

How to apply

CAF India has divided the process of your application for grants into **five simple steps**.

I. Relationship with CAF India	CAF Charity Partner	Indian NGO
II. Eligibility criteria	Please read the instructions mentioned below in case you have received a grant or have been validated by CAF India in the last three years. Otherwise, please follow the instructions in the Indian NGO column	Check for Basic Eligibility (BE) criteria Due Diligence (DD) requirements before sending in any concept note. Concept notes will only be considered from Indian NGOs who fulfill at least the BE criteria.
III. Concept note <ul style="list-style-type: none"> ▪ Format ▪ Basic eligibility 	Download the concept note format and send it to grants@cafindia.org . Please mention NGO name, project title and cause in the subject line. Our grant making team will study your concept note and contact you for a detailed proposal after finding a funding commitment from a donor. Otherwise, your concept note will remain in our grant making database.	If you fulfill the BE criteria, please download the concept note format and send it to grants@cafindia.org . Please mention NGO name, project title and cause in the subject line. Also, please send duly attested copies of the following documents by courier: <ul style="list-style-type: none"> a. Registration document (Under Societies Registration Act of 1860, Indian Trust Act of 1961, Companies Act Section 25, any other appropriate Act) b. 12 A certificate c. 80 G/35 AC certificate d. Pan number e. Tan number f. Audited accounts (last three years) g. Annual Report Out grantmaking team will study your concept note and contact you for a detailed proposal after finding a funding commitment from a donor. Otherwise, your concept note will remain in our grantmaking database
IV. Proposal <ul style="list-style-type: none"> ▪ Format ▪ Due diligence 	On official confirmation of acceptance of your concept note, please download the Proposal Format and send it to grants@cafindia.org . Please mention NGO name, project title and cause in the subject line. Also, please send us with duly attested copies of the following documents by courier: <ul style="list-style-type: none"> a) Audited accounts (last three years) b) Annual Report c) 80 G/35 AC 	On official confirmation of acceptance of your concept note, please download the Proposal Format and send it to us at grants@cafindia.org . Please mention the NGO name, project title and cause in the subject line. Also send us duly attested copies of the documents mentioned in this page [http://www.cafindia.org/pages/register_charity.htm] and send it to us by courier
V. CAF review and grants decision	CAF India will review your proposal for grantmaking and take appropriate next steps.	CAF India will review your proposal for grantmaking and take appropriate next steps only after successful validation of documents vide Due diligence. On validation, CAF India will send you a formal letter of completion of validation process.

Important: CAF India, being an autonomous institution, reserves the discretion to seek any aforementioned process related information beyond what has been stated, sanction/put-on-hold/disqualify a grant at any stage owing to internal/external reasons. As a result charity partners and NGOs are requested to cooperate with us and exhibit patience as the processing period varies with each organisation. To avoid any disqualification, applicants are requested not to influence or interfere in the grantmaking decision process until a formal communication is sent you by CAF India.