

**9<sup>th</sup> BUSINESS RESPONSIBILITY SUMMIT AND  
PROJECT EXCELLENCE CONTEST & RECOGNITION**

**4<sup>TH</sup> AUGUST, 2021**

**PROJECT CONTEST GUIDELINES**

**Qualification Criteria to be eligible to qualify for CSR Project Excellence Contest**

- Public Sector Undertakings or Private Sector Companies which fall under the ambit of section 135 of the Companies Act, 2013 will be eligible to apply.
- Each project entry must provide details of **One CSR project only**. Please do not submit entries which relate to company's generic CSR.
- The applicant must have been directly involved in the implementation / execution / funding / oversight / supervision of the project.
- The project received would be evaluated on the basis of Design, Quality of Implementation, Monitoring (MIS), Impact and Evaluation (particularly independent / third party evaluation where applicable) through a jury presentation.
- All completed application forms and project/s narrative write-up and PPT should be submitted online only latest by **25<sup>th</sup> July 2022**.

**FORMAT GUIDELINES**

- Registration form along with Consent must be submitted along with all project-related documents for valid entry.
- Each entry must be accompanied by two documents – one in Narrative Format and the other in PPT format.
- Narrative format must not exceed 1000 words.
- Narrative format should focus on:
  - a) Start Date of the Project.
  - b) Completion Date of the Project or mention if the project is an ongoing one.
  - c) What is Net profit of company for last 3 years & average of last 3 years net profit?
  - d) What is 2 % of average of net profit of last year's net profit?
  - e) What is the CSR budget for the current financial year 2022-23?
  - f) What has been the CSR spend of the company in each of last 3 financial years ie 2021-22, 2020-21, 2019-20?

- g) Amount of financial allocation for the Project proposed for entry (In case of multi-year project please indicate year wise allocation)
  - h) Baseline survey (if any).
  - i) Processes adopted for documentation.
  - j) Processes adopted for monitoring.
  - k) Processes adopted for evaluation including impact evaluation.
  - l) Any other aspects worthy of note.
- PPT format must not exceed 12 slides (including “introductory” and “thank you”).
  - PPT format should broadly include the items mentioned above for the narrative format.
  - In PPT format only Verdana font to be used with minimum 24 size.
  - This will not apply to diagrams, photographs, graphics etc.
  - The above conditions will be strictly followed.
  - Duration of completed project being submitted should not be below 6 months. The evaluation report for completed project to be submitted by participating organisation as available (if any audit report/submission to Ministry of Corporate Affairs/any other credible organisation)
  - Ongoing projects will also be accepted provided they are at least 6 months old.
  - Best projects in each category will be recognized in the Summit
  - Recognized projects will be presented at the Summit by the respective teams.

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