

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.

The sustainable development of any voluntary organisation depends on its resources. The fund is one of the most important resources in 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 needed by an organisation.

Raising fund is not so easy. It requires some techniques, skills and formalities. Therefore, in order to enhance the skills of the young workers of the NGOs regarding fund raising, **Vishwa Yuvak Kendra is going to organise a Training Programme on Fund Raising from 12-16 December, 2017.** During the programme the participants will be able to get information regarding CSR, how to get benefit of it, as well as various schemes and programmes of Government of India. ***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 **11 December, 2017 afternoon to 17 December, 2017 morning.**
2. Each confirmed participant would be required to pay Rs.2,500/- + Rs. 450/- (18% GST) = Rs. 2,950/- (Rupees Two Thousand Nine Hundred Fifty only) towards registration fee by Demand draft in favour of **Vishwa Yuvak Kendra, New Delhi.** The fee will neither be refunded nor adjusted in any programme.
3. The programme would commence with registration at **9.30 am on 12 December, 2017.**
4. Please ensure that the participants' educational qualification is minimum graduation with preferably 2 years' experience in the NGO sector.
5. Travel expenditure will be borne by the participants.
6. Mode of the training programme will be English/Hindi
7. The participants have to make extra payment as per Kendra rules for food and accommodation availed before 11 December, 2017 afternoon and after 17 December, 2017 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**

In case of any query, you may contact the undersigned.

Please send the completed application forms along with registration fee before **19 November, 2017** and confirm your participation.

We would like to draw your kind attention that since fund raising programme is on high demand, so it will be highly appreciable if you confirm your participation as the earliest. Once batch will be full we will be unable to accommodate.

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

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Training Programme on "Fund Raising" 12-16 December, 2017

APPLICATION FORM

(PLEASE FILL UP THE PARTICULARS IN BLOCK LETTERS)

1. Name of the Participant: _____

2. Age: _____ Sex: Male Female

3. Educational Qualification: _____

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 Training Programme: _____

9. Whether participated in Kendra programme before (Yes/No) _____

10. Online/ DD No/Cash. _____ Dated _____ Amount Rs. _____

(Signature of the sponsoring organization)

(Signature of the participant)

(If sponsored by an organization, please attach copy of the letter with the application)

Please note

1. Only confirmed participants 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