****

**2nd CSR Impact Awards 2015-Application Form (Category 10 Only)**

**Please select the Category (Only one category/each form, for more than one category submit separate form and read the guidelines)**

|  |  |  |
| --- | --- | --- |
| Category Number\* |  | Please Tick |
| 10 | **Employee Volunteering Initiative** |  |

**\*Please use the template given on the website for the Category other than Number 10.**

(Please read the award-guidelines carefully before submitting this form)

**Award Administrating Agency**



**Please send filled in form and application fee to the address below and email a copy to** [**rikhiya@ngobox.org**](mailto:rikhiya@ngobox.org) **and** [**awards@ngobox.org**](mailto:awards@ngobox.org)

**NGOBOX (Renalysis Consultants Pvt Ltd)  
Suri Business Centre,  
551-551B, Spaze I-Tech Park, Tower-B  
Sohna Road, Sect. 49  
Gurgaon 122001**

**Call +91-9971429654**

**Note:** This category does not have any specific criteria for the assessment. Even though quality of volunteering work, selection of partners/initiatives and options available to an employee for volunteering will have more focus during the assessment/evaluation). The screening team and jury may develop specific criteria for the qualitative evaluation.

**Please provide the application fee information here**

**Application Fee: INR**

**Paid vide Cheque/DD/NEFT:**

**Date:**

**Comment:**

Date: Location:

**Part A: Organizational Profile**

|  |  |  |
| --- | --- | --- |
| A1 | Name of the organization applying for the Award (Full Name) (Please do not use acronym) |  |
| A2 | Office Address | **Address:**  **Contact No.** |
| A3 | Contact Person for this application (This will be the nodal contact point for this application) | **Name:**  **Designation:**  **Mobile:**  **Email:**  **Alternate Contact no.** |
| A4 | Organization website |  |
| A5 | Type of organization | **Company**  **CSR Foundation/Trust** |
| A6 | Name of the CEO/President/Director |  |
| **A7** | **By submitting this application form, the organization agrees to provide all the project related information during the assessment process and will abide by the rules set by the organizers. The applicant also acknowledges that all the information provided in this application form is correct.** | |
|  | **Seal, Name and Signature of Authorized Representative** | |

**Part B: Project Details**

|  |  |  |
| --- | --- | --- |
| B1 | Title of the project |  |
| B2 | Project geography (Specify details like state, district, blocks etc) |  |
| B3 | Total beneficiaries the project intended to reach |  |
| B4 | Total beneficiaries that the project could reach |  |
| B5 | Name of the company/companies which has/have given support through Employee Volunteering |  |
| B6 | Which are the other partners/institutional engagements in the project? (name of implementing Partners, NGOs, Community bodies etc) |  |
| B7 | When did the project start and when does it intend to end/ended | Start date:  End date: |
| B8 | Financial Information | Was there any financial contribution/matching grant or other similar mecahnsim in Employee Volunteering Initiative? Please provide details. |

**Part C: Project Summary (Maximum 800 words)**

**Part D: Project Details**

**D1: Basic Information**

|  |  |
| --- | --- |
| **Please give company’s headquarter/Corporate office City name** |  |
| **Provide details of the total plants/factories/Regional offices (major cost and production centres) in case of factories, please specify location.** |  |
| **How many employees volunteered in FY 2014-15** |  |
| **Total number of employees in organization on 31st March 2015** |  |
| **How many hours of contribution was made in volunteering in FY 2014-15** |  |
| **Was the volunteering majorly done during working hours?** |  |
| **Did employee volunteer during weekends/holidays as well?** |  |
| **Who coordinates with employees and organizations with whom employees volunteer?** | * **Human Resources Department** * **CSR Team/Department** * **PR/Communication Team** |
| **Who all from the top five executives (management) of the company volunteer for a cause in FY 2014-15? Please provide brief information.** |  |
| **Is employee volunteering is a part of employee performance assessment?** |  |
| **Is there any maximum limit of time/Hours that an employee can go for volunteering in a month/Year? Please provide details?** |  |
| **Does your organization have a policy/guidelines/Manual on employee volunteering? If yes, please provide a summary of the same? (Max. 400 words)** | |

**D2: Volunteering Information**

|  |
| --- |
| **D2.1: What were the causes/initiatives for which your employee volunteered in FY 2014-15?** |
| **D2.2: NGO/Civil Society/Local Partner for employee volunteering and Locations in FY 2014-15?** |
| **D2.3: How do you select a cause and partners for volunteering? (Max.250 words)** |
| **D2.4: How many beneficiaries did your employee reach out to in FY 2014-15 or how did their volunteering made impacts/difference to the cause? Please give initiative-wise information? (Max. 150 words for each cause/campaign)** |
| **D2.5: What type of major volunteering it was? Technical support in line with employees’ professional background or general volunteering as per the requirement of the partner organization/campaign.? Please elaborate (Max. 300 words)** |
| **D2.6: What are the major inputs/concerns/learning among employees after volunteering with NGOs/for a cause/campaign? (Please mention experiences shared by your employees and assessment done by any of your department )** |

**Annexure**

1. **Please add appropriate annexure like tables, images, diagrams, media-reports, web-links). In case you wish to submit a Power point presentation for the project, please send the same along with the application. The maximum number of slides: 10)**
2. **In case you wish to enclose a report or any other documentary proof, please send the same along with the hard copy of the application form and mention the same here.**

\_\_\*\*\*\_\_\_