

HCL Foundation

COVID 19 Expression of Interest

FAQs

1. Where can I access the information, guidelines and prescribed EOI format and budget sheet?

- You can log on to www.hclfoundation.org/COVID19response for information about COVID 19 response, Expression of Interest, formats and guidelines.

2. When is the last date to submit the EOI?

- Keeping the emergency situation in mind, all interested organization are requested to apply at the earliest. The EOIs are being accepted and process on a rolling basis.

3. Where does the EOI, along with supporting documents have to be submitted?

- All EOIs, along with supporting documents have to be sent to COVID19.HCLF@hcl.com

4. Will the applicant organization receive an acknowledgement from HCL Foundation?

- Yes. All applicant organizations will receive an acknowledgement of the receipt of the submission of their application from HCL Foundation. However only shortlisted or selected organizations will receive further communication.

5. What can be the maximum project duration?

- Applicant organizations can apply for a maximum 12 months' program. If required, partnerships can be renewed, post an assessment and approval after 12 months.

6. What are the compulsory documents required along with the EOI?

- All applicant organizations are required to submit the following-
 - a) Expression of Interest in the prescribed format
 - b) Budget Excel Sheet
 - c) Registration Certification
 - d) 12A- original and renewed
 - e) 80G- original & renewed
 - f) MoA for organization's objectives/ By Laws
 - g) Scan copy of PAN
 - h) Last 3 years' ITR
 - i) Last 3 years' Audited Financials
 - j) Last Year's Annual Report
 - k) Details of Board of Directors, including independent Director
 - l) FCRA (not mandatory)
 - m) Support letter from Government in context of COVID 19
 - n) A cover letter to the Director, HCL Foundation for submission of EOI

7. Can an organization apply if they do not have the necessary documents mentioned above?

- No. All the above mentioned documents are necessary to apply.

8. Can private organizations apply?

- Organizations that have the necessary documents, mentioned in Q6 can apply. The organization must be a registered not-for-profit entity in India i.e. either a Society/ Trust/ Section 8 (previously Section 25) company or any other organization (if allowed to receive CSR funding by a relevant government body in line with Section 135 of The Companies Act, 2013).

9. Is there a budget capacity/ maximum budget/ budget ceiling?

- No. All applicant organizations can apply according to their need assessment of the project to be implemented.

10. Can the EOI be submitted for multiple themes/interventions/activities?

- Yes. An applicant organization can submit the EOI with multiple activities, across multiple themes, focused around the COVID 19 situation (categories mentioned in EOI- section 5).

11. Can the EOI be submitted for blocks/villages/multiple locations?

- Yes. An applicant organization can submit the EOI for any location or multiple locations- Pan India.

12. Do we have to fill the quarterly projection, spending and variance columns in the budget sheet?

- The quarterly projection column has to be filled. It refers to the amount that the applicant organization plans to spend in that particular quarter. The spending and variance columns do not have to be filled.

13. Can an applicant organization apply for a co-funding model?

- Yes. Co-funding of programs by other donors or government is allowed. However, sub-letting or sub-granting of HCL Foundation funds is not allowed.

14. How can further queries be addressed and resolved?

- You can write to COVID19.HCLF@hcl.com or call at 9971470468/9971198900 (between 9AM and 7PM).