



INDIA
NGO
AWARDS
2008

Celebrating Success...Rewarding Excellence



THE NAND & JEET KHEMKA FOUNDATION

ABOUT THE AWARDS

The India NGO Awards were instituted in 2006 with an aim to advance the country's non-profit sector by promoting financial and organisational sustainability, and strengthening community support of civil society. A joint initiative of the Resource Alliance and The Nand & Jeet Khemka Foundation, the Awards seek to:

- ❖ Promote good standards and practices in resource mobilisation, accountability and transparency.
- ❖ Recognise and celebrate excellence in the non-profit sector.
- ❖ Identify and strengthen successful resource mobilisation practices.
- ❖ Create examples and inspiration for other non-profit organisations and promote cross-regional learning.
- ❖ Promote the overall credibility of the non-profit sector for long term sustainability.

ELIGIBILITY CRITERIA

All organisations registered in India as Trusts, Societies and Section 25 companies that have been working for a minimum of 5 years towards social and environmental transformation are eligible to enter.

Organisations that propagate political or religious doctrines are excluded from participation.

NGOs from all over India are invited to enter the competition. Based on their locations, entries received will be classified into four regions —north, south, east and west.

CATEGORIES

NGOs can apply under one of three categories based on their annual budget for 2007-08:

1. Small : Annual budget of under Rs 50 lakh
2. Medium : Annual budget between Rs 50 lakh and Rs 5 crore
3. Large : Annual budget over Rs 5 crore

Three finalists per category will be selected from each region and invited to the final National Award ceremony in Delhi, where one winner will be announced in each category.

BENEFITS

- ❖ The three national winners in each category will receive a trophy and cash prize of Rs 4,00,000/- each.
- ❖ Profiles of the national and regional finalists will be published in a casebook, which will be distributed across the country.
- ❖ All applicants will be invited to participate in customised workshops on resource mobilisation and related areas.
- ❖ Regional finalists will participate in platforms to engage with potential donors.



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SELECTION PROCESS

Organisations will be evaluated on:

- ❖ The effective and sustainable mobilisation of resources from the local community
- ❖ The demonstration of efficient management of resources, good governance practices, transparency and accountability
- ❖ Impact of services provided to the community.

Applicants meeting the criteria will be shortlisted for a site visit by a team of assessors in each region.

GUIDELINES

Deadline for submission of application is Saturday, October 4, 2008.

Applicants must submit entries by email (preferred) to indiangoaward@resource-alliance.org or by post to:

Regional Program Officer
The Resource Alliance
B-4/143, Safdarjung Enclave
New Delhi 110 029
Tel: 011-41354766

By submitting an entry, NGOs agree that the information and materials provided may be used in future promotions for the Award, or any other event or publication produced by the Resource Alliance or The Nand & Jeet Khemka Foundation. For more information and to download application forms, please visit www.resource-alliance.org

ORGANISERS

The Nand & Jeet Khemka Foundation

The Nand & Jeet Khemka Foundation is a private, independent Indian foundation whose mission is to develop and promote institutions and initiatives that make a substantial impact on poverty, deprivation and disempowerment of the human and natural environment through an approach which is long term, strategic and leveraged. For more information on The Nand and Jeet Khemka Foundation, please visit www.khemkhafoundation.org

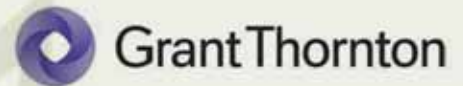
The Resource Alliance

The Resource Alliance is an international not-for-profit working globally to build the capacity of civil society organisations towards greater financial sustainability. This is done through workshops, seminars, accredited courses that are run in partnership with business schools and consulting and advisory services. Headquartered in London the organisation has offices in Malaysia, India and Uganda with additional staff members in Brazil, Argentina and Prague. For more information on the work of the Resource Alliance, please visit www.resource-alliance.org



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PARTNERS



Grant Thornton

Grant Thornton International is one of the six largest global accountancy organisations and currently employs over 28,000 personnel in over 500 offices in 80 countries with combined revenues exceeding US\$ 3.5 billion. The Grant Thornton India practice was established in 1935 in New Delhi and is one of the oldest and most reputed accountancy firms in India. Grant Thornton India is also a leading Audit, Tax and Advisory Firm, helping Indian business owners and entrepreneurs with international ambitions. The Firm presently employs over 700 personnel out of its offices in New Delhi, Mumbai, Bangalore, Chennai, Hyderabad, Gurgaon and Pune. For more information on Grant Thornton India, please visit www.wcgt.in



Credibility Alliance

Credibility Alliance is a consortium of voluntary organisations committed towards enhancing accountability and transparency in the voluntary sector through good governance. It is an initiative that emerged from within the sector and was registered in May 2004 as an independent, not-for-profit organisation after an extensive consultative process over a period of two years involving thousands of voluntary organisations from all over India. For more information, please visit www.credall.org



S. P. Jain Institute of Management & Research

S.P. Jain Institute of Management & Research, Mumbai

Bhartiya Vidya Bhavan's S.P. Jain Institute of Management and Research (SPJIMR) is rated amongst the top ten B-Schools in the country with the learning process focused on inculcating in participants sensitivity to the real world issues and an ability to become the leaders in their chosen fields. The Institute's Centre for Development of Corporate Citizenship (DOCC) was established with an objective based on SPJIMR's philosophy of "Value Based Growth" and "Influencing Practice." More information on SPJIMR is available on www.spjimr.org



COVA, Hyderabad

Confederation of Voluntary Association is a national network dedicated to communal harmony, peace and social justice, using development as a strategy to bridge differences between communities and to bring them together. Headquartered in Hyderabad, COVA works in Andhra Pradesh, Jammu & Kashmir, Uttar Pradesh and West Bengal. For more information on COVA, please visit www.covanetwork.org



XLRI Jamshedpur
School of Business & Human Resources

XLRI, Jamshedpur

XLRI Jamshedpur - School of Business and Human Resources is the oldest business-school in India, and has been consistently rated among the top five-seven in the country. The mission of the institute is to develop business leaders with a social concern, who can make a difference in the society. Correspondingly, XLRI's coursework and academic activities focus as much on business issues, as they do on socio-environmental concerns and ethics. For more information on XLRI Jamshedpur, please visit: <http://www.xlri.ac.in>

PART A - NGO DETAILS

Please provide the following details on a letterhead and submit it with your application.

1. Name of Organisation:
2. Official Address:
3. Current Chief Executive Officer / Executive Director:
4. Current Chair of the Board:
5. Date of starting operations:
6. Total annual budget for 2007-08:
7. In which category does your NGO fit into (please tick one box based on the criteria)
SMALL (less than Rs 50 lakh)
MEDIUM (between Rs 50 lakh - 5 crore)
LARGE (over Rs 5 crore)
8. Telephone (office):
Telephone (Mobile):
Facsimile:
9. Email:
10. Web site:
11. Registration details:
12. FCRA Number:
13. Does your organisation publish an annual report Yes No
14. How did you get to know about the Award?

ATTESTATION

I attest that, to the best of my knowledge, all information submitted for the India NGO Award 2008 is true and accurate and that I agree to the terms and conditions of the competition. I certify that we are not promoting or involved in promoting political activities or religious doctrine.

Signed by
Executive Director / President of the NGO

Date

PART B - QUESTIONNAIRE

IMPACT

1. State the mission, vision and objectives of your organisation.
2. Brief description of the organisation's programme. How/why are these programmes unique and important to the community and how are they in line with the vision/mission of the organisation?
3. Please list the geographical area/s of operation of your organisation and the number of beneficiaries.
4. Is the programme intervention innovative, replicable and scalable? Explain how.
5. What processes/systems has the organisation adopted to measure time-based changes to the target communities?
6. Provide verifiable indicators (quantitative and qualitative) demonstrating achievement at local, state, regional, national and international levels in the past three years.
7. What are the mechanisms for monitoring and evaluation of projects (ongoing as well as on completion)? Attach a report, if any, by an external evaluator for any of your projects.
8. What steps are taken by your organisation to ensure involvement of stakeholders/ communities in identification and implementation of programmes?

GOVERNANCE

1. What is the composition of your board? Tabulate the same giving name, qualification, age, gender, professional background and years of association with the organisation.
2. What are the key competencies that members of the board bring to the organisation and what is their involvement in resource mobilisation for the organisation?
3. What is the process for appointment of board members?
4. What are the systems for board involvement in organisational planning, performance reviews and change/ crisis management?
5. How does the board ensure compliance with laws & regulations (including number and regularity of meetings)?
6. What are the channels of communication with your stakeholders?
7. Does your organisation publish an annual report in compliance with applicable accounting standards? Is the annual report made publicly available? Does the annual report disclose name, age, gender, remuneration/ reimbursements paid to your board members?

HUMAN RESOURCE

1. What is your organisational structure? Please provide an organogram.
2. Does the organisation have an HR Policy?
3. Do you have well defined roles and responsibilities for all your staff members? Do the appointment letters issued to your staff reflect the same?
4. Is yours a learning organisation? Do you have a budget for capacity building of your staff? What are the plans in place for the second level leadership?
5. Does the organisation have performance reviews, upward feedback and reward systems in place? If yes, please describe.

RESOURCE MOBILISATION

1. Does your organisation have a documented and defined resource mobilisation strategy supported by an action plan?
2. Please provide the following information given below in a tabular form (giving the break up and name of donor under each source of support):

Sr. No.	Source of support	Year of engagement	Duration of support	2005-06 (amount in Rs.)		2006-07 (amount in Rs.)		2007-08 (amount in Rs.)	
				Target	Actual	Target	Actual	Target	Actual
A	Institutional funding								
B	Statutory/ Government								
C	Corporate								
D	Individuals								
E	Income generation								
	Total								

3. Does your organisation receive financial support only? If you also receive donations in kind, please elaborate on the same using a similar table as above.
4. Explain any variations in budget over the last 3 years.
5. Explain how the organisation has managed donor relationships.
6. Describe an innovative local resource mobilisation campaign the organisation has undertaken in the last year. What was unique about it? Was it in line with the vision, mission of the organisation and did it complement the existing work of the organisation? Who and how were the donors targeted and how did the campaign achieve the objectives set out for it? What were the challenges faced? What was the role of the board and senior management team on the campaign? What techniques were used for monitoring & review during implementation? What was the Cost/Benefit ratio of the strategy employed? Was it a sustainable campaign? Explain how. Provide examples of campaign materials and financial reports as appropriate.

FINANCIAL MANAGEMENT

1. Does the organisation have a well documented financial management policy? Describe the organisation's financial control and accounting policies.
2. Is the organisation audited by an external auditor? If not, why?
3. Describe the organisation's budgeting process. How does it allow for proper forward planning and best use of resources?
4. How does the organisation manage risk through early identification and monitoring?
5. What percentage of annual receipts are spent in administrative overheads?
6. Does the organisation have a short/long term budget? Who are the key decision makers in preparing the budget?

ANNEXURES TO BE SUBMITTED

1. Personnel Policy
2. Financial Policy
3. 3 years audited statement of accounts along with auditors note (5 copies)
4. 5 copies of Annual Report
5. Organisational brochure