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| POLESTAR AWARD FOR SOCIAL IMPACT - SUBMISSION FORM | | | |
| 1 | UNIQUE ID (For Polestar office use only) |  | |
| 2 | STATE (from which applied) |  | |
| 3 | DISTRICT (from which applied) |  | |
| 4 | DATE OF YOUR ONLINE SUBMISSION |  | |
| A | RESPONDENT PROFILE | | |
| 1 | Name of Organization |  | |
| 2 | Type of organization – NGO or Social Enterprise |  | |
| 3 | Name and designation of Primary Contact Person |  | |
| 4 | Does your organization have a Registration Certificate?\* |  | |
| 5 | Contact details – Email, Mobile and website link |  | |
| 6 | Organization PAN CARD No. |  | |
| 7 | Category Applied for: (Please tick) | * Education   • Health  • Livelihood  • Empowerment | |
| 8 | Name the key activities you perform within the category |  | |
| 9 | Name the State/UT, District/s where you operate |  | |
| 10 | When did you start operations? |  | |
| 11 | How long have you been operating continuously? |  | |
| 12 | Any awards/recognitions/honour conferred?\* |  | |
| B | ABOUT YOUR ORGANIATION | | |
|  | Vision, Mission and Goals | | |
| 1 | What problem are you trying to solve?  Briefly describe your solution to the above problem. | . | |
| 2 | What made you to choose the key activities that you perform? |  | |
| 3 | Why did you choose the locations where you currently operate? |  | |
| 4 | Has your organization focus seen a positive shift over the years? What has been the difference in impact because of this? |  | |
|  | Senior Management Leadership (Please highlight your answer choice in red) | | |
| 1 | How many years of experience do the head of this organization have? | | * >15 years * 10-15 years * 6-10 years * 3-5 years |
| 2 | How many formal meetings have the top leadership conducted in the past 1 year? | | * More than 6 meetings * 1-6 meetings * No meeting |
| 3 | How do you recruit, manage, motivate and ensure quality as well as diversity in your team? | |  |
| 4 | Do you have a second line of leadership? And does your staff have clearly defined roles and responsibilities | |  |
| 5 | What strategic partnerships have you built over the past 3 years? | |  |
|  | Governance (Please highlight your answer choice in red) | | |
| 1 | Does your organization comply with all Statutory Regulations? (80G, 12A, ITR if any )\* | | * Yes * No |
| 2 | Have you filed IT Returns for the years you have been in operation? Please provide supporting documents for the past 2 years.\* | | * Yes * No |
|  | Accounting, audit and reporting (Please highlight your answer choice in red) | | |
| 1 | Do you update your accounts on a regular (monthly) basis? If yes, how do you maintain your Book of Accounts? | | * Yes * No * Computerized * Manual |
| 2 | Do you have a copy of the organization's budget (2016-17)?\* | | * Yes * No |
| 3 | What is your annual budget allocated for your key activities in INR?\* | |  |
| 4 | What is your gross expenditure for the last 3 years on key activities?\* | |  |
| 5 | What are your sources of funding? | |  |
| 6 | What financial monitoring systems are in place to monitor your cash flows, budgets and operational expenses? Please describe. | |  |
| C | PROGRAMME MANAGEMENT AND DELIVERY | | |
|  | Programme Management (Please highlight your answer choice in red) | | |
| 1 | Who are your beneficiaries and have you clearly identified their needs? | |  |
| 2 | Do you have a formal listing of the services provided to your beneficiaries? | | * Yes * No |
| 3 | Do you have Programme Planning documents for the last 6 months? For example, do you have Project Implementation Plans (PIP), Logframe Analysis ( LFA) documents?\* | | ▪ Available for all 6 months   * Available for < 6 months * Not available |
| 4 | What is the type of Monitoring & Evaluation (M&E) systems followed in your organization?\* | | ▪ Computerized MIS   * Manually recorded M&E forms for all separate projects * No M&E system in place |
| 5 | How many full-time staff does your organization have? | |  |
| 6 | How many part-time staff does your organization depute? | |  |
| 7 | How many target respondents are addressed by your interventions? 1)In the previous year ?2) And cumulatively till now. | |  |
| 8 | How do you disseminate information to your beneficiaries/potential beneficiaries? Please describe | |  |
| 9 | What is the communication and reporting pattern – internal to your organization as well as to your external stakeholders? How do you record lessons learnt and feedback into your ongoing project? | |  |
| 10 | Please explain how you deliver services to the last mile and how do you control cost and quality? | |  |
| 11 | What was the quantitative impact of your activity over a specified period of time? For e.g., how did your activity increase family income, literacy levels, and health improvement levels? \* | |  |
| 12 | What was the qualitative impact of your activity over a specified period of time? For e.g., how did your activity increase attendance rates at school, improve quality of life, and decrease in alcoholism/substance abuse? \* | |  |
| 13 | How has the local community been involved? Did it involve a diverse cross section of the community? \* | |  |
| 14 | Has your project/ programme demonstrated that it is commercially viable and sustainable in the long term? If yes, please explain how | | * Yes * No |
| 15 | Is your operation streamlined to be replicated with ability to scale as required? Please explain how | | * Yes * No |
| 16 | Is there an element of innovation in your project planning, implementation, delivery or outcome? If yes, please describe the same ( in not more than 150 words) | | * Yes * No |
| 17 | What are the barriers/ constraints faced by the project/ programme? How will you overcome them? | |  |
| 18 | Do you have a training/capacity building plan? If yes, please describe the same | | * Yes * No |
| 19 | What are your plans for the future? | |  |

* Please provide supporting documents.

About the Awards:

The POLESTAR FOUNDATION introduced a new category of awards in the year 2017 for Social Impact to recognise excellence in social development initiatives. Four awards will be given, one each in the following categories: Education, Livelihood, Health and Empowerment.

The spirit of the award:

Celebrate

The Award is to celebrate holistic human development through projects that are sustainable and capable of scaling quickly to impact a larger population.

Connect

We aim to use this initiative to connect with committed social impact organizations that are transforming lives across the country through their programs.

Catalyze

Through the Polestar Award we hope to inspire and accelerate outstanding initiatives to go further and do more in their fields of expertise.

Please Note:

* **All submissions should be sent via E-MAIL ONLY to** [**polestarsocialimpact@gmail.com**](mailto:polestarsocialimpact@gmail.com)
* Please provide Supporting documents - Copy of 12A / 80G certificate, Copy of income-expenditure account and balance sheet, and other supporting documents. **All the supporting documents will have to be sent via email or WeTransfer/ shared on Google Drive with access to the link.**
* The applicants **MUST** state the reasons why he/she believes their social work deserves an award.
* Wherever detailed answers are required please make sure they are provided in bullet form to ease review by Jury.
* The description submitted **MUST** be sent in a MS Word or PDF format. Videos should be in MP4 format and can be shared via WeTransfer or Google Drive.
* Please send **SEPARATE** submission forms for each category you are applying for.
* All submissions should reach The PoleStar Foundation latest by **15th September 2019.**
* Please note – there is **NO ENTRY FEE** for submissions.

**For further details:**

Write to us @ [polestarsocialimpact@gmail.com](mailto:polestarsocialimpact@gmail.com) OR reach out to our PoleStar guide Mr. Leo James at +91 87544 69056.

Visit us @ [www.polestar-foundation.org](http://www.polestar-foundation.org)