**NGO Registration Form**

The Tata Steel Kolkata 25K 2016(TSK25) is a wonderful opportunity for NGOs to raise friends and funds. By participating you are showing solidarity and building visibility of the NGO sector.

* Register with United Way Kolkata to become a ‘Participating NGO’[[1]](#footnote-2) and become eligible for using the **TSK25 2016**, as a platform to fundraise.
* Once your Registration is processed you will receive Guidelines and Registration Forms for the fundraising categories of ‘Friend’, ‘Change Maker’and ‘Change Leader’, to help you engage your supporters to fundraise, donate and participate with you on race day.
* You will be eligible to attend information and training sessions conducted by United Way Kolkata to learn how to get the best out of this event.

**Benefits of Registration**

* Registered organisations are promoted by United Way Kolkata: We are neutral and cause agnostic, so the list is made available on our website and circulated to companies and individuals, to make their choice of supporting any of the listed organisations. United Way Kolkata does not ‘recommend’ any particular organisation.
* Early registration enables you to plan your fundraising; get started; and be on our circulation list from the beginning. This has often brought in unexpected support.
* Be eligible for an ‘Award of Recognition’ as the highest fundraising NGO
* Register your Team and create an impact: wear branded T-shirts or other crazy gear and carry banners to raise the profile of your organisation on race day – which can attract live TV coverage.
* Encourage your Corporate Challenge team(s) to wear costumes that reflect the cause of your NGO in an innovative way on race day!
* Our support is always available and we will do our best to join you at any meeting that you setup to help fundraise if we are informed 48 hours in advance.
* We take special care of your Friend, Change Maker and Change Leader teams and try to get them as much media exposure as possible to ensure it helps you as an organisation.

**Check list of required documents:**

Send a scanned copy of the following documents along with the NGO registration form and cheque. **All copies must be attested by your CEO/authorized signatory. Please send soft copies of all documents and this registration form.**

1. Registration Certificate (Society/ Trust/ Foundation)
2. Income Tax Registration Document (12A)
3. 80G Exemption Document (Required)
4. PAN No.
5. FCRA Certificate (If applicable)
6. 35AC document (If available)
7. Latest Audited Annual Financial Statements including Auditor’s report and address proof such as telephone or electricity bill
8. Utilization report of funds raised in last year’s run (If applicable)
9. A high resolution logo has to be mailed to us at [info@unitedwaykolkata.org](mailto:info@unitedwaykolkata.org)
10. Cheques we receive as donations on your behalf are to be issued in the name of: **Society for United Way of Kolkata**

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**Terms and conditions**

* By registering with United Way Kolkata, the NGO agrees to abide by the rules and regulations of the event set by the event organizers, Procam International.
* The NGO agrees to provide all necessary documents/ details to United Way Kolkata within the stipulated time period for the Charity Docket to be printed for public accountability & transparency of funds raised through the platform of TSK25K 2016.

**Further information**

* All donations sent to United Way Kolkata in the name of your NGO will be forwarded to you by 28 Feb 2017.
* The information provided on this Registration Form will be used to publicize the participation of your organisation in the event, and you will be listed as an eligible NGO for people/ companies to fundraise/ donate for you.
* All online donations received by your NGO through the United Way Kolkata website will be credited to you vide a single cheque after deducting the bank processing charges and the platform provided by United Way Kolkata.
* Apart from the NGO Registration charges (Rs.4, 000/-) &Management Process Fees, there are no charges or % to be paid to United Way Kolkata.
* United Way Kolkata will not use the confidential donor data given as the proof of funds raised for any purpose or share the same with anyone.

*ALL NGOs are requested to send soft copies of all the documents along with this form and also a high resolution logo in any one high resolution image format: jpeg/ jpg/ gif/ tif/ cdr or psd format.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of NGO | |  | | | **Year of**  **establishment:** |
| Full Postal Address | |  | | |
| Head of NGO | |  | | Email id: | |
| Contact Person forTSK25K 2016Designation:Mobile:Landline:Email: |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| NGOs Website | |  | | | |
| Primary Category of Work(Underline one) | |  | | | |
| Focus of work (A short statement – maximum of 15 words, indicating people served & geographical focus) | |  | | | |
| For what purpose/ project will the funds raised in the TSK25K 2016 be utilised?(Not more than 35 words) | |  | | | |
| Blackboard statement (To appear on your Page – not more than 20 words. This could be a statement of achievement of the past 5-20 years; or your tag line) | |  | | | |
| **Summary** – A brief about your activities and achievements to be published on United Way Kolkata website. Attach a separate sheet. Not more than 225 words. | |  | | | |
| **Legal registration** (Society/ Trust etc): | | | | | |
| **Registration No: Registration Date:** | | | | | |
| Valid Tax exemptions (Please circle or tick) | | | | | |
| **12A Yes / No** | | | **80G Yes / No -** | | |
| **35 AC Yes / No Valid until:** | | | FCRA Yes/ No | | |

**Registration Donation:** Cheque in favour of **‘Society for United Way of Kolkata**’ towards participation in the event.

INR 4,000 per NGO

|  |  |  |
| --- | --- | --- |
| Cheque No: |  | Dated: |
| Drawn on Bank: |  | Branch: |

**Information requested to help build confidence and analyze**

**the work of participating NGOs**

One of the prime objectives of United Way Kolkata is to encourage enhanced giving, supported by improving public accountability and transparency. The following information helps us understand and present your work better and communicate with you. Please mention Yes or No in the options where ever applicable below:

* Your total Income in 2014-15: 2015-1:
* Total Income anticipated this year:
* Provide your organization’s Facebook a/c:
* Annual Report information:
  1. Do you an Annual Report for public distribution: Yes/ No:
     1. If ‘Yes’ please send us a copy along with the Registration Form
  2. Does your Annual Report include ‘Financials’: Yes/ No:
  3. Is it available on your website: Yes/ No:

Please mail this form to:  info@unitedwaykolkata.org and the cheque in favourof ‘Society for United Way of Kolkata’ to be sent to our office.

**United Way Kolkata**

**Room 3, Business Centre, Bengal Club, 1/1 Russell Street, Kolkata 700 071**

**Email:sonali@unitedwaykolkata.org**

1. Only NGOs that register with **United Way Kolkata** are eligible to raise funds through official event programmes including Corporate Challenge Teams. All individual fundraisers like Change Maker, Change Leader and Friend will be featured in the United Way Kolkata website, the Procam International official event website, and in the widely circulated event report. [↑](#footnote-ref-2)