



C.G./2023-2024

Registration No.(with PWTd).....

## **PUNJAB WELFARE TRUST FOR THE DISABLED**

704-708, 7<sup>th</sup> Floor, Al-Qadir Heights,  
1-Babar Block, New Garden Town, Lahore  
Ph: 35847861-4, Fax: 35847866

### **APPLICATION FOR CAPITAL WORKS/PROJECTS SUPPORT** **PWTD ASSISTED NGOs**

(Please use blue/black ink to fill the Form. In case of overwriting/duplication/error/ missing information, the Form shall not be accepted. Use additional space/sheets where required)

#### **General Information**

1. Name of NGO -----
2. Name of President/Head of NGO -----
3. Date of Registration with Social Welfare Department and Law -----  
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4. Date of Registration with PWTD (Receiving financial assistance since) -----
5. Postal Address -----  
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6. Telephone ----- Mobile ----- Fax ----- E.mail -----
7. Title of Proposed Project/Capital Work/Purchase -----
8. Exact location of Project/Capital Work (Urban/Rural) -----
9. Duration/Time Line of Completion (Months/Years) -----
10. Date of Submission of Application -----

#### 11. **Information about Proposed Project**

- 11.1 Purpose of Grant with Justification -----  
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- 11.2 Make Type and Origin of Product to be purchased (if applicable) -----  
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- 11.3 Total Capital Cost -----
- 11.4 Contribution/Share of NGO (As per PWTD Policy on the Subject) -----
- 11.5 Contribution/Share of PWTD -----
- 11.6 Remarks/Any other relevant information -----  
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12. **Additional Information for Construction/Civil Works Project**

- 12.1 What benefits will be derived from this project? (How persons with Disabilities will be benefited?) -----  
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- 12.2 Nature and Quantum of Civil Work -----  
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- 12.3 Cost of Civil Work -----  
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- 12.4 Total Construction Area (Sq. Feet) -----
- 12.5 Infrastructure Development Details -----  
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- 12.6 Cost of Equipment -----
- 12.7 Cost of Material -----
- 12.8 Remarks/Any other relevant information -----  
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13. **Detail about share of NGO:-**

- a. NGO share :-----
- b. Raised through donations from sources other than Govt.: -----  
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**Declaration**

- 1. We certify on behalf of \_\_\_\_\_ (Name of NGO) that the Project/Capital Work/Purchase \_\_\_\_\_ (Name of Project) for which financial assistance has been applied and approved by Board of Directors/Trustees of the NGO and have been authorized by the Executive Body/ Executive Committee to submit this application.
- 2. The project will be jointly sponsored by NGO (Share \_\_\_\_\_ %) and Trust (Share \_\_\_\_\_ %). Share of NGO will not be raised from any grant provided by Local, District, Provincial or Federal Government or their allied departments. NGO’s share will be through philanthropists and non state, non Governmental sources.
- 3. Separate account/ledger will be maintained by the NGO to account for assistance provided by PWTD for the project/capital work/expenditure for which this application is being submitted. Only capital expenditures will be met out of PWTD provided grant. No other expenses including recurring expenditures will be made out of this grant.
- 4. The project will not receive any share or funds from International Donor Agencies. It will only be funded by local philanthropy and PWTD.



5. In case of construction work and all other projects where execution of work is to be carried out in phases we agree that PWTD will release grant in Installments. Second installment will be released only once Trust is satisfied that assistance released previously has been utilized judiciously for the purpose it was provided for.
6. We undertake to refund the full amount released by the Trust, in case of misuse of funds/upon submission of fake documents/unsatisfactory progress of the project/ misuse of project/misuse of any item purchased out of grant provided against this application.
7. We will abide by the rules, regulations and instructions issued by PWTD from time to time.
8. **All the payments to the contractors/suppliers/vendors shall be made by cheques (Payees A/c only), in the name of vendor/supplier. Payments will be made in accordance with the existing laws/provisions. In case of contravention, NGO shall be liable to refund to PWTD all such amount paid in cash.**
9. In case of Vehicle/Civil work/Equipment support of PWTD will be clearly mentioned as per specimen "Monograms" attached.
10. Personal usage of vehicles is strictly prohibited. It will be ensured that the vehicle is only used for the benefit and welfare of the disabled.
11. We will furnish quarterly utilization and progress report of the Project/Capital expense as required by PWTD.
12. We will facilitate any official nominated by the Trust to visit and inspect the project/product and other details like inspection of accounts books, ledgers, NGOs record in original.
13. We will not challenge any decision made by Trust regarding release of funds grant in any Court of Law.
14. We declare that the decision of Trust to approve/disapprove our request for financial assistance will be final and sole discretion of Trust.
15. We undertake to prove to the satisfaction of the Trust that NGO's share of the project cost has been deposited with any Governmental recognized/scheduled Commercial Bank.
16. It is further certified that afore mentioned NGO has not received or applied for financial assistance from any other Local Body/ Government Institution/ Autonomous/Semi Autonomous Body/any other donor agency toward the capital cost of project under submission.
17. If any assistance is received for this project/capital expenditure from any other donor agency after submitting this application Trust will be informed without delay.
18. NGO will not dispose off any structure/item purchased out of grant provided against this application within three years of its procurement/ installation/ construction/purchase without obtaining prior permission from PWTD. All items procured out of this grant will be purchased Brand New i.e. no Second Hand/used material/item will be purchased.
19. The words 'PWTD' and 'Trust' mentioned in the preceding paragraphs mean and be read as 'Punjab Welfare Trust for the Disabled'.

Applicant's Seal/Stamp

\_\_\_\_\_  
(Name and Signature  
of President)

NIC Number  
Contact Number  
Address

\_\_\_\_\_  
(Name and Signature  
of General Secretary)

NIC Number  
Contact Number  
Address

\_\_\_\_\_  
(Name and Signature  
of Accountant)

NIC Number  
Contact Number  
Address



## **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, Giving PWTD's Letter Reference)
- Annex –2 Application Form (Latest from PWTD)
- Annex –3 Certificate of Registration from Social Welfare Department
- Annex –4 Project Proposal along with estimated cost
- Annex –5 Three Quotations/Rates regarding the Capital Project
- Annex –6 Commitment for NGO Share
- Annex –7 Comparative Statements (Accepting the Lowest Quotations, Signed by the President/General Secretary of the NGO/Any Sub-Committee, Constituted by NGO)
- Annex –8 Rough Cost Estimation by any Technical Expert along with Duration of Project Completion (In Case of Construction Project)

## **EXTRACT FROM PWTD'S ANNUAL GRANT UTILIZATION POLICY**

- a. Assistance provided to the NGOs will be on matching basis and will generally be worked out as per following formula:-

1) (D)	NGOs with Annual Budget less than Rs. 3 million.	Trust's Contribution 85% NGO's Contribution 15%
2) (C)	NGOs with Annual Budget less than Rs. 3 million to Rs. 6 million.	Trust's Contribution 80% NGO's Contribution 20%
3) (B)	NGOs with Annual Budget between Rs. 6 million to Rs. 10 million.	Trust's Contribution 70% NGO's Contribution 30%
4) (A)	NGOs with Annual Budget more than Rs. 10 million.	Trust's Contribution 50% NGO's Contribution 50%

- b. **Maximum allocation of Trust's contribution to a Single NGO/NGO's Project would be - From Rs. ½ Million (Five Lac) Up-To Rs. 2.5 Million (Twenty Five Lac). Subject to be approved by the Director PWTD.**
- c. For the purpose of accounting, separate bank account would be maintained for Annual Grant by the NGO(s). If that is not possible due to unavoidable/genuine reasons, the NGO(s) will then be permitted to maintain and utilize this amount, through existing bank account, provided it renders a certificate to the Trust that the amount earmarked for the project would not be utilized for any other purpose, whatsoever.
- d. NGO(s) would forward progress reports and returns pertaining to the expenses made out of Annual Grant.
- e. In cases of construction/civil works, assistance to the NGOs out of Annual Grant would be made available in installments. Next installment due will be released only after ensuring that amount previously disbursed was utilized judiciously.
- f. The NGO will have to show/confirm that it had deposited its share of the project cost in the bank, before the release of grant by PWTD.



- g. Capital Expenditure Head will comprise of:
- 1) Purchase of Vehicles
  - 2) Purchase of Equipment & Equipment related Furniture
  - 3) Building Physical Infrastructure (Provided the land is owned by or is on long lease in the name of NGO).
- h. NGO(s) will not dispose off any item purchased out of Annual Grant within three years of its procurement/ purchase, without obtaining prior permission from PWTD.
- i. All items procured out of Annual Grant mentioned above will be purchased Brand New i.e. No Second Hand item/material will be procured.
- j. No purchases will be made/Project undertaken until receipt of confirmation of part/total grant approval by PWTD.