

Tamil Nadu Animal Welfare Board

O/o The Commissioner of Animal Husbandry and
Veterinary Services,
571, Anna Salai, Veterinary Hospital Campus,
Nandhanam, Chennai - 600 035.
Phone No. 044-24321070

APPLICATION FOR FINANCIAL ASSISTANCE TO SPCA / AWOs / NGOs FOR

a	Feeding and medical treatment for abandoned, sheltered, injured stray and pet animals under the scheme for Vallalar Palluyir Kaapagangal.	<input type="text"/>
b	SPCA / AWOs / NGOs that requires new construction of shelters under the scheme of "Vallalar Palluyir Kaapagangal".	<input type="text"/>
c	Purchase of Ambulance to safeguard animals in distress to SPCA / AWOs / NGOs under the scheme for "Vallalar Palluyir Kaapagangal".	<input type="text"/>
d	Animal Birth Control and immunization program for the stray and pet dogs / cats to SPCA / AWOs / NGOs under the scheme for "Vallalar Palluyir Kaapagangal".	<input type="text"/>

Note: 1) The SPCA / AWOs / NGOs are requested to furnish the relevant details and documents opted as in the above listed components.

2) The SPCA / AWOs / NGOs willing to seek Financial Assistance should be registered with TNAWB.

Details of Organization

1. Name of the Organization :
2. Address of the organization (With pin-code):
3. Contact Details
 - a) Phone number with STD Code:
 - b) Mobile Number:
 - c) Whatsapp Number:
 - d) E-mail ID :
4. Registration No. and date issued by TNAWB/AWBI:

No.	dd	mm	yyyy
5. (i) Name of the act under which Registered if any

(ii) Registration No. and date of registration as per 5(i) (Please attach a photocopy)
6. Details of the Bank Account with Branch details and IFS Code No. :
7. Any other organizations / institutions / Body if applicable. Give details :
8. Memorandum of Association and bye-laws (Please attach a photocopy) :
9. Name and address with phone nos. of the member of the board of Management / Governing body / Executive Committee if any :

1) APPLICATION FOR FINANCIAL ASSISTANCE TO SPCA / AWOs/ NGOs FOR “FEEDING AND MEDICAL TREATMENT FOR ABANDONED, SHELTERED, INJURED STRAY AND PET ANIMALS UNDER THE SCHEME FOR VALLALAR PALLUYIR KAAPAGANGAL”.

1. Details of the expenditure made for the following components

a) Purchase of feed and fodder facility :

b) Purchase of medicines for treatment of sick/old animals :

2. Details of Number of Animals sheltered :

a) No. of animals given feed from _____ to _____

b) No. of animals given medication from _____ to _____

3. Details of the existing Shelter House / Transit Land maintained by the organization, if any :

4. Details of Ambulance or Tractor Trolley maintained by the organization, if any :

5. Details of Source of Expenditure :

6. Brief information about the animal welfare activities of the organization :

2) Providing Ambulance to safeguard animals in distress to SPCA / AWOs / NGOs under the scheme for “Vallalar Palluyir Kaapagangal”.

(1) (i) Type of Ambulance, such as Heavy/

Middle/Light carrier, opted for :

(ii) Cost of Ambulance (attach proforma voucher from the supplier) :

(maximum permissible amount is

Rs.8.00 lakhs)

(2) A copy of the Annual cum Progress Report

and Audited Annual Accounts for the

previous year (s) which should contain the Balance Sheet, Income &

Expenditure A/c. and Receipt and Payment A/c.

(3) Details of animals benefitted /facilities available with :

the Organization as per Annexure-I.

(4) Details of Staff Employed as per :

Annexure - II

(5) List of Documents to be attached as per :

Annexure - III

(6) List of additional papers, if any given :

3) Application for financial assistance to SPCA / AWOs / NGOs that requires new (or) additional infrastructure including construction of shelters under the scheme of “Vallalar Palluyir Kaapagangal”.

1. Availability of Land:

The following information may be furnished:

(i) Land Area :

(ii) Location of Land for Shelter House :

(iii) Whether the land is registered
in the name of the Organization :

(iv) If the land is registered in the
name of the Organization :

(a) Whether it is available on long term
lease

(should have minimum of 25 years of
lease terms remaining while applying) :

(b) Whether, revenue records are
available :

If the land is donated by Panchayat or
any other person/body

(c) Any other status of land such as :
Registered/Special Power of attorney
etc.

- (v) A Blue Print/Site Plan duly approved by the local authority/approved valuer :
- (vi) The Certificate that the Organization is in Possession of land without any Encumbrances :
- 2) Details of animals benefitted/facilities available with the organization as per Annexure-I :
- 3) Details of staff employed as per Annexure-II :
- 4) Number of animals planed to accommodate in the shelter with their total floor space requirement with specifications. :
- 5) A copy of the Annual cum Progress Report and Audited Annual Accounts for the Previous year (s) which should contain the Balance Sheet, Income & Expenditure A/c and Receipt & Payment A/c. :
- 6) Budget Estimates for construction of Shelter House to be furnished as per following items. :
- 7) List of documents to be attached as per Annexure -IV.

Sl. No.	List of Items	Maximum amount Admissible Rs. In Lakhs)
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Amount to be released based on the Construction of Shelter is as follows:-		
(Maximum financial assistance to the organization is limited upto Rs. 20.00 lakh on 50% Government share and rest of 50% borne by the organization)		
Fund releasing pattern of Financial Assistance		
1. Construction of Shelter upto concrete roof level		25 % of Government share
2. Construction of Shelter after finishing stage		25 % of Government share

(4) Animal Birth Control and immunization program for the stray and pet dogs / cats to SPCA / AWOs / NGOs under the scheme for “Vallalar Palluyir Kaapagangal”.

- 1) Details of ABC programme conducted indicating the number of animals sterilized and immunized during the period (mention the duration) and total expenditure incurred for the purpose. :
- 2) Grants- in- aid applied for the financial year :
- 3) Details of Grant-in-aid received from any other Agency/Govt./Dep., if any for the same purpose :
- 4) Details of ABC operations carried out in the last 2 years :
- 5) Details of infrastructure/facilities available with the organization for implementing the ABC scheme :
- (a) Whether you have a Dispensary with operation theatre :

(b) Whether Veterinary Surgeon :
is available

If yes, indicate full
time/part time/
Weekly etc.

(c) Whether you have para veterinary
staff, animal handlers, medical
equipment

(d) Whether you have autoclave :

(e) What is the source of supply :

of dogs, if caught and
relocated
by SPCA / AWOs /
NGOs itself, then
certificate as given

(f) Whether you have your own :
dog catchers

(g) What is your capacity to do ABC :

(6) Whether adequate water supply :
is available and existing system of drainage.

(7) Does the Organization have an Ambulance? :

(a) If yes its make and size,
How the recurring
expenditure is met?

(b) Is the driver employed permanent/temporary/as required basis.

(8) Whether entered into MoU with Municipality/Corporation. (Copy of MoU to be enclosed) :

(9) Whether you have undertaken a dog population survey in your area :

(10) Who are the other collaborating SPCA / AWOs / NGOs in this project? :

(11) How the recurring expenditure is met? :

(12) What are your animal welfare activities :

(13) List of additional supporting papers :

DECLARATION

I / we solemnly affirm and declare that the above said information and documents provide by me are true and correct to the best of my knowledge and belief and nothing material is concealed there from. Further, I / we have read the Scheme and fulfill the terms and conditions of the Scheme. I / we undertake to abide by all the terms and conditions of the scheme. The application for grant-in-aid is submitted with the consent of the Governing Body of the organization.

Signature

(Authorized Signatory)

Name:

Designation:

Address/Seal :

Date :

Note : Whenever not applicable specifically in case of new organization, please write N.A.

(A) General Copy of Documents to be produced in addition to other copies requested.

1. The details of the current office bearers of the Management of the Organization.
2. The copy of the registration certificate of the organization along with bye laws, Rules and Regulations.
3. The copy of registration made with TNAWB / AWBI.
4. The details of 80 G exemption under income Tax Act, if any.
5. The details of employees of the organization viz.name, salary, designation etc.
6. The documents related to the property owned or leased by the organization, if any.
7. A copy of the Annual Report/Activity Report of the organization for the previous financial year(s).
8. The copies of the annual audited accounts and income tax returns of the organization for the last three years, if any including the Utilization Certificate of the Grants received from the any other organization for the previous year.
9. Details of the grants received by the organization from the Board, State Government, Central Government, Foreign Agencies and from other sources, if any certified by Chartered Accountant/Approved Valuer.
10. Any other documents, if considered necessary.

(B) TERMS AND CONDITIONS OF THE SCHEME

1. The organizations eligible for financial assistance shall be SPCA / AWOs / NGOs registered under a statute or as a society registered under the Societies Registration Act, under any State law or Central law engaged in animal welfare activities.
2. Non-Government organizations meeting the following requirements :
 - a) It is a registered body under an appropriate act.
 - b) It has an appropriate administrative structure and a duly constituted managing/executive committee.
 - c) The aim and objective of the organization programme are precisely laid down.
 - d) The organization is initiated and governed by its own members on democratic principles without any external control.
 - e) The organization shall not run for profit to any individuals or a body of individuals and shall give an undertaking to submit periodically reports every 3 to 6 months and prescribed from time to time by Tamil Nadu Animal Welfare Board.
 - f) A concerned organization should have been registered for a period of 3 years with Tamil Nadu Animal Welfare Board.
 - g) The animal welfare activities should be mentioned in the aims and objectives of the organization.
 - h) The organization should have got recognition from the Animal Welfare Board of India and is active in working in the field of animal welfare without any complaints/adverse remarks.
3. Financial Assistance will be given as 100 percent of the approved cost on recurring and non-recurring expenditure for feed, fodder and medical expenses subject to verification and approval by the appropriate authority and availability of the budget.

4. The organization will accept stray/rescued treated/diseased/old animals from the local bodies etc, subject to the availability of the space and capacity of the organization.
5. After the expenditure, the organization shall furnish certificate to the Tamil Nadu Animal Welfare Board with the copies of bills. A Statement of expenditure incurred by the organization shall be furnished which shall be duly approved by auditors, solely for the purpose of feed / fodder and medical treatment.
6. Based on the inspection report of District Level Monitoring Committee (DLMC) the amount is restricted by the DLMC will be released, subject to condition of recommendation of State Level Approval Committee (SLAC) and availability of budget.
7. If the board is not satisfied with the progress of the project or if it finds that these rules are being seriously violated, it reserves the right to terminate the grants-in-aid.
8. The Board / Govt. authorized representative have a right to visit the organization / office for monitoring etc. with or without notice.
9. The work cannot be sub contracted / outsource to any other organization legal action would be taken if found.
10. Organ count to be done by Animal Husbandry Department officials.

Details of Beneficiaries/Facilities available with the Organization

(i) Name of the Organization :

(ii) Name and address of the organization :

(iii) Year/Previous Year :

Details of animals to benefit

Type of animal	No. of animals	Male	Female
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Details of Facilities available

- | | | |
|----|---|--------|
| 1. | Whether the Organization has in-house dispensary? | Yes/No |
| 2. | Whether the Services of the Veterinary Surgeon available?
If yes, indicate full time/part time/weekly etc. | Yes/No |
| 3. | Whether First-aid facility to animals available? | Yes/No |
| 4. | Whether the Organization have any Bio-gas plant? | Yes/No |
| 5. | Whether facility for adequate water supply exists?
If yes, indicate the source thereof | Yes/No |
| 6. | Whether necessary drainage system exists? | Yes/No |
| 7. | Whether the organization has got necessary resources to maintain the animal shelter. If yes, | |

Details of the Staff Employed**Part I (Previous Year)**

(i) Name of the organization :

(ii) Name and address of the organization :

(iii) Year :

Sl. No.	Name and Address	Educational Qualification	Date of Appointment	Period for which employed during the year	Salary per month	Total salary paid during the	Remarks

Part II (Current Year)

(i) Only notify change from the previous year

(ii) In case there is no change in the part I in the previous year please clarify as

follows:

"No change in staff particulars from the previous years.

The list of documents required to be submitted for the Scheme for Ambulance Services for Animals in Distress

- 1 Details of animals benefitted – Facilities available with the SPCA / AWOs / NGOs.
- 2 Detailed proposal and its justifications along with gist of activities undertaken and assets required.
- 3 Photocopy of Registration made with Tamil Nadu Animal Welfare Board.
- 4 Memorandum of Association showing 'animal welfare' one of its objectives duly certified by the Gazetted Officer (or) Notary Public, if the organization is not recognized by the Board.
- 5 Type and estimate cost of proposed ambulance.
- 6 Proforma voucher from the supplier of the ambulance vehicle mentioning the cost of the vehicle.
- 7 Challan form / estimate from a dealer in support of the cost of the modifications in the vehicle.
- 9 List of Governing Body.
- 10 Audited Accounts of last three years duly certified by a Chartered Account i.e., a. Audit Report, (b) Balance Sheet, (c) Receipt & Payment Account and (d) Income & Expenditure Account.
- 11 Details of financial assistance, if any, received from any other agency for this purpose
- 12 Details of Veterinary Doctor/Para Vety. name, full address, Veterinary Council Registration number and full time or part time & assistance staff with AWO
- 13 Details record for last three years i.e. how many treated and rescued animals and certified by the Veterinarians.
- 14 How many emergency calls were attended last three years?
- 15 Details record of the rescued of illegal slaughter house animals in last 3 years.
- 16 If the organization does not own the vehicle/ambulance, how does it pick up/rescue the animals
- 17 If the SPCA / AWOs / NGOs already have Ambulance, the details of the vehicle whether purchased from any other grant, when purchased, Number of Kms. the ambulance has completed
- 18 Furnish the details if any dispensary exist, what are the veterinary facilities and first aid box or medicines and medical equipment available, give details
- 19 To submit the undertaking for the Ambulance grant

INFRASTRUCTURE

Annexure –IV

Required documents under the scheme for Provision of Shelter House /VHC/WT for looking after the animals:

1. Details of animals benefitted – Facilities available with the SPCA / AWOs / NGOs.
2. The details of employees of the organization viz. name, salary, designation etc.
3. Detailed proposal and its justification for construction of the shelter house.
4. The self attested copy of the registration certificate of the organization along with byelaws, Rules and Regulations.
5. Self attested copy of Recognition No. and date of issued by Tamil Nadu Animal Welfare Board.
6. The copy of the registration certificate under the FCRA, if any.
7. The details of 80 G exemption under Income Tax Act, if any.
8. The details of the current office bearers of the Management / Governing Body of the Organization including their Aadhar Number photocopies, mobile number and email.
9. Blue Print of construction plan duly approved by the local authorities (Municipal Corporation/Municipality/Gram Panchayat) with survey number, Village, Tehsil and District of site address.
10. Attested copy of Lease/gift/sale deed should be registered by the Registrar. Lease deed should be for a period of minimum 30 years.
11. Attested copy of Revenue Record of land showing its title in the name of organization form the Tahsildar.
12. A certificate from the concerned Registrar/Sub Registrar along with documentary proof that the land on which shelter house is proposed to be constructed is in the name of the organization and without any encumbrances.
13. The estimate showing the amount of financial assistance required for construction of shelter house /VHC / WT in relevant break-ups worked out and authenticated by an approved valuer of Government of Tamil Nadu.
14. A certificate from the State Government Approved Valuer to the effect that the rates quoted for the construction of the proposed Shelter House are not more than prevailing PWD rates.
15. Latest audited statement of accounts duly certified by the Chartered Accountant, in respect of the organization for the last financial year, in the under mentioned parts:-
(i) Balance Sheet (ii) Income & Expenditure Statement (iii) Receipt & Payment Statement and (iv) Audit Report.

16. Details of Animal Welfare activities performed so far and expenditure incurred for this purpose.
17. Details of financial resources to run the proposed shelter house smoothly and area to be covered for rescue of animals.
18. Details of existing covered/constructed area, its capacity and proposed to be covered.
19. Copy of Memorandum of Understanding/Agreement entered into with concerned local bodies (i.e. Municipal Corporation, Panchayat etc.) to the effect that the organization will accept stray animals from them to the extent of sheltering capacity for which the grant is sought if any.