

**IMPORTANT NOTES TO BE READ BEFORE COMPLETING THE FORM.**

* This form should be completed by any organization seeking registration for SCMM 2015, as a listed NGO with United Way of Mumbai.
* Please send across the softcopy of your duly filled NGO Registration Form along with the softcopy of your logo in printable vector file format (.cdr or .eps) to scmm@unitedwaymumbai.org (we require this for creating your Online Giving Page and all publicity materials, where relevant).
* Please attach a copy of yourduly filled NGO registration form with a cheque of Rs 1000/- in favour of “United Way of Mumbai” and send it to United Way of Mumbai, 309,Nirman Kendra, Famous studio lane, Dr. E. Moses Road, Mahalaxmi- 400011.
* Please register your organization onour charity community. This will help you to expand increase your fund raising ability and to stay updated with latest communication related to SCMM 2015.

Follow this link<http://www.unitedwaymumbai.org/charity_community.htm>

|  |  |
| --- | --- |
| **Name of NGO :***(This name will reflect on your online giving page and charity docket)* |  |
| **Acronym (if any)**  |  |
| **Date of Incorporation** |  |
| **Organizational Address:***(Please include City, State & Pincode)* | **Correspondence Address** | **Registered Address** |
|  |  |
| **Name of Director/Chairperson** |  |
| **Director/Chairperson’s Email id** |  | **Mobile #:** | **+91**  |
| **Landline # of NGO** |  |
|  | **NGO website address** | **YouTube page link** | **Facebook page link** | **Twitter page link** |
| **Online Details** |  |  |  |  |
| **Contact Person details** | **Name** | **Designation** | **Mobile #** | **Email id** |
| **Contact Person 1** |  |  |  |  |
| **Contact Person 2** |  |  |  |  |
| **Contact Person 3** |  |  |  |  |
| **Have you registered previously with the SCMM?** | SCMM 2014\* ❑ | SCMM 2013 ❑ | SCMM 2012 ❑ | SCMM 2011 ❑ | SCMM 2010 ❑ | SCMM 2009 ❑ |

|  |  |
| --- | --- |
| **Beneficiary Group*****Note:*** *Please highlight only one category closest to your primary cause. Your online page will be listed under the same* | Education ❑ | Environment ❑ | Disability ❑ | Arts, Culture & Sports ❑ | Health ❑ Livelihood Generation ❑ | Women Empowerment ❑ | Animal Welfare ❑ | Gender Equality ❑ Social, Civic & Community Development ❑ | Children ❑ | Elderly Care ❑If Others, please specify:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**BANKING INFORMATION (MANDATORY):**

***IMPORTANT*** *- Please ensure these details are accurate since disbursements will be made through direct transfer.*

|  |  |  |
| --- | --- | --- |
|  | **Domestic Account Details** | **FCRA Account Details** |
| 1. **Bank Name**
 |  |  |
| 1. **Bank Account Number**
 |  |  |
| 1. **Bank Account Holder Name**
 |  |  |
| 1. **Bank Branch Name**
 |  |  |
| 1. **Bank Branch Code**
 |  |  |
| 1. **Bank Account Type (Saving/Current)**
 |  |  |
| 1. **IFSC Code**
 |  |  |
| 1. **Bank Address**
 |  |  |

***Note:***

* *Please fill below annexures only if you want to edit or update your previous write-up which was submittedin SCMM 2014.*
* *Entries left blank would mean the previously shared details are still valid.*

**ANNEXURE I**

Share a two line description about your NGO. This will be displayed on your online page on our website (maximum 50 words).

**ANNEXURE II**

Brief write up about your organization and area of intervention. This information will be displayed on your online page & used for the purpose of any publicity during SCMM 2015 (maximum 200 words).

**ANNEXURE III**

Brief Summary of your appeal for support with details of where and how you intend to spend funds raised by donor’s support (maximum 200 words).

**SUPPORTING DOCUMENTS REQUIRED:**

All NGO's require to submit copies of the below listed documents (all photocopies must be self-attested by CEO/ Director of the NGO). Softcopy of this filled form and logo to be sent to scmm@unitedwaymumbai.org

***Please Note:*** *The following documents are required to be submitted along with the NGO registration form.*

**CHECKLIST:**

* 1. Latest audited annual accounts including auditor's report (2013-2014; 2012-2013)
	2. Mumbai payable cheque/DD for Rs. 1000/- favoring “United Way of Mumbai”.
	3. Soft copy of your logo preferably in printable vector format (cdr/eps etc) or if unavailable in highest jpeg resolution. Your logo will be used for your online page as well as any event related communication by Procam.
	4. One Cancelled Cheque of Domestic/FCRA account as applicable. These are required for validation purpose.
	5. Please send us the fund utilization report for funds raised in SCMM 2014 in a single page. The report should have the following details i) amount raised, ii) details of projects on which these funds were used iii) impact. Download the template here.

**http://www.unitedwaymumbai.org/downloads.php?med\_cat\_id=11**

**TERMS & CONDITIONS:(IMPORTANT)**

1) Registration with United Way of Mumbai, the official Charity Partner, as a ‘Listed NGO’ for the Standard Chartered Mumbai Marathon 2015 is subject to submission of documents as required in the NGO Registration document, confirmation of the same, and realization of payment of INR 1000/- as annual registration charges.

2) The listed NGO shall be solely responsible for the information provided by it in this registration form. Information so provided by listed NGO's in this application will be showcased on the event website and in other mediums for the sole purpose of promoting the respective Listed NGO and/or the Event.

3) You will be required to submit information to United Way of Mumbai on utilization of the funds raised through the Standard Chartered Mumbai Marathon 2015.

4) Listed NGO's shall raise funds through the Event using the Charity Structure specifically devised for the 2015 edition of the Event. Where funds are raised using modes other than those included in the said Charity Structure, such modes will be subject to written confirmation from the official charity partner.

5) All funds raised through the Event must be reported to the official charity partner. Listed NGO's not reporting to United Way of Mumbai, may not be able to register themselves as beneficiary NGO's in the 2016 edition of the Event. UWM has full right to debar any NGO not adhering to the same.

6) Listed NGO's receiving/expecting donations from outside India or from companies having more than 51% foreign holdings must have a valid FCRA permission.

7) Funds received from donors, companies and other entities, will be remitted to listed NGO's in phases, after deducting processing charges, wherever applicable and as is mentioned in the Charity Structure. Any discrepancies in the amount received must be brought to the notice of United Way of Mumbai immediately.

8) Decisions with respect to all aspects of the Event shall rest solely with the Promoters, Procam International.

9) Registration with United Way of Mumbai for Standard Chartered Mumbai Marathon 2015 is limited to funds raised through this Event.

**DISCLAIMER:**

We confirm that we have fully read and understood the terms and conditions outlined herein and the Event Rules and Regulations as given in event website www.procamrunning.in/scmm and agree to abide by the same.

Name

Designation

NGO Stamp

Date

Signature