



**Alumni Association
Indian Institute of Technology Kanpur**

Guidelines for Administration of

Funds to Support Community Service Projects

(Approved by AA Board on February 17, 2015)

A. PURPOSE

To support community service projects/activities that benefit society in general and communities surrounding IITK in particular. Projects/organizations where IITK students and alumni are involved will be given priority.

B. BACKGROUND

1. In the November 22, 2013 meeting of the Alumni Association Board it was agreed to set up a corpus with Rs. 25 Lakhs to provide funds to support Community Service Projects. Interest earned on the corpus will be used to provide support.
2. On February 21, 2014, AA created the corpus with a fixed deposit for Rs. 25 Lakh towards "Support for Community Service Projects" with State Bank of India.
3. AA is encouraged to raise additional funds to further enhance the corpus amount so that greater amount of support and to more projects could be provided. Any un-spent funds will be transferred back to the corpus. AA may also deposit part of the Excess of Income over Expense in this fund on annual basis.

C. GUIDELINES

1. Preparation by AA

- a. Every year by May 1, the AA will decide and minute the funds to be budgeted for Support of Community Service Projects in that financial year.
- b. AA will publish on its website, inform alumni via e-mail, inform IITK community through appropriate institute channels the availability of funds to support Community Service Projects and invite applications for financial support. A time frame of one month will be given for receipt of applications in the prescribed format.

- c. If enough requests are not received and funds are still available for distribution, a second round of request for proposals could be made in the month of November. A month's time should again be given for submission of proposals.

2. Committee

AA Board will set up a committee consisting of alumni to decide on who should receive funds and how much? The committee will have tenure of two years in parallel with the tenure of the Board. The Committee will consist of a minimum of 3 and a maximum of 7 members.

The Committee will:

- (i) Operate within the guidelines provided in this document for determining eligible expenses to be paid from this fund.
- (ii) Evaluate requests for help.
- (iii) Oversee that the funds are given to legitimate individuals/projects for legitimate purposes. The committee is empowered to seek proof for such expenditures or may directly pay to the provider of services on behalf of the individuals/projects who request funds.

Committee decision should be made within a month of receipt of the request for support. The Committee decision will be final.

3. ELIGIBILITY OF EXPENSES

The current list of eligible requests to receive funds for Community Service Projects includes the following. AA Board at its discretion may change this list:

- Activity-based expenses that directly benefit the served population will be paid from this fund
- Overhead expenses, Expenses for writing report or other administrative expenses will not be paid from this fund

4. WHO CAN APPLY TO RECEIVE FUNDS

Community service projects/activities that benefit society in general and communities surrounding IITK in particular are eligible to apply for support. Projects/organizations where IITK students and alumni are involved will be given priority. Some examples of such initiatives include but not limited to include: Schools on campus, Prayas, Shiksha Sopan, other initiatives started by students/alumni around campus/Kanpur City.

5. FUNDING LIMIT

Not to exceed Rs. 1 Lakh per year per proposal. Only one proposal per year per organization/group will be entertained.

6. WHEN TO APPLY

Twice a year as described in C.1.

7. HOW TO APPLY

Applicants should submit requests for support in the following format:

- i. Name of the organisation / individual requesting support.
- ii. Brief details about this individual / organisation
- iii. Name of the project
- iv. Brief details of the project, specifically mentioning the following:
 - a. Time frame for the project
 - b. Total cost of the project and the various sources of funding
 - c. Support expected from AA. Explain the items that you wish AA to support. Justify your costs.
 - d. When will the financial support from AA be required? Can it be given in instalments tied to the progress of the project?
 - e. Is any IITK student or alumnus involved in this project? If so, is it on a part time or full time basis? Provide details with names and year of graduation.
 - f. How many persons will benefit directly from this project? To which strata of society do they belong?
 - g. What are the indirect or long term advantages and benefits of the project?
 - h. Are there any IITK specific skills that will be used in this project?
- v. Will the applicant be going ahead with the project irrespective of funding support from the AA IITK?

8. WHERE TO APPLY

Requests for funds to support Community Service Projects should be sent:

(a) by e-mail to alumni@iitk.ac.in

(b) or by postal mail or in person at:

Alumni Association
Second Floor, Outreach '69 & '80 Building
Indian Institute of Technology Kanpur
Kanpur, India PIN - 208016
Phone: +91-512-2594403, 2594406, 2594407

9. REPORTING REQUIREMENT

Six months after the disbursement of support, the organization/project that received support from AA is required to submit a progress report which should be circulated to the Board and discussed if necessary. At the end of the year a final report on the use of funds need to be submitted.

10. Evaluation Criteria

In evaluating the project proposals, the Committee will consider following criteria:

1. Is any IITK student or alumnus involved?
2. What is the level of his/her involvement?
3. Is this project in any way using skills or research learnt at IITK or available at IITK?
4. Are there a sufficient number of beneficiaries from sections of society which otherwise would not have access to such benefits?
5. Is the time frame of the project short enough for reasonable monitoring and evaluation to be possible?
6. Can the AA IITK support be given in instalments linked to progress?

D. DICRETION TO CHANGE

AA Board may change guidelines for awarding funds to support Community Service Projects at any time at its discretion.