

**NATIONAL ENVIRONMENTAL AWARENESS CAMPAIGN (NEAC)**  
**2016-2017**

**Mandatory requirements for submission of proposals by**  
**Organizing Agencies (OAs) to Regional Resource Agencies**  
**(RRAs)**

*(If any one of the item is not fulfilled, the proposal may not be considered for further recommendations)*

S. No.	Document	Previous year participated agency	New Agency	Y/ N/NA	Page No.	
					From	To
1.	Legible copy of application form (preferably typewritten)	Compulsory	Compulsory			
2.	Documentary evidence for experience in environmental activities	NA	Compulsory			
3.	A legible photo copy of valid Registration Certificate duly attested by Gazetted Officer / Notary Public	NA	Compulsory			
4.	A legible copy of Memorandum of Association with Bye-law / Trust Deed attested by Gazetted Officer / Notary Public	NA	Compulsory			
5.	Legible copies of audited statements of NGO for last three preceding years	Latest Audited statement of accounts to be submitted	Compulsory			
6.	Copies of Utilization Certificate and Statement of Experience of previous year NEAC	Compulsory	NA			
7.	Seal and Signature of the Authorised Signatory of PAs in the Application form with name and designation	Compulsory	Compulsory			
8.	UID of planning commission	Compulsory	Compulsory			
9.	List of Donors	Compulsory	Compulsory			