

## **STEP BY STEP PROCESS TO TAP CSR FUND**

**Raising Fund** is the Utmost Priority for any Club to offer Valued Services to the downtrodden brothers and sisters of our Society. In present day, **CSR Fund** is one of the best source to meet the need of our fund.

**CSR Stands for Corporate Social Responsibility.** With the amendment of Section 135 of the Indian Companies Act.2013,every Company both Private Limited and Public Limited Company including SMEs having :

- a. Net Worth of Rs.500 Crore or more, or
- b. Turnover of Rs. 1000 Crore or more, or
- c. Net Profit Rs.5 Crore or More  
(In the Immediately Preceding financial year)

Should have to make provision for CSR Fund @ 2% of the Average Net Profit of last Three Immediate Preceding financial years of the Company.

### **Eligibilities for CSR Grant :**

- a. Registration of the Clubs Either/Or
  - under State Societies Act.
    - a. for Assam : logon to [assam.gov.in](http://assam.gov.in) or [rfsfinance.assam.gov.in](http://rfsfinance.assam.gov.in).
    - b. for Manipur : logon to [rcsmanipur.gov.in](http://rcsmanipur.gov.in)
    - c. for Nagaland : logon to [home.nagaland.gov.in](http://home.nagaland.gov.in)
    - d. for Arunachal Pradesh : logon to [arun-taxexcise.nic.in](http://arun-taxexcise.nic.in)
  - under Indian Trust Act
    - a. Prepare a Trust Deed and register the same from local State Registration office
  - under Indian Companies Act
    - a. Register the company with MCA as per Indian Companies Act.
- b. Obtain PAN (Permanent Account Number) as per Indian Income Tax Act.
- c. Registration of Clubs with Indian Income Tax Act u/s 12 and u/s 80G(v)
- d. File form no. CSR -1 online to MCA portal

### **Prepare Scheme for the Proposed Project (Project Report) :**

Prepare a Scheme/Project Report showing Project Cost being supported by Quotations. The Scheme will consist of :

- a. A Writeup about the Club
- b. Major Services of the Club since inception with number of Beneficiaries
- c. Proposed Project Cost
- d. Number of Beneficiaries will be served from the Proposed Project
- e. Highlight any matching amount to be contributed from the Club (Not mandatory )

### **Activities specified for CSR Grants :**

- a. Eradicating Hunger, Poverty and Malnutrition
- b. Promoting Education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled
- c. Promoting Gender Equality
- d. Ensuring Environmental Sustainability
- e. Protection of National Heritage, Art and Culture including Restoration of Buildings and Sites of Historical importance and works of art
- f. Measures for the benefit of Armed Forces Veterans, War Windows and their dependants
- g. Training to promote Sports

An application on Club's Letter Pad along with the Scheme and Quotations to be submitted to the Manager CSR of the Company. Approach a right Corporate for the CSR Grant Application. The Application will have to be approved in the Board of Directors Meeting of the Company. Regular Compliance and constant monitoring of the Application is a must.