INDIA NGO AWARDS 2009

CELEBRATING SUCCESS • REWARDING EXCELLENCE

Organised by

the resource alliance

Supported by

THE
ROCKEFELLER
FOUNDATION

INDIA
NGO
AWARDS
2009

Celebrating Success...Rewarding Excellence

www.resource-alliance.org
www.rockefellerfoundation.org.

ORGANISER

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 India and Uganda with additional staff members in Brazil and the Czech Republic. **www.resource-alliance.org**

SUPPORTED BY

The Rockefeller Foundation

The Rockefeller Foundation was established in 1913 and has sought to identify and attack at their source the underlying causes of human suffering. The Foundation pioneered the frontier of global philanthropy and continues to find and fund solutions to many of the world's most intractable challenges. The Foundation operates both within the United States and around the world. The Rockefeller Foundation funds a portfolio of linked initiatives. Individually, and together, they draw on the Foundation's deep-seated commitments to nurture innovation, build individual and institutional capital, pioneer new fields, expand access to and distribution of resources, and ultimately, generate sustainable impact.
www.rockefellerfoundation.org

THE INDIA NGO AWARDS

ABOUT THE AWARDS

The India NGO Awards were instituted by the Resource Alliance in 2006. The 2009-2011 Awards are a joint venture of the Resource Alliance and the Rockefeller Foundation. The Awards aim to advance the country's non-profit sector by promoting financial and organisational sustainability and strengthening community support of civil society and 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 4 regions - North, South, East and West.

CATEGORIES

NGOs can apply under one of three categories, based on their annual budget for 2008-09:
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 New 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/- to be used 'to strengthen their internal systems and processes'.
- All Regional Finalists will be profiled in a casebook, which will be widely disseminated.
- All Regional Finalists will be mentored by TIE members.
- All applicants will be invited to participate in customised workshops on resource mobilisation and related areas. Capacity building workshops are supported by SAIL.

SELECTION PROCESS

Organisations will be evaluated on:

- Effective and sustainable mobilisation of resources from the local community.
- Demonstration of efficient management of resources, good governance practices, transparency and accountability and effective communication.
- The impact of the work in bringing about tangible benefits to its target communities.

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 March 1, 2010.
Applicants must submit entries by email (preferred) to **indiangoaward@resource-alliance.org** or by post to:

Regional Program Officer
The Resource Alliance
B-4/58, 2nd Floor, Safdarjung Enclave,
New Delhi 110 029
Tel: 011-4135 4766

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 Rockefeller Foundation.

For more information and to download application forms, please visit **www.resource-alliance.org/awards**

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 a leading Audit, Tax and Advisory Firm, helping Indian business owners and entrepreneurs with international ambitions.
www.wcgt.in

Credibility Alliance
Credibility Alliance is an initiative that emerged from within the voluntary sector and is registered as an independent not for profit organisation. It is a consortium of voluntary organisations committed towards enhancing accountability and transparency in the voluntary sector through good governance.
www.credall.org

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. 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." **www.spjimr.org**

COVA, Hyderabad
Headquartered in Hyderabad, COVA -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.
www.covanetwork.org

PARTNERS

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 business schools 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. **www.xlri.ac.in**

The Indus Enterpreneurs, (TiE)

TiE is a global not-for-profit organisation focused on promoting and fostering entrepreneurship globally through Mentoring, Networking and Education. TiE has more than 12,000 members and over 1,800 charter members in 53 chapters across 12 countries. TiE helps budding entrepreneurs leverage opportunities in the global market place. **www.tie.org**

SPONSOR – Capacity Building Workshops

Steel Authority of India Ltd., (SAIL)

Steel Authority of India Limited – the largest steel producing company in India is the biggest supplier of steel to the core sectors like Power, Railways, Defence, Infrastructure (construction) and Petroleum. SAIL has been implementing CSR initiatives in its townships and has also taken measures for ensuring clean environment in and around its plants and mines. **www.sail.co.in**

INDIA NGO AWARDS 2009 – APPLICATION FORM

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 2008-09:
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. Website:
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 Awards 2009 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   Date
Executive Director / President of the NGO

PART B - QUESTIONNAIRE

(Please keep your answers within a limit of 200 words)

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 in which your organisation operates and the number of beneficiaries.
4. How are your programmes identified and implemented? Describe in brief the program design process and your key criteria for this.
5. What steps are taken by your organisation to ensure involvement of stakeholders/ communities in identification and implementation of programmes?
6. Is the programme intervention innovative, replicable and scalable? Explain how.
7. What is your cost incurred per beneficiary?
8. What processes/systems has the organisation adopted to measure time-based changes to the target communities? Attach the latest assessment, if any.
9. What are the mechanisms for regular 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.
10. Provide verifiable indicators (quantitative and qualitative) demonstrating achievement at local, state, regional, national and international levels in the past three years.
11. How do you carry out impact assessment of your programmes? Are there any baseline figures to compare impact over time? If so, how are they determined?

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 various activities of the organisation?
3. What is the process for appointment of board members and what is the term of each board member? Please provide the Terms of Reference for the Board, if any.
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 the various statutory requirements?
6. Does your organisation publish an annual report in compliance with applicable accounting standards? With whom do you share your annual report and how? Is your annual report on your website? If so, please provide the link.

HUMAN RESOURCE

1. What is your organisational structure? Please provide an organogram.
2. Does the organisation have an HR Policy? If yes, please attach a copy of the same.
3. Please provide a brief with roles and responsibilities of key staff members.
4. What is the staff strength of your organisation? Provide break-up of full time staff, part time staff and volunteers.
5. How do you manage capacity building for staff – what percent of your annual budget is spent on this?
6. How do you plan role succession and organisational growth for all levels of employees? What are staff motivation for engagement?
7. 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? List staff members involved in its development and implementation. Please attach your current fundraising strategy and 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	2006-07 (amount in Rs.)		2007-08 (amount in Rs.)		2008-09 (amount in Rs.)	
				Target	Actual	Target	Actual	Target	Actual
A	Institutional funding • Donor 1 • Donor 2 • Donor 3								
B	Statutory/ Government • Donor 1 • Donor 2 • Donor 3								
C	Corporate								
D	Individuals								
E	Income generation								
Total									

3. Using a similar table, please elaborate the in-kind support (other than financial support) received by your organisation.
4. Please describe in brief the internal and external control mechanisms for project fund utilisation.
5. Explain how the organisation has managed donor relationships.
6. Describe a resource mobilisation campaign the organisation has previously undertaken. What were the objectives, processes, costs and achievements? What were the challenges faced? Please provide reports if any, along with the lessons learnt.

FINANCIAL MANAGEMENT

1. Describe the organisations financial management system and policy.
2. What are the internal control systems to ensure proper utilisation of financial resources?
3. Is the organisation audited by an external auditor every year? If not, why? What is the process of selecting your auditor?
4. Describe the organisation's budgeting process. How does it allow for proper forward planning and best use of resources?
5. How does the organisation manage risk through early identification and monitoring?
6. What percentage of annual receipts is spent in administrative overheads?
7. Does the organisation have a short/long term budget? Who are the key decision makers in preparing the budget?
8. How are the financial reports prepared and reviewed?

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