



F.A/2024-2025
Registration No.(With PWTD).....

PUNJAB WELFARE TRUST FOR THE DISABLED

704-708, 7th Floor, Al-Qadir Heights, 1-Babar Block, New Garden Town, Lahore
Ph: 042-35847861-3, Fax: 042-35847866

APPLICATION FOR FINANCIAL ASSISTANCE FOR THE YEAR: 2024-2025 **(FOR PWTD ASSISTED NGOs)**

PART-I

BASIC INFORMATION/PARTICULARS OF APPLICANT NGO

1. NAME OF NGO: _____
2. ADDRESS: _____

City/Town _____
Tehsil: _____ District: _____
Telephone Land line #: _____ Mobile: _____
E-Mail : _____

Authorised Contact Person with Mobile #: _____

3. **REGISTRATION WITH PUNJAB SOCIAL WELFARE DEPARTMENT:**
 - a. i) Registration No./Date/Year of Registration: _____
 - ii) **Updated Renewal Certificate:**
(For the Period from:.....To.....)
 - b. Law under which Registered: _____
(Attach copy of Registration Certificate-Annex.1)

4. REGISTRATION WITH PWTD:

- a. Registration No./Date/Year of Registration: _____
- b. **Field of Disabilities:**
(Which is applicable)
 - i) _____
 - ii) _____
 - iii) _____
 - iv) _____
- c. **No. of Beneficiaries (2022-23)**
 - i) Number of OPD Patients _____
 - ii) Number of Surgeries _____
- d. Incase of Health Facilities/Hospital:
 - i) Number of OPD Patients _____
 - ii) Number of Surgeries _____



5. TAX STATUS U/S 159(1), ITO EXEMPTED NOT EXEMPTED

* (If exempted from tax, attach copy of the currently valid tax exemption Certificate/Notification) — **Annex.2**

6. AIMS & OBJECTIVES OF NGO: _____

* (Attach copy of the Memorandum and Articles of Association, Bye Law/Regulations) **Annex. 3**

7. CURRENT ACTIVITIES AND PROJECTED PROGRAMMES:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

8. MAJOR ACHIEVEMENTS TO DATE: _____

* (Attach copy of each of Annual Operations & Activities Report for the last two years) **Annex. 4**

9. PARTICULARS OF MEMBERS MANAGING/EXECUTIVE COMMITTEE:

* (Attach sheet containing names, addresses, bio-data and Phone numbers of the Managing/Executive Committee Members- **Annex. 5**)

**PART-II****FINANCIAL STATUS**

(As of the last date of the previous year)

1. TANGIBLE ASSETS

S. NO.	DESCRIPTION	VALUE	%
a.	Land <input type="checkbox"/> Agriculture <input type="checkbox"/> Commercial		
b.	Building <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		
c.			
d.			
e.			
f.			
TOTAL:			

2. OTHER ASSETS

S. NO.	DESCRIPTION	AMOUNT (Rs.)	%
a.			
b.			
c.			
d.			
e.			
TOTAL:			

3. LIABILITIES

S. NO.	DESCRIPTION	AMOUNT (Rs.)	%
a.			
b.			
c.			
d.			
e.			
TOTAL:			

**4. INCOME (LAST FINANCIAL YEAR)**

S. NO.	DESCRIPTION	AMOUNT(Rs.)	%
a.	Property Income		
b.	Business Income		
c.	Investment Income		
d.	Grants from Governmental, Non Governmental, Domestic and International Donor Bodies/Agencies (Add details)		
e.	Donations raised from sources other than mentioned at Para 'd' above)		
f.	Fee from the Beneficiaries		
g.	Any other source (Add Details)		
h.	Financial Assistance Received from PWTD		
i.	Any other Grant Received from PWTD		
TOTAL			

* Attach details of Donations and Grants – **Annex. 6**

5. EXPENDITURE (LAST FINANCIAL YEAR)

S. NO.	DESCRIPTION	AMOUNT(Rs.)	%
a.	Salaries		
b.	Admin Expenses		
c.	Transport / Utilities		
d.	Miscellaneous (Add details)		
Sub Total:			
e.	Welfare Expenditure (Add details)		
TOTAL:			

* Attach an attested copy each of the audited Income & Expenditure Accounts for the last two years together with a brief statement showing the major sources of income and major items/heads of expenditure – **Annex. 7**

* Attach an attested copy each of the audited Balance sheets for the last two financial years and up-to-date Fixed Assets Schedule – **Annex. 8**

6. Whether Assistance for Capital Expenditure received. Yes No

If yes amount of Assistance: Rs. _____ and

Nature of Project _____



PART-III

ASSISTANCE REQUESTED FOR THE YEAR JULY 2024 – JUNE 2025

1. PROPOSED EXPENDITURE

- a. Services _____
 - b. Administrative and supervisory _____
 - c. Welfare (Add details)..... _____
- Total:

2. PROPOSED FUNDING

- a. Contribution by the NGO:
 - Cash _____
 - Kind _____
 - b. Income from the services provided _____
 - c. Community Contribution _____
 - d. Donations _____
 - e. Fees from the beneficiaries _____
 - f. Other _____
- Total:

Current contribution by PWTD

3. FOR NEW PROJECTS ONLY

* In case of new projects, detailed proposed along with feasibility – **Annex. 9**



CHECK LIST OF DOCUMENTS TO BE ATTACHED

Please ensure the following documents are attached.

- Annex –1 Covering Letter from NGO (On their Letter Head/Pad).
- Annex –2 Application Form (Latest from PWTD).
- Annex –3 Certificate of Registration from Social Welfare Department.
- Annex –4 If enjoying tax-exemption status, (The currently valid relevant certificate/ notification);
- Annex –5 Memorandum/Articles of Association. (One Time Activity).
- Annex –6 Annual Operations and Activity Report for last one year.
- Annex –7 Bio-data of Managing Committee members (One Time Activity/Changeable).
- Annex –8 Detail of the donation from PWTD.
- Annex –9 Audited Income and Expenditure Accounts for the last one year.
- Annex –10 Audited Balance Sheet for the last one year.
- Annex –11 Lists of staff.
- Annex –12 Lists of beneficiaries.
- Annex –13 Renewal/Latest Certificate of Registration from Social Welfare Department
- Annex –14 Registration Certificate from Punjab Charity Commission

I hereby certify that to the best of my knowledge, the information furnished in this form is true and complete. I understand, if found to be otherwise, responsibility for the consequences will be entirely mine. I also certify that any decision by the Trust on this application shall be accepted by me.

Date: _____
 day month year

SIGNATURE

NAME IN BLOCK LETTERS

DESIGNATION