLICATION –
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR GRANT**

1. AWOs must be registered at NITI Aayog Portal and should obtain Unique ID number before submitting their application. Copy of Unique ID number is to be enclosed along with application.
2. Application Fees of Rs.100/- in the form of DD in favour of Secretary, Animal Welfare Board of India, payable at Chennai must be sent along with the application form.
3. Application should be filled completely and sent to AWBI Headquarters at Chennai through the concerned State Animal Welfare Boards. It should contain all annexures as enclosed. Any incomplete application or without annexures will not be considered for grant.
4. In case your Bank does not have ECS facility, you are requested to open a bank account in a nationalized bank having ECS facility and furnish the bank details to the Board immediately. Please ignore if you have done already.
5. If the organization is producing any products from cow dung and urine, then a complete detailed report may be given.
6. Utilization Certificate and Statement of Accounts of grant released to your organization duly signed by Chartered Accountant with Membership Number and Seal must be submitted without pendency. Otherwise further grants will not be released. (as per proforma below).
7. Audited Accounts and Balance Sheet, Activity report, Annual Report of the organization along with press clippings if any for the last year 2016-17 may be enclosed along with application.
8. Attach List of Executive/Governing Body Members of the Organization in the prescribed format (Sl.No. 9)

TO BE PREPARED IN CHARTERED ACCOUNTANT'S (CA'S) LETTERHEAD

GFR 19-A
(See Rule 212 (1))
Form of Utilization Certificate

S. No.	Letter No. and Date	Amount (₹.)
	Total	

Certified that out of `_____ of Grants-in-aid sanctioned during the year _____ in favour of _____ under this Ministry / Department letter No. given in the margin and `_____ on account of unspent balance of the previous year, a sum of `_____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of `_____ remaining unutilized at the end of the year has been surrendered to Government

(vide No. _____ dated _____) will be adjusted towards the grants-in-aid payable during the next year _____.

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised that following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- | | |
|----|-------------------|
| 1. | Signature _____ |
| 2. | |
| 3. | Designation _____ |
| 4. | |
| 5. | Date _____ |

Signature & Seal of the Secretary/President
of Organisation

Signature & Seal of Chartered
Accountant

(To be executed on Rs.10/- Non-Judicial Stamp Paper by the Organization)**UNDERTAKING**

With reference to our application for grant-in-aid submitted to the Animal Welfare Board of India, Chennai, we hereby give the following undertaking for consideration of grant-in-aid to our organization.

1. We, (Name & address of Organization) _____
(AWBI Code No. _____) will not dispose off male calves by sale/auction etc. and got them castrated if not used for breeding purposes.
2. We undertake to maintain a record of all animals including a record of all male calves and produce the same to AWBI on demand. If the male calves are given to the farmers for use in agricultural operations, then an undertaking will be taken from the farmers that they will not sell the calves to anybody.
3. We hereby give our undertaking to the effect that our organization has never been involved in any corrupt practice of any nature. We also certify that we are not blacklisted by any other Funding Agency (Govt. / Donor / Private / International)
4. We hereby certify that we have not claimed or obtained grants for the same purpose from any other Government sources
5. We undertake to maintain log book usage details of ambulance vehicle and submit the same to AWBI quarterly. We will depute required number of Veterinary Doctor/Para Vet and assistants along with the Ambulance for the service to animals in distress/accident.
6. We undertake that the application is correct in all respects especially with respect to number of animals being sheltered/ treated in the last year. We understand that we are liable for penal/legal action in addition to blacklisting of AWO if any of the above figures submitted varies grossly during inspection by AWBI.

Signature of Secretary

Signature of President

(Name, Telephone Nos. & address in capital letters with office seal)

Place:

Date :

ANNEXURE II

(To be obtained on the letterhead of Bank)
(if not submitted earlier)

To
The Secretary
Animal Welfare Board of India
Chennai – 600 041

We hereby certify the following details for transfer of funds through Electronic Clearing System to the following organization who is having account with our Bank.

1. Name of the Organization :
2. Address of the Organization :
3. Name of the Bank, Branch & Address :
4. Account No. of the Organization :
5. IFSC Code Number of the Bank :
6. Name, address & designation
of signatories of the Organization :

Name & Signature of the Manager of Bank

Seal

INSPECTION AND ANIMAL VERIFICATION REPORT
(To be obtained from a Government Veterinary Officer of Animal Husbandry Department /
Range Officer of Forest Dept. of the concerned District)

To
 The Secretary
 AWBI, Chennai – 600 041

1. Name & address of the Organization :
2. Address of Shelter House :
3. Number and details of Shelters/Ambulance and other facilities available :
4. Number of animals sheltered in the shelter house by the Organization as on 31.03.2017

1 Cows	2 Buffaloes	3 Milching animals	4 Ox/ Bullocks	5 Male Calves	6 Female Calves	7 Horses	8 Donkeys	9 Sheep /Goat	10 Cats/ Kittens	11 Dogs/ Puppies	12 Other animals Specify category)	13 Total

Details of other animals (Column No. 12) :

5. Number of animals rescued during the year :
6. Number of animals treated by the organization during the year :
 (As verified from animal treatment register maintained by the organization)
 - a) In their in-house dispensary/hospital :
 - b) Sick and injured animals on the spot :
 - c) In medical camps :
 - d) By Mobile Clinics :
 Total :
7. Number of cruelty cases booked by the organization :
8. Number of Legal cases filed by the organization :
9. No. of Veterinary Doctor/Para Vets/Animal Handlers with the AWO:
10. Whether the Animal Ambulance purchased out of grants-in-aid of AWBI/Ministry are properly utilized :

I hereby certify that the above information is true on the basis of records maintained/physical inspection of the AWO. The last physical inspection of the AWO was done on _____.

Signature & Office Seal
 Name of the Officer (AH Dept.)
 Designation
 Postal Address/Tel No:

(or)

Signature & Office Seal
 Name of the Officer (Forest Dept.)
 Designation
 Postal Address/Tel No: