

VYK/CC/2019/

3 April 2019

Dear Sir/Madam,

Greetings from Vishwa Yuvak Kendra!

At the outset, we would like to express our sincere thanks to you and your esteemed organization for doing wonderful work in the field of community development!

We would also like to take opportunity to share that Vishwa Yuvak Kendra is a pioneering organisation in the field of youth development. It organises workshops, seminars and training programmes for the youth workers of grass-root level NGOs nationwide.

As you are aware, sustainable development of any voluntary organisation depends on its resources. Fund is one of the most important resource for any organisation, because every organisation needs money to survive, to meet project costs and develop programmes for the future, to pay the salaries and honorarium of its staff and to meet all the office and organizational overheads that are required for its sustenance and progress.

Vishwa Yuvak Kendra is organizing a Training Programme on Fundraising from 21 to 25 May, 2019. The objective of the programme is to enhance the skills of the young NGO workers and update them regarding CSR, various Govt. Schemes and others. ***Application form is attached herewith.***

In this context we request you to depute representatives from your organisation to participate in the programme. You may also kindly note the following:

1. The participants would be provided free board and lodging at our dormitories (separate for male & female) from **20 May, 2019 afternoon to 26 May, 2019 morning.**
2. **Each eligible participant would be required to pay Rs.2,950/- (Rs.2,500 + GST 18% i.e Rs.450) towards registration fee through Demand Draft or NEFT/RTGS/IMPS/ in favor of Vishwa Yuvak Kendra, Delhi (Bank Name : The Federal Bank Ltd, New Delhi VYK Extension Branch, Saving Account No. 15230100020938, IFSC Code : FDRL0001523, MICR No: 110049002).**
3. The fee will neither be refunded nor adjusted in any programme.
4. The programme would commence with registration at **9.30 am on 21 May, 2019.**
5. Please ensure that the participants' educational qualification is minimum graduation with preferably 2 years' experience in the NGO sector.
6. Travel expenditure will be borne by the participants.
7. Mode of the training programme will be English/Hindi
8. The participants have to make extra payment as per Kendra rules for food and accommodation availed before **20 May, 2019 afternoon and after 26 May, 2019 morning.**

The venue of the training programme will be **Vishwa Yuvak Kendra, Pt. Uma Shankar Dikshit Road, Teen Murti Marg, Chanakyapuri, Opp. Chanakyapuri Police Station, New Delhi – 110 021**. Please send the completed application forms along with registration fee before **7 May, 2019** and confirm your participation.

We would like to draw your kind attention that since fund raising programme has high demand, it would be prudent if you confirm your participation as the earliest, since, once the batch gets full, we may be unable to accommodate further requests.

For any further information regarding the programme, or any additional qualification, you may contact the undersigned.

Looking forward to an early and positive response from your end,

Thanking you,

Yours sincerely,

Praveen Kumar Sharma

Programme Officer

Vishwa Yuvak Kendra

Pt. Uma Shankar Dikshit Road,

Teen Murti Marg, Chanakyapuri

New Delhi – 110 021

Email: praveensharma@vykonline.org

Mobile: +91-8130344552

[Website](#) | [Twitter](#) | [Facebook](#)

Encl: Application Form



Vishwa Yuvak Kendra
(INTERNATIONAL YOUTH CENTRE)

Training Programme on "Fundraising" 21-25 May, 2019

APPLICATION FORM

(PLEASE FILL UP THE PARTICULARS IN BLOCK LETTERS)

1.	Name of the Participant: _____
2.	Age: _____ Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
3.	Educational Qualifications: _____
4.	Occupation (with designation): _____
5.	Name and address of the organization/Institution: _____ _____ _____
	PIN _____ Phone No: _____ E-mail: _____
6.	If NGO, Please Specify Present Cause(Issue) _____ No. of Village Covered _____ No. of Family Covered _____ Total Coverage _____
7.	Years of experience: _____
8.	Reason for participating in the Training Programme: _____ _____
9.	Whether participated in Kendra programme before (Yes/No) _____
10.	Online/ DD No/Cash. _____ Dated _____ Amount Rs. _____
(Signature of the participant)	

Please note

- 1. Only confirmed participants are allowed to participate.*
- 2. Send E-mail or use this form while forwarding application.*

NEFT/RTGS DETAILS

NAME : VISHWA YUVAK KENDRA

BANK NAME : THE FEDERAL BANK LTD

ACCOUNT NUMBER : 15230100020938

TYPE OF ACCOUNT : SAVINGS

BRANCH ADDRESS : CONNAUGHT CIRCUS EXTENSION COUNTER
VISHWA YUVAK KENDRA
CIRCULAR ROAD, CHANAKYAPURI
NEW DELHI – 110 021

LOCATION OF THE BRANCH : NEW DELHI

IFSC CODE : FDRL0001523

MICR NO : 110049002