



**NASSCOM®**  
FOUNDATION

**SOCIAL INNOVATION  
HONOURS**



# Application Form A

APPLICATION FORM A is to be filled by For-Profit Organizations, Not-For-Profit Organizations, or Government Departments working in the Social Sector;

APPLICATION FORM B is to be filled by Multi-Stake Holder Partnerships;

APPLICATION FORM C to be filled for projects in the Environment Sector.



**BACKGROUND**

NASSCOM Foundation pioneered the Social Innovation Honours to recognize excellence and encourage innovation in social development initiatives. The annual Honours aim to showcase projects that demonstrate best practices through exemplary use of ICT in areas of social transformation. These Honours are a celebration of innovations that bring about social change and development through the application or use of technology. Applications are now invited for the Social Innovation Honours 2010.

**Objective:**

*To recognize Information, Communication and Technology ('ICT') innovations that have helped organizations/ Government departments achieve their social development objectives*

Social initiatives may not require use of ICT innovations. However, the objective of these Honours are to recognize the use of ICT in Social development projects.

**Judging parameters:**

Applications received will be judged on the following parameters:

<i>Parameter</i>	<i>Description</i>
ICT Innovativeness	<p><i>ICT Innovativeness</i> is about using ICT - Information, Communication and Technology, in social development initiatives.</p> <ul style="list-style-type: none"> <li>• Technological concepts used</li> <li>• Kind of technologies used</li> <li>• Extent the technologies have been used, and</li> <li>• How various technologies are being used to bridge the information and scale up the project</li> </ul>
Social impact	<p><i>Social Impact</i> is about creating a change - an impact on the society, stake holders, the organization itself or the target. The change should have effected either the society at large, or a group of people - effecting their livelihood, health, education or the environment. Achievement of social development objectives through use of ICT innovation should have resulted in:</p> <ul style="list-style-type: none"> <li>• Increased education</li> <li>• Better health and hygiene</li> <li>• Employment/ entrepreneurship opportunities</li> <li>• Protecting the environment</li> </ul>
Costs and timelines	<p><i>Cost &amp; timeliness</i> of projects are equally important. Measurement and tracking the one time and recurring costs, and keeping track of progress timelines and landmarks is monitored. Timely completion of projects within the stipulated budgeted is measured.</p>
Sustainability and scalability	<p><i>Sustainability and Scalability</i> takes projects to the next level. Projects that lay emphasis on sustainability will focus on creating a corpus or funding for a threshold period and will also dedicate resources that are committed exclusively for the project.</p>



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## INSTRUCTIONS

- Please print the Application Form and fill in ink only. Please do not use pencil
- Please attach relevant documents (Not more than 2 pages) required to explain the initiative you are entering into the Honours.
- Attach a copy of the latest audited annual report of the organization (mandatory). The attached annual report should be the latest report dated not later than 31<sup>st</sup> July 2009.
- Each Application Form can be used for a single entry only. If you wish to apply under another category or for an additional project, please fill in an additional Application Form.
- This Application Form can also be downloaded from our website- [www.nasscomfoundation.org](http://www.nasscomfoundation.org)
- Please refer to rules & regulations for additional guidelines on application
- Application to the Honours will be construed as an acceptance of the rules and regulations stated herein. The Application Form signed by the Applicants would indicate their acceptance of these rules and regulations.

## CLOSING DATE

Completed Application Forms must be addressed to

NASSCOM Foundation  
Social Innovation Honours  
Gouri Raverkar  
Samruddhi Venture Park, Ground Floor  
Central MIDC Road  
Andheri (E)  
Mumbai 400093

- You can also email the Application Form to [nsih@nasscomfoundation.org](mailto:nsih@nasscomfoundation.org)
- Last date for receiving completed nomination forms is 1730 hrs on 31 October, 2009

## ADDITIONAL INFORMATION

Please contact:

- Gouri Raverkar, at +91 22 2823 4844/ 91 22 3271 0398, [nsih@nasscomfoundation.org](mailto:nsih@nasscomfoundation.org)
- Visit our website [www.nasscomfoundation.org](http://www.nasscomfoundation.org) for detailed instructions and downloading the Application Form.



## HONOURS CATEGORIES

Honours Category	Definition
1. Not For Profit organization  [Please fill Application Form A for this category]	<ul style="list-style-type: none"><li>▪ ICT innovation for the community (non-profit)</li></ul> An innovation which helped achieve social development, or aided a community, which is not part of a business plan
2. For profit organization  [Please fill Application Form A for this category]	<ul style="list-style-type: none"><li>▪ ICT led business model innovation (for profit)</li></ul> An innovation which helped achieve social development, or aided a community, which is part of a business plan  <ul style="list-style-type: none"><li>▪ ICT innovation for the community (CSR/ non-profit)</li></ul> An innovation which helped achieve social development, or aided a community, which is not part of a business plan
3. Government  [Please fill Application Form A for this category]	<ul style="list-style-type: none"><li>▪ ICT led innovation</li></ul> An innovation which helped achieve social development, or aided a community.
4. Multi stakeholder Partnerships  [Please fill Application Form B for this category]	A project which was initiated by 3 or more stakeholders with the objective of scaling up the idea/ business plan/ project
5. Environment  [Please fill Application Form C for this category]	A program/ project initiated by a registered Indian company which has had a direct positive impact on the climate and/ or conservation of natural resources



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## GENERAL GUIDELINES

- Honours management reserves the right to withdraw or amend the terms of the Honours at any time, with retrospective effect, and does not take the responsibility for any loss or damage that any person / organization / Applicant / Nominee may suffer as a result of the Honours being withdrawn or its terms amended
- Participation in the Honours will be construed as an acceptance of the rules and regulations stated herein and the application form signed by the applicants would be their acceptance of these terms and conditions

### Definitions

Honours	Social Innovation Honours
Owner of the Honours	NASSCOM Foundation (NF)
Honours Management	Personnel from NF or appointed/engaged by NF, who are responsible for the conduct of the Honours
Applicant	Any organization that sends in an application to participate in the Honours as per these rules
Nominee	An Organization short-listed to be evaluated by the final jury
Initial Jury	Group of persons, appointed/ engaged by NF, who will evaluate the applications
Final Jury	Group of persons appointed to select winners
Rules	Rules and regulations governing the Honours
EY	Ernst and Young Private Limited, process advisors to the Honours

### Eligibility criteria for applying for the Honours

Organizations/ Departments of Government applying for the Social Innovation Honours should satisfy the following criteria:

- They should be registered Indian entities, or foreign entities with a registered presence in India. Individuals cannot participate
- The innovation must benefit India, or a community in India
- The organization should be in existence in India for a minimum of three years
- The Project / Initiative should have been introduced in India in the last three years

### Receipt of entries

- Receipt of Application Forms after last date of receipt specified may be permitted only at the discretion of the Honours Management
- Honours Management will not be responsible for Application Forms that are lost in transit/ received late





- An organization can participate in more than one category but a separate Application Form will be required for each category

#### **Completeness of entries/ Disqualification**

- The Application Form needs to be completed and signed by at least two senior officers of the organization (from amongst the MD, CEO, COO, CFO, chairman, directors, etc.)
- Incomplete Application Forms received in any manner will be disqualified from participating in the Honours
- Entries will be accepted in English and other local languages
- Disqualification of the Application Forms is at the sole discretion of Honours Management on a case by case basis. The said disqualification will not be subject to any challenge. Decision of the Honours Management shall be final and binding on the Applicants.

#### **Information**

- If at any time, any information provided by any Applicant is found to be incorrect in any manner, then the Applicant will be disqualified from the Honours
- If after the conclusion of the Honours ceremony, any information provided by any Applicant is found to be incorrect in any manner, then the Applicant will be liable to return the award/ prize money provided to the Applicant under these Honours
- Determination of whether information is incorrect or not rests with Honours Management
- Honours Management has the right to ask for documentary proof of information provided/ audit the information provided. If such a request is made and the Applicant does not comply within 7 days from the date the request is made, the Applicant would be disqualified from the Honours

#### **Short-listing of Nominees for each Honours category from Application Form received**

- Applications received would be collated under each category for evaluation by Honours Management
- Determination of the Honours category to which an application belongs would be at the discretion of Honours Management. Honours Management reserves the right to make the final judgement in case of any ambiguity in rules/ disputes over suitability. Nobody shall have the right to challenge/ question the same.
- Any clarifications required by the Honours Management will be obtained through asking for the documentary proof and/ or interviews with the Applicants (See - Verification of the information provided in the Application form) on a best effort basis
- The Initial Jury will select upto 4-5 Nominees per Honours category
- In the event no entries in a category are found to be worthy of inclusion for the Honours, the Honour category will be cancelled
- Upto 4-5 Nominees for each Honour will enter the final round
- The decision of the above short-listing is binding and final on all Applicants

#### **Verification of the information provided in the Application Form**

- Honours Management will contact the Applicant, if required, for any clarifications/ verification needed for the information provided in the Application Form. All the Applicants shall be duty bound to reply to the clarification asked for by the Honours Management.



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- Honours Management will contact the Applicants at the address and/or contact numbers so provided by the Applicants, but shall not be responsible if the person does not participate in or does not agree to the conduct of the verification, are not contactable, or change of address is not duly intimated to the Honours Management in writing
- In the event of it not being possible to conduct a verification of the Applicant for any reason beyond its control, Honours Management may at its discretion disqualify participation or continue in such other manner as deemed fit

### Determination of winners

- The Nominees will make a presentation of upto 7 minutes in a specified format to the Final Jury, followed by upto 3 minutes of a question and answer round
- The Final Jury would score/ rank the Nominees based on the presentation and question and answer session
- The Final Jury's decision is final and binding on all Nominees
- Applicants understand and agree that mere application in the Honours does not entitle Applicants to win a prize
- The Jury may decide in order to maintain high standards of these Honours, that there could be no winner in a particular category
- Cost of appearing before the Jury will be borne by the Applicant

### Timelines

The deadlines for the Honours will be as following :

Last date for application	October 27, 2009
Selection of upto 5 Nominees for final round	December 7, 2009
Presentation dates	2 <sup>nd</sup> Week of January, 2010
Announcement of Winners	February 10, 2010

- Efforts will be made to follow the above timelines. However, in the event of circumstances beyond the control of Honours Management, these timelines may have to be altered/ extended as the case may be, at the discretion of Honours Management
- Honours Management and its sub-contractors cannot and shall not be held accountable/ liable for any disruptions/ stoppages/ interruptions or cancellation of the Honours or its ceremony on account of any factors beyond its control

### Confidentiality

The organizing team and Jury shall maintain any and all confidential information in confidence and shall use the same degree of care as each of them uses to protect its own confidential information of a similar nature, but no less than reasonable care, to prevent the unauthorized use, dissemination or publication of confidential information. However, the exercise of this clause will be subject to right to information act in force

### General

- Decision of Honours Management on all matters is final and binding on all Applicants and no inquiry/ correspondence will be entertained on the same



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- Nominees and Winners permit free of cost the use of their name and factual information about their participation and entry(s) in the public media (for the build-up to the Honours during the Honours ceremony, etc.) and do not have any right to any revenues earned through intellectual property rights generated by the Honours, if any
  - Honours Management and its sub-contractors will not be and shall not be liable for any claims/disputes made by the Applicants or Nominees in relation to the Honours
  - Additions, deletions and/or modifications to these Rules and Regulations are at the discretion of the Honours Management and the Honours Management may make such additions/deletions and/or modifications, at any time
  - All disputes relating to or arising out of the Honours shall be subject to the laws of India and shall be subject to the exclusive jurisdiction of the courts of competent jurisdiction at Mumbai, India
  - The Applicants and Nominees agree that they shall hold harmless the Honours Management, its employees, officers, contractors or other persons and shall defend them against any loss, claim, demands, costs, damages, judgments, expenses or liability arising out of or in connection with any or all claims whether or not groundless, that may be brought against the Honours Management by any third party in connection with participation in or winning the Honours.





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Please print the Application Form from here

**SECTION I : GENERAL & PARTICIPANT INFORMATION**

Category applied for (please  the respective box):

- Not For Profit organization** - ICT innovation for the community (non-profit)
- For profit organization** - ICT led business model innovation (for profit)
- For profit organization** - ICT innovation for the community (CSR/ non-profit)
- Government**

**Organization details:** (all fields are mandatory)

Name of the Organization/ Department of Government		
Office Address		
City	State	Pin code
Office Phone (STD )	Fax No.	Website
Chief Officer Mr. /Ms.		Designation
Presence in India (Name the states)		
Operating budget of the organization/ department of Govt. (FY 2008-09)	Rs.	Lacs
Capital budget of the organization (FY 2008-09)		
Number of employees in the organization/ department of Govt. (as on July 31, 2009)		
Registration & membership details [Not to be filled by Government bodies]		
Registration Number	Date of Registration (dd/mm/yyyy)	
NASSCOM Member Company (please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Reporting Standards [To be filled in by For-Profit Organizations applying under For-Profit Initiative only]		
International financial reporting standards followed by the organization? (For e.g ISO 14001,GRI,SA 8000,OHSAS 18001,ILO Guidelines,UNPRI 2006 etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please mention details of the reporting standard (Please attach the latest international reporting standards report filed)	[Standard]	



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State the Mission/ Vision/ Key objective of the organization/ department of government (in less than 50 words)

Describe top 3 activities carried out by the organization/ department of Government

1.

2.

3.



**SECTION II : ASSESSMENT**

***A. Use of Information - Communication - Technology (ICT) in Social Innovation Initiative***

The Challenge (in not more than 250 words)

[Describe the challenge/ the need/ the problem faced]

The ICT led Concept/ Initiative/ Solution (in not more than 250 words)

[Describe the idea or initiative conceived to address the above challenge or problem faced]



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Mention the technologies / applications employed and select the sourcing options as applicable.

Technology used:	Purchased	Developed	Modified
(a) Hardware: _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(b) Software: _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
(c) Other: _____ _____ _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



**B. Impact of the Social Innovation Initiative**

Detail the impact of the innovation on various stake holders. Specifically cover the overall change that stakeholders have experienced as compared to the prior condition or situation as against after the initiative was undertaken (benefit to various stakeholders):

Stakeholder Impact	
<b>Participating Organization</b>	
Prior condition/ state/ situation	Change in condition and/ or benefit
<b>Other participating agencies</b> (in case the participating organization has an alliance with another agency or entity that has direct participation in the project like a technology/ infrastructure/ equity/ partner, mention name if any):	
Participating Agency (mention name):	
Prior condition/ state/ situation	Change in condition and/ or benefit
Participating Agency (mention name):	
Prior condition/ state/ situation	Change in condition and/ or benefit



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Stakeholder Impact	
<b>Larger community:</b> Mention the larger community group that has been benefited (eg. Women, children, tribes, mothers, etc)	
Interest Group benefited 1: (please specify)	
Prior condition/ state/ situation	Change in condition and/ or benefit
Interest Group benefited 2: (please specify)	
Prior condition/ state/ situation	Change in condition and/ or benefit
Interest Group benefited 3: (please specify)	
Prior condition/ state/ situation	Change in condition and/ or benefit
<b>Environmental Impact:</b> Please mention the environmental areas like forests, weather, wildlife, agriculture, greenery, pollution, natural resources, power, etc. that have been impacted.	
Environmental Area impacted 1: (please specify)	
Prior condition/ state/ situation	Change in condition and/ or benefit





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Stakeholder Impact	
Environmental Area impacted 2: (please specify)	
Prior condition/ state/ situation	Change in condition and/ or benefit
Environmental Area impacted 3: (please specify)	
Prior condition/ state/ situation	Change in condition and/ or benefit
Regulators/ Government impacted: (please specify)	
Prior condition/ state/ situation	Change in condition and/ or benefit
Others (Employees of the organization/ department of Government, etc.): (please specify)	
Prior condition/ state/ situation	Change in condition and/ or benefit



**C. Project Costing**

Detail the project financials to implement the initiative. Please present the expenses for previous year, current year and projections for next year. Please identify capital expenses (one time expenses), operating expenses, manpower costs, and any other costs. Additional details, if any, can be attached with this Application Form (max of 2 pages can be attached): [*\* Expenses for FY 2009-10 are projections*]

Details	Amount (Rs.) [FY 2007-08] (optional)	Amount (Rs.) [FY 2008-09]	Amount (Rs.) [FY 2009-10*] (optional)
Scale of operations			
One-time costs (specify detailed heads)			
Others			
Total one-time costs			
Recurring expenditure (specify key heads aggregating at least 75% of total costs)			
Human Resource			
Others			
Total on-going			



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Details	Amount (Rs.) [FY 2007-08] (optional)	Amount (Rs.) [FY 2008-09]	Amount (Rs.) [FY 2009-10*] (optional)
Scale of operations			
<b>Of this, funding support received (In cash or kind)</b>			
Cash funds received (mention source)			
Infrastructure support received: (mention source)			
Other sources			
Other sources			

**Resource requirement:**

(# of permanent staff)
(# of temporary staff)
(# of volunteers)
(# of part-time)
(others)

**D. Project Timelines**

Detail the project timelines indicating key landmarks, and their dates of completion. Please mention previous year timelines, and current year time lines. Additional details, if any, can be attached with this Application Form (max of 2 pages can be attached): [*\* Details for FY 2009-10 are projections*]

Key Landmarks/ Events	Actual Date	Completion
<b>Previous Year (2007-08)</b>		
<b>Current Year (2008-09)</b>		



Key Landmarks/ Events	Actual Date	Completion
*Next Year (2009-2010) Projected		

**E. Project Sustainability**

Detail the project sustainability indicating funds, resources and manpower earmarked for the project. Also highlight any permissions, legal clearances required for the takeoff and scaling-up of the project.

Funds earmarked against the budgeted requirement for the next three years		
<input type="checkbox"/> <25%	<input type="checkbox"/> 25-50%	<input type="checkbox"/> 50-75%
<input type="checkbox"/> >75%	<input type="checkbox"/> N/A	
Applicable permissions/ clearances/ licenses taken		
(specify the permit)	<input type="checkbox"/> acquired	<input type="checkbox"/> to be acquired
(specify the permit)	<input type="checkbox"/> acquired	<input type="checkbox"/> to be acquired
(specify the permit)	<input type="checkbox"/> acquired	<input type="checkbox"/> to be acquired
(specify the permit)	<input type="checkbox"/> acquired	<input type="checkbox"/> to be acquired
Manpower & people resources in the organization committed to the project		
(designation)	No. of people	
(designation)	No. of people	
(designation)	No. of people	
(designation)	No. of people	
(designation)	No. of people	
(designation)	No. of people	



**SECTION III : ADDITIONAL INFORMATION**

Please mention any other information you wish to provide (restricted to 100 words).

**SECTION IV : DECLARATION**

The information provided herein is true and complete to the best of my knowledge and I am willing to provide supporting documentation that may be required to verify the information provided.

I understand the information provided in this Application Form is for the purpose of short listing the Nominees to the Honours and I consent to the use of this information for such purpose.

Name	Designation	Contact Number	Email	Signature

Form Submitted and filled by:

Name	Designation	Contact Number	Email	Signature