

Instruction Document

Funding Programme 2023: Call for Applications

Early-stage Civil Society Organizations in Madhya Pradesh, Bihar, and Uttar Pradesh (restricted to districts of Purvanchal region and Lucknow, Sitapur, Barabanki and Raibareli districts)

STEP 1: Click on <https://appi.fluxx.io/apply/registration>.

Important Note:

The pre-requisites for any organization to be supported with a grant from Azim Premji Foundation are:

- i. The organization must be registered as a Trust /Society/Section 8 OR Section 25/Liaison Office in India.
- ii. Has a valid 12A exemption.
- iii. Income Tax returns are filed for the last 3 years (or from the time the organization has been registered).
- iv. Audit reports are available for the last 3 years (or from the time the organization has been registered).

As an early-stage organization, you can answer 'Yes' to all questions on the first webpage (Image 1), even if you don't possess 80G certification, audited statements, or income tax returns and click on Next.

Azim Premji Foundation

Welcome to the Azim Premji Foundation's Grants Portal

Thank you for your interest. Please fill out this form only if you wish to register with us for a possible grant in the future.

If you are an organization, and would like to get in touch with us for a different reason, please write to us at philanthropy.registrations@azimpremjifoundation.org.

Please be aware of fraudulent emails/communications asking for money or sensitive personal information. For more details, visit our [Alert](#) page. If you come across any such person/mail / social media / WhatsApp correspondence, kindly report to us immediately at alert@azimpremjifoundation.org.

We do not charge any fees for registration or awarding a grant
We do not support for-profit organisations
We do not support organisations registered outside India
We do not support grants in education
We do not support individuals, including students

Is the organisation registered as a Trust/ Society/ Section 8 or Section 25 Company/ Liaison Office in India?

Select Option ▼

Does the organisation have a valid 12AA or 80 G exemption?

Select Option ▼

Has the organisation filed Income Tax returns for last 3 years? (Or from the time the organisation has been registered)

Select Option ▼

Does the organisation have audit reports for last 3 years? (Or from the time the organisation has been registered)

Select Option ▼

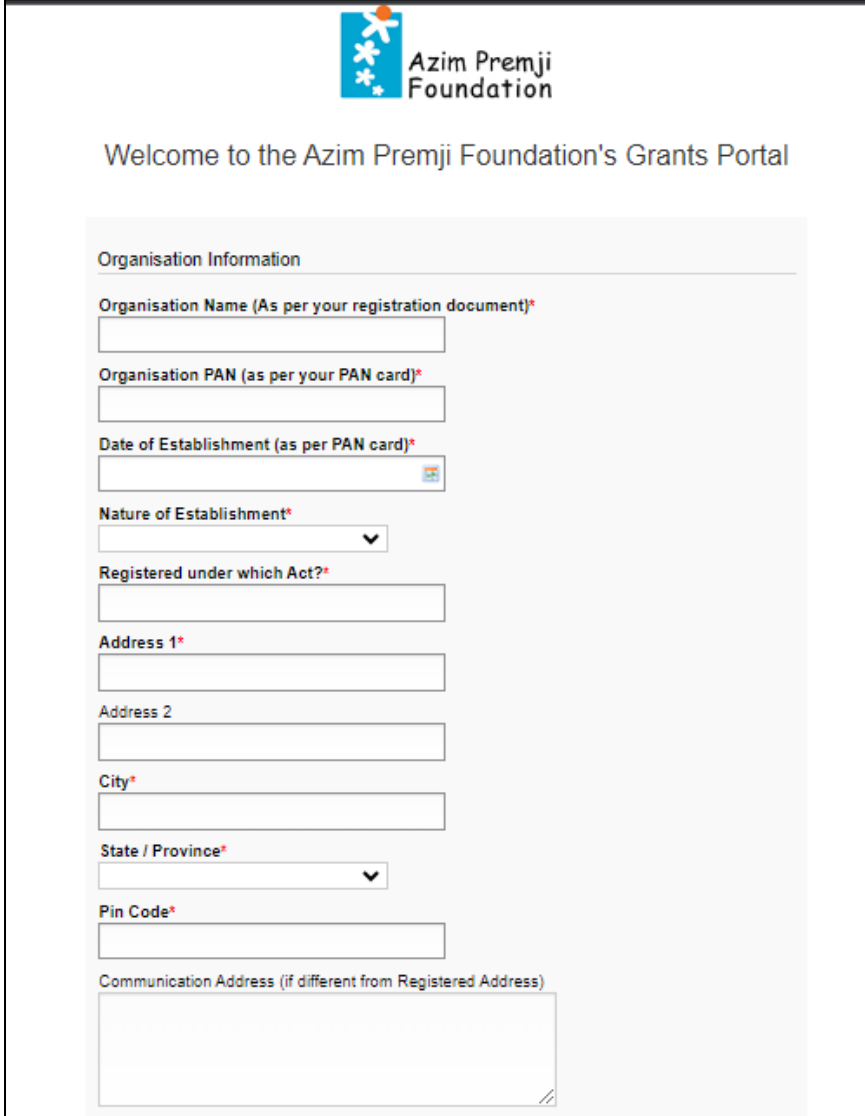
Cancel Next

Image 1

a) Answer the four questions with a **Yes** and click on **Next** to move to the next page (Image 1).

STEP 2:

- a) Fill the required sections under 'Organization Information' as displayed in Image 2.



The image shows a screenshot of the Azim Premji Foundation's Grants Portal. At the top, there is the Azim Premji Foundation logo, which consists of a blue square with white stylized figures and the text "Azim Premji Foundation" to its right. Below the logo, the text "Welcome to the Azim Premji Foundation's Grants Portal" is displayed. The main content area is a form titled "Organisation Information". The form contains several fields: "Organisation Name (As per your registration document)*" with a text input box; "Organisation PAN (as per your PAN card)*" with a text input box; "Date of Establishment (as per PAN card)*" with a date picker; "Nature of Establishment*" with a dropdown menu; "Registered under which Act?*" with a text input box; "Address 1*" with a text input box; "Address 2" with a text input box; "City*" with a text input box; "State / Province*" with a dropdown menu; "Pin Code*" with a text input box; and "Communication Address (if different from Registered Address)" with a larger text area.

Image 2

- b) For the question ‘Choose your areas of work- 1/3’, select **only** the ‘ES-CSO’ option (refer to Image 3). For Thematic Area 2/3 and 3/3 you may select any other option that best describes your organization’s work

The image shows a survey form with the following fields and options:




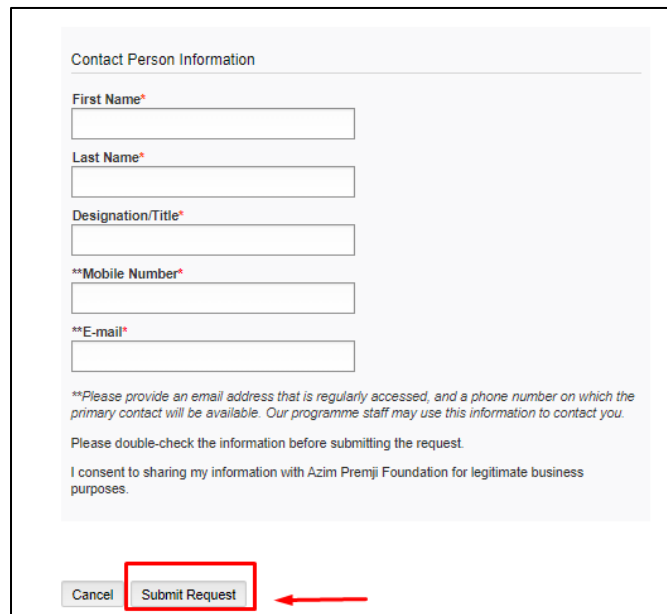
- Organisation E-mail:
- Organisation Phone:
- Organisation Website:
- Founders Name:
- 12A Validity: 
- 80G Validity: 
- FCRA Validity: 
- Choose your areas of work - 1/3*:
 -
 - Gender & Sexual minorities
 - Gender-based violence
 - Governance
 - Homeless
 - Informal sector workers
 - Informal settlements
 - Local democracy
 - Manual scavengers
 - Mental health
 - Migrant workers
 - Others
 - Persons with disability
 - Small & marginal farmers
 - Waste pickers
 - Water
 - Welfare
 - Youth
 - Health
 - Community based organisations
 - ES-CSO**

Image 3

c) Fill in the “Contact Person Information” and click on “Submit Request” as displayed in Image 4.



The image shows a web form titled "Contact Person Information". It contains five input fields: "First Name*", "Last Name*", "Designation/Title*", "**Mobile Number*", and "**E-mail*". Below the fields is a disclaimer: "**Please provide an email address that is regularly accessed, and a phone number on which the primary contact will be available. Our programme staff may use this information to contact you. Please double-check the information before submitting the request. I consent to sharing my information with Azim Premji Foundation for legitimate business purposes." At the bottom of the form are two buttons: "Cancel" and "Submit Request". The "Submit Request" button is highlighted with a red rectangle, and a red arrow points to it from the right.

Image 4

STEP 3:

- a) Within 7 days of registering, you will receive an email from **Azim Premji Foundation Grant Management Portal** with the subject ‘**New User Information**’, confirming your registration and generating your organization’s **username and password** for Fluxx, which is our grant management portal.
- b) On the same day, you will receive a second email from **Azim Premji Foundation Grant Management Portal** with the subject ‘**R-xxx-xxxx | Organization Details to be Submitted**’ asking you to login to [Fluxx](#) and fill your organization details (refer to Image 5)

NOTE- All emails from Azim Premji Foundation will be sent to the registered email id, which was filled under ‘Contact Person Information’ (refer to Image 4).

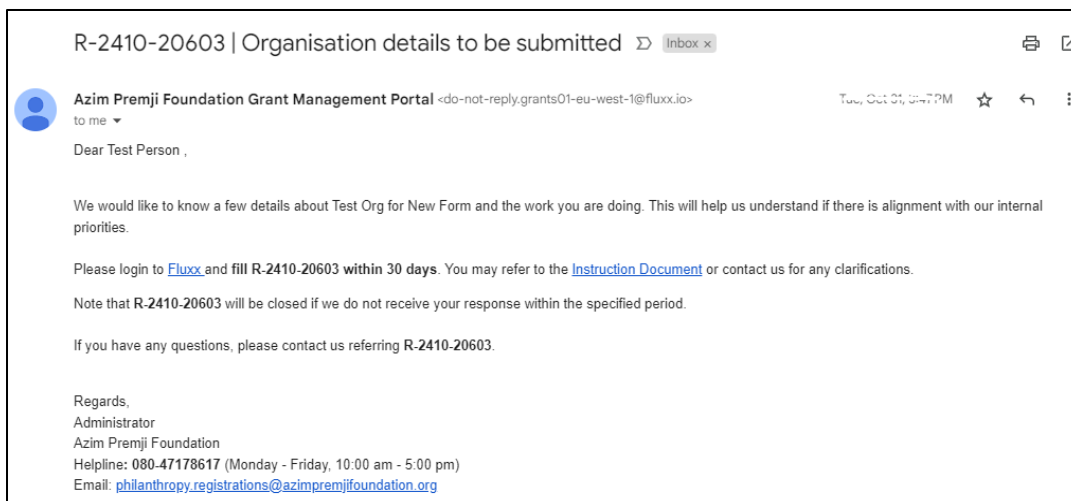


Image 5

c) Login to [Fluxx](#) using the **username** and **password**.

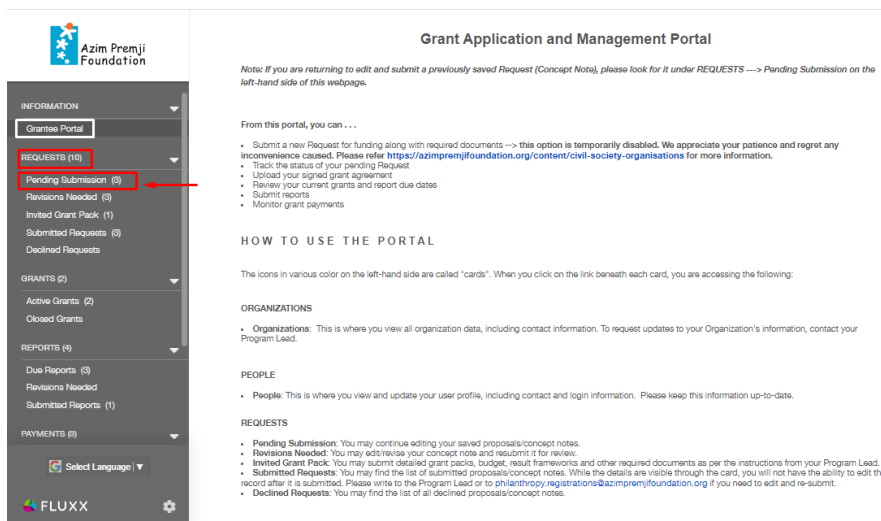


Image 6

d) Click on **Pending Submissions => Organization Name => Edit**

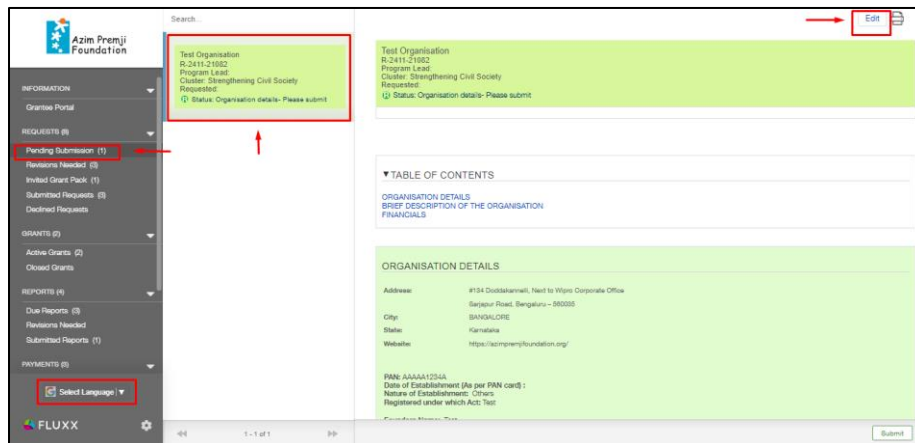


Image 7

- e) Answer all questions under '**Brief Description of the Organization**' (Image 8).
- f) If your organization has not had audited financial statements for the last 3 years, write '0.00' under audited expenditures.
- g) Click on **Save** to save your application. You can log in later and complete your application.
- h) Click on **Submit** once your application is complete. This completes your STEP 3.

The image shows a form titled 'BRIEF DESCRIPTION OF THE ORGANISATION'. At the top, it asks 'Registered under which Act: Test' and 'Founders Name: Test'. It lists validity dates: '12A Validity: 2027-10-01', '80G Validity: 2028-10-31', and 'FCRA Validity: 2029-11-01'. Below this are three 'Thematic Area' fields. The main section is titled 'BRIEF DESCRIPTION OF THE ORGANISATION' and contains three text boxes with prompts: 'Give a brief profile of the founder/s...', 'Explain purpose of starting your organization...', and 'A brief paragraph (5 to 10 lines) on your on-going programmes...'. A fourth prompt is at the bottom: 'A brief paragraph (5 to 10 lines) on the programme for which you are seeking support from Azim Premji Foundation...'. At the bottom right, there are 'Cancel', 'Save', and 'Top' buttons. The 'Save' button is highlighted with a red box and an arrow.

Image 8

IMPORTANT:

1. Timeline:

- The final date for accepting applications is **29th February 2024**. However, we urge you to complete the registration (STEP 1 & STEP 2) and application (STEP 3) at the earliest to give us enough time to review and respond.

2. Language:

- Fluxx provides an option of **viewing the questions in Hindi** or any other **vernacular language**.
- Go to **'Select Language'** and click on your preferred language for automatic Google translations.
- You will need to switch back to English to make the Edit button visible (this is a technical limitation).

3. Avoid Duplicate Registration

- Please do not re-register if you have already registered your organization in our grant management portal (Fluxx). Write to us at philanthropy.registrations@azimpremjifoundation.org with the subject **'ES-CSO Application- already registered'**.

4. Helpline:

- For any queries regarding the application process, please contact our partner support team at:
Helpline: 080-47178617 (Monday - Friday, 10:00 am - 5:00 pm),
Email: philanthropy.registrations@azimpremjifoundation.org