

# GUIDELINES FOR GRANT APPLICANTS

The Sir Dorabji Tata Trust and the Allied Trusts provide financial assistance under four categories:

- Institutions
- NGOs or Voluntary Organizations
- Small Grants
- Grants to Individuals

## **Institutions**

The Sir Dorabji Tata Trust has established in its first 50 years, pioneering institutions of national importance. The Trusts continue to support and nurture these institutions in myriad ways using an internal appraisal process.

## **NGOs or Voluntary Organizations**

Thoughtful and committed programs initiated by organizations in priority areas are considered for financial support. The Trusts draw on the expertise of their staff and specialist consultants who travel widely, study project proposals and keep abreast of developments in each of the sectors. They assess proposals, make recommendations to project holders and after sanction of grants — monitor and evaluate the programs. While no specific format is prescribed, applications should preferably include:

- a) A description of the proposed project with clearly articulated objectives, plans/programs or activities, and mechanisms for impact assessment.
- b) A profile of the project holder (qualifications, achievements, experience) and a brief background note on the core team.
- c) Registration Certificates of the organization and Income-Tax Exemption Certificates.
- d) The financial audited statements of the last three years and Annual Reports.

## **Small Grants**

This is a flexible scheme where a registered organization may request financial support. Limited grants are available for a wide variety of philanthropic activities for less than Rs 0.50 million. Each appeal is examined on its own merit. A letter with a brief note specifying the

purpose for which support is requested may be sent to the Trust.

The criteria for qualifying for such grants would be:

- a) The organization must have been in existence at least for one financial year.
- b) It should work in a thematic area supported by the Trust.
- c) Organizations in rural areas would be preferred.
- d) The total expenditure of the organization should not have exceeded Rs 2.00 million in the last financial year.
- e) The organization should not employ more than 20 individuals.

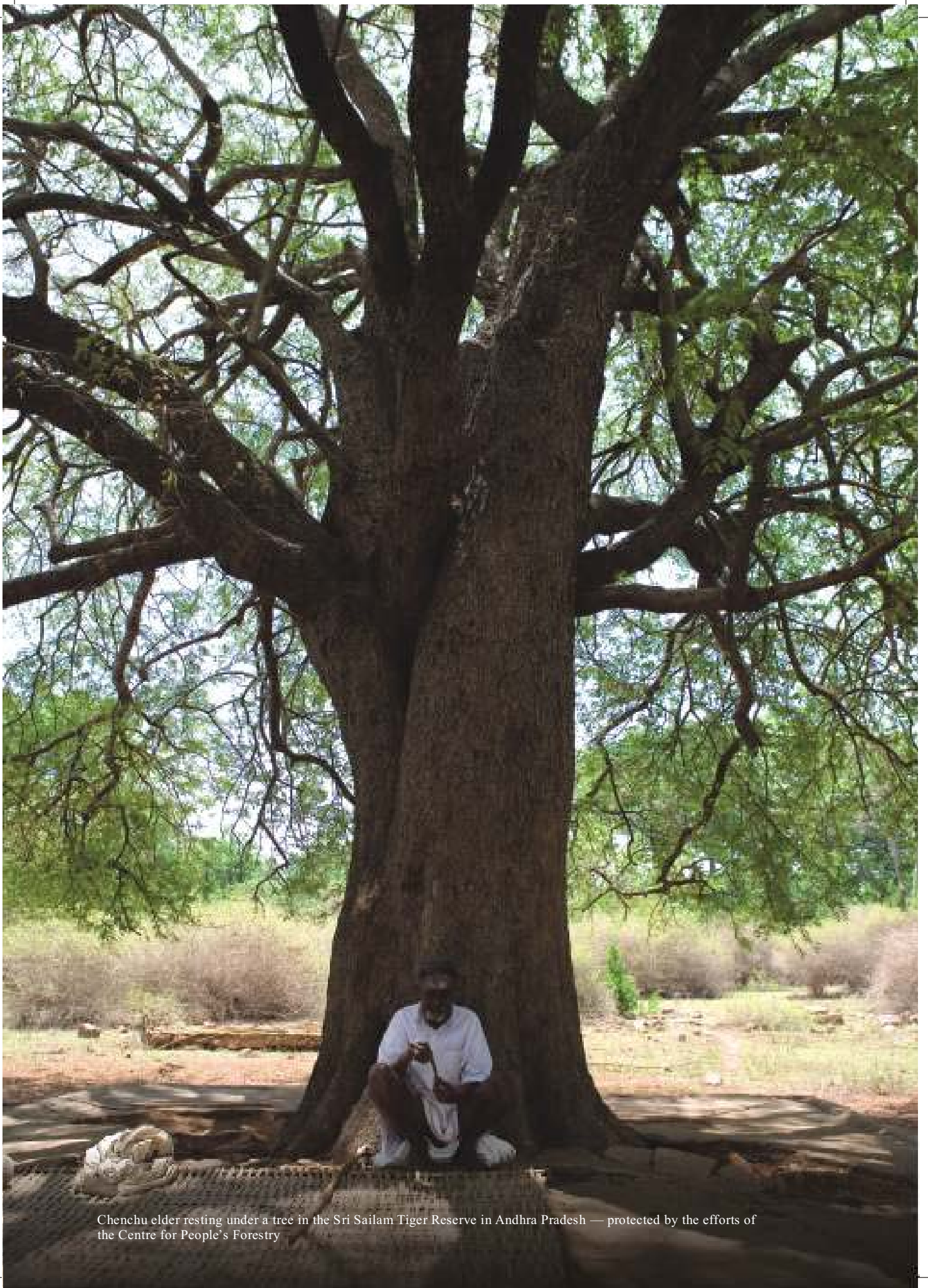
Large organizations would also be eligible to apply for a small grant towards specific projects namely:

- a) Strategic planning and/or evaluation exercises.
- b) Focused research activities.
- c) Mainstreaming of innovations.
- d) Setting up or strengthening of internal systems.
- e) Project planning and appraisal.

## **Individual Grants**

Individuals are provided medical, educational and travel grants. Patients unable to bear the financial burden of major surgeries or the cost of hospitalization are assisted through Individual Medical Grants. A Program Officer conducts a detailed study including visits to the hospital, for processing the request.

Modest Educational Grants are provided to deserving students through general scholarships and special merit scholarships. Forms for these can be obtained from the Program Officer of Education and Travel Grants. Modest grants are given for international travel for purposes such as higher studies abroad, conducting research and participating in conferences or sports meets and other such purposes.



Chenchu elder resting under a tree in the Sri Sailam Tiger Reserve in Andhra Pradesh — protected by the efforts of the Centre for People's Forestry