

## **CHECK LIST FOR RECOMMENDING CASES TO RECEIVE CHARITY FROM TSEWA**

1. A letter addressed to TSEWA requesting for financial assistance from the person is required.
2. Address, telephone number (if available), email id must be given. Identity proof and address proof must be given without exception, ie Aadhar card etc.
3. Details of financial background, total income of the family, number of siblings, their jobs and income, income from any other source, whether own house, or rented house etc are to be given. Photos of family members, photo of the house, if possible video of the members etc to be sent.
4. In case of educational assistance (school or college fees), a certificate from the school or college showing that the student is a bonafide student of their institution is necessary. The total fee for the year is to be mentioned. If only part of the fees is paid, that amount needs to be spelt out. The balance amount outstanding should be mentioned clearly. This should be on the printed letter head of the School or College and not merely on a simple white paper.
5. For educational grant, mark sheets are also required. For medical treatment, a certificate from the hospital, etc are required.
6. No donation for admission, building Fund, hostel fees etc will be given.
7. In case of Sports persons, the level of achievement, medals earned ie National and International Medals, certificates in sports, etc to be given. Photograph of the same are to be given.
8. If some item needs to be purchased e.g. study or sports equipment, medical prosthesis, then at least 3 quotations should be obtained.
9. Once the cheque is handed over, a receipt should be obtained from the beneficiary and sent to TSEWA.
10. Money will be paid by cheque or NEFT Transfer only. Therefore, Bank details ie Name of the Bank, Branch of the Bank, Account number, Bank IFSC code etc are to be mentioned.
11. The person recommending a case for charity should suggest the amount of money to be granted and the duration or installments to be given.
12. No money will be given to another NGO, or another charitable organisation.