

***Standard Project / programme Proposal Format***

**Format No. GAIL/CO - CSR/ Std. PPF/2011-2012**

**21.04.2011**

**Name of the Organization**  
**Address**  
**Status of the Organization: Whether NGO/ Trust/ Commercial Establishment/Any other?**  
**Status viz. Registration & Income Tax Exemption :**  
**Documents to be enclosed - Attested True Copies of:**  
**Valid Registration Certificate**  
**Proof of Permanent Office Address**  
**Income Tax Exemption Certificate**  
**Year of Registration**  
**Registration valid till:**  
**Contact Details**  
**Auditor**

**Project Name and Site details**  
**Background of the Organization**  
  
**Objectives of the organization - it's Vision, Mission and Goals**  
**Areas of Activity**  
**Previous Achievements/Programmes and Interventions**  
**Background of the Programme for which proposal is being submitted**  
**Baseline Study**  
**Rationale**  
**Programme Objectives**  
**Beneficiaries**  
**Programme Strategies/Methodology/Implementation Techniques**  
**Benefits to GAIL (in terms of Branding as a Socially Responsible Corporate)**  
**Manpower Planning - Staff Roles and responsibilities**  
**Other Modalities, if any**  
**Timeline and Milestones for Project Execution**  
**Budget Expenditure - Recurring & Non Recurring (Detailed break Up)**  
**Management of Information Systems/ Documentation**  
**Methodology (Monthly/Quarterly Report)**  
**Project Monitoring**  
**Project Evaluation**  
**Mandatory Feed Back from Beneficiaries**  
**Results expected and Measurable Outcomes**  
**Sustainability Mechanism**  
**Impact Assessment**  
**Limitations, if any.**