

**CSR Project Concept Note**

|  |  |
| --- | --- |
| Project Title |  |
| Focus area (as per Schedule 7 of CSR Rules) |  |
| Target Geography/Location | **State:**  **District:**  **Nearest Town:** |
| Proposed start date |  |
| Proposed end date |  |

|  |  |
| --- | --- |
| **Organisation Details** |  |
| Name of Organization |  |
| Key individuals |  |
| Address (headquarter) |  |
|
| Local address in proposed project area  (if applicable) |  |
| Nature of Organization (Society/Trust/Sec8 etc) |  |
| Registration Certificate Number |  |
| Date of incorporation/registration |  |
| PAN Number **(ATTACH SCAN COPY ALSO)** |  |
| 12A/AA Number and date |  |
| 80G -No & Date of letter **(Mandatory)** |  |
| Budget in **Lakhs** (average of last 3 years) | **Lakhs** |
| **Contact Person Details** |  |
| Name of Contact person |  |
| Designation |  |
| Email address |  |
| Phone (mobile preferred) |  |
| Organisation website link (if available) |  |

**IMPORTANT: Please see instructions on the last page**

1. **Organization Profile -** A brief history of the organization, including work done in the proposed geography and on proposed issue. Include in details of partners if any.

1. **Project Summary:** Describe in brief the core idea behind the project

**3. Beneficiary Profile:** Describe in brief the target community; if they belong to a specific category; rural or urban; also if any specific institutional models are being proposed

**4. Problem statement:** What is the specific problem being addressed? Are there any associated institutional issues that also need to be addressed?

**5. Nature of solution proposed:** what exactly is being proposed? How will it address the problem? What will be the role of the community in this? Who will be other key stakeholders?

**6. Key activities:** List out the key activities proposed- if timelines if feasible. What will be the implementation approach? Role of stakeholders?

**7. Measurable Outcomes of the project:** What will be the specific outcomes of the project; how will they be measured; what will be the role of the community in the impact assessment; will a 3rd party assessment be carried out.

**8. Project Sustainability:** specifically in case of Infrastructure (how will the ongoing expenses be covered); and for part funding of project (what happens to project at close of Bajaj funding)?

**9. Budget**

Total funds requirement for project (Rs Lakhs)

Total funds requested from Bajaj group (Rs Lakhs)

Source of the balance funds:

Add Summary budget as per Table below

|  |  |  |
| --- | --- | --- |
| S No | Activity/Cost Head | Amount (Rs Lakhs) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Organisational Overhead |  |
|  | Total |  |

Add more rows if required

**10. Other comments (if any)**

**11. Bank Details**

|  |  |
| --- | --- |
| **Ensure that all data is typed in CAPITAL letters, except email ID.** | |
| Name of the Beneficiary (as in Bank account) |  |
| Beneficiary Account No |  |
| Type of Account |  |
| Name of the Bank |  |
| Branch Name |  |
| TRANSIT -BANK |  |
| SWIFT CODE / RTGS CODE |  |
|  |  |
| Detailed address - Line 1 |  |
| Line 2 |  |
| Line 3 |  |
| Line 4 |  |
| City |  |
| Pin Code |  |
| State |  |
| Country | INDIA |
| Landline with STD code |  |
| Mobile |  |
| email ID |  |
| Contact Person |  |

**Instructions:**

* **All amounts are in RS LAKHS ONLY. Please recheck the Budget numbers mentioned on Page 1 and in the budget to ensure that amounts are in Lakhs only.**
* **PLEASE SEND BACK AS WORD FILE ONLY.**
* **EMAILS EXCEEDING 4MB WILL NOT GET DELIVERED. PLS KEEP BELOW THIS LIMIT.**
* ONLY **THREE** attachments are required
  + Registration Certificate
  + PAN card
  + Cancelled Cheque (this cheque MUST carry printed Account Number and Account Holder Name. Cheques with rubber stamped details will not be accepted)
* **Name of the organization** must be same across all key documents- i.e. registration, PAN card and on Bank Account (Cancelled cheque).
* Please use a maximum of 250 words per question. Please **DO NOT** increase the size of boxes.
* How to submit
  + Please email completed concept notes to [csr@bajajauto.co.in](mailto:csr@bajajauto.co.in) and/or
  + Send hard copy to.  
    *CSR Team, New Corporate Building (First Floor), Bajaj Auto Limited,   
    Old Mumbai-Pune Highway, Akurdi, Pune 411 035*
* Please ensure that proposed start date is at least 3 months from date of submission of proposal.