

### **GENERAL INSTRUCTIONS FOR APPLICANT VOLUNTARY ORGANIZATIONS**

1. Application should be in the format as prescribed under the said scheme.
2. Applications submitted without the documents/enclosures as prescribed under the applicable GIA scheme will not be considered.
3. Prescribed application formats, forms, etc. and details of required documents are available on the website of the Deptt. of Social welfare, GNCTD. Address of the Website is <https://socialwelfare.delhi.gov.in/>
4. Interested eligible NGOs must follow the following instructions before submitting the application:-
  - a. Each and every page of the application and enclosures must be signed by the authorized signatory and stamped with the seal of the organization. Otherwise application will **NOT BE CONSIDERED.**
  - b. NGO must submit their two copies of proposals in two separate office file covers.
  - c. All papers of the applications/proposals must be page numbered separately in the back to front manner.
  - d. The file covers containing the applications/proposals must indicate boldly the name & address (Registered office) of the NGO, name of the GIA Scheme and nature & address of the project applied for and purpose of the project for which grant is requested.
  - e. The applicant NGOs must attach an Index on top of the application/proposal clearly showing the page numbers at which various required documents, etc. are placed in the application/proposal.
5. Applications submitted through post or at Receipt & Issuing (R&I) of the Department or submitted in the manner other than as prescribed above, will **NOT BE CONSIDERED.**  
**(Last date for receiving application is 30/09/2026)**
6. Application submitted after the last date will **NOT BE CONSIDERED.**
7. Applicant Voluntary Organizations which have submitted their applications/project proposals at Receipt & Issuing (R&I) or any other branch of the Department of Social Welfare, Govt. of NCT of Delhi, for the year 2026-27, prior to this notice, **are hereby instructed to obtain the same and resubmit them in the manner prescribed here in this advertisement.** Otherwise their applications will not be considered. No correspondence will be considered in this regard.
8. Canvassing by the applicant organizations in any form will be a disqualification.