



# ANIMAL WELFARE BOARD OF INDIA

(Ministry of Environment and Forests, Govt. of India)

Post Box No. 8672

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

Email : [awbi@md3.vsnl.net.in](mailto:awbi@md3.vsnl.net.in) website: [www.awbi.org](http://www.awbi.org)

Phone: 044-24454935, 24454958 Fax: 044- 24454330

## APPLICATION FOR FINANCIAL ASSISTANCE (REGULAR GRANT) TO ANIMAL WELFARE ORGANISATIONS FOR THE YEAR 2010-11 (Please read instructions)

1. a) Name, complete postal address with pincode of the organisation :
- b) Telephone, Mobile, Fax, E-mail :  
(Email will help in quick response)
- c) AWBI Recognition Code No. :
- d) Main activities of the organization :
- e) 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)
- f) 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 (2009-10) :
- (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 (2009-10) :  
(to be enclosed separately)

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. Component of the Regular Grant proposed to be :  
undertaken for which financial assistance demanded  
from AWBI for the current financial year
- a) Maintenance/Repairs of Rescue Home for :  
Animals
  - b) Construction of Water Troughs/other Facilities :
  - c) Maintenance of rescued animals :
  - d) Purchase of Medicines for treatment of sick :  
animals / Vety. Equipments
  - e) Establishment charges – cost of engaging :  
Veterinary Doctors, Inspectors, Veterinary  
Assistants, Compounders, Ambulance  
Drivers etc. (complete details be furnished)
  - g) Creation of infrastructure for generation of :  
biogas, bio-fertilizer, draught power, electricity  
from biogas (25% of Total Grant)
  - h) Total Demand :
7. Other particulars required for considering :  
Financial Assistance
- a) Whether facilities of Veterinary Hospital/ :  
Dispensary/Doctor available - If yes, specify  
whether Dispensary or Hospital.
  - b) 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
  - c) 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
  - d) No. of animals sheltered in the Shelter (s) :  
as on date duly verified by a Government  
Veterinary Officer Animal Husbandry Dept. /  
Forest Dept. with his name, address, telephone  
no. given in detail (as per proforma  
enclosed separately) :

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

Cows	Buffaloes	Milching animals	Ox/ Bullocks	Male Calves	Female Calves	Horses	Donkeys	Sheep /Goat	Cats/ Kittens	Dogs/ Puppies	Other animals Specify category)	Total

Total number of animals sheltered by AWO :

(i) Average number of animals sheltered during the:  
last year

(ii) Income from sale of Milk :

(iii) No. of Animals treated during the year :  
as per records available with AWO  
(Duly verified by a competent Govt.  
Veterinary Officer/A.H. Dept. with his name,  
address, telephone and seal in detail)

iv) No. of animal cruelty cases booked and :  
prosecuted and the details of fines realized  
from the Court

v) Details of animals rescued from Illegal :  
Transportation in the previous year

8. Details 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			
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3			
4			
5			
6			
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- 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

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

1. 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.
2. Application should be filled completely and sent directly to AWBI Headquarters at Chennai. It should contain all annexures as enclosed. Any incomplete application or without annexures will not be considered for grant.
3. 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.
4. If the organization is producing any products from cow dung and urine, then a complete detailed report may be given.
5. 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).
6. Audited Accounts and Balance Sheet, Activity report, Annual Report of the organization along with press clippings if any for the last year 2009-10 may be enclosed along with application.
7. 5 copies of correct and complete postal address along with pincode in English/Hindi (Bold) must be typed/printed (not handwritten) and sent along with the application.

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**(ON THE LETTRHEAD OF THE CHARTERED ACCOUNTANT)**  
**UTILISATION CERTIFICATE FORMAT FOR REGULAR GRANT**

This is to certify that .....(mention the Name of the Organisation) received from the Animal Welfare Board of India grant of Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_) for the financial year \_\_\_\_\_ (mention the year) for the following scheme/s.

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S.No.	Scheme/s	Amount Rs.
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The grant sanctioned was received by the organization as per details given below:

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S.No.	Date/s on which the grant was received	Bank Draft No.&Date	Amount Rs.
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The actual expenditure of the above scheme/s during the financial year..... as follows

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S.No.	Scheme/s	Amount of Expenditure Rs.
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The grant received from the Animal Welfare Board has been utilized for the same purpose for which the grant was sanctioned.

The utilised grant refundable is Rs.....(Rupees .....)

Place:

Date:

Hony. Secretary/President  
Office Seal

Chartered Accountant  
Seal

**(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

(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 31.03.2010

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

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: