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**Donor information – 2021-22 India**

**Contribution made to Arunachalam Jesudasan Trust**

Estt: July 2011, 1609/2011 **FCRA Registration No.075940604 /17.08.2015**

**URNo. AADTA2527 M/05/16-17/T-0165/80G 27.12.2016**

71/4 Suganthi Nagar, Anaiyoor Post Madurai – 625 017 Tamil Nadu – India

E-mail : ajt2011madurai@gmail.com Phone : 0452 – 2640489

1. Name (s) of the Donor (s)
2. Aadhar Card/Passport number; IV a. issued at:
3. Valid till :
4. Occupation:
5. Education: (optional)
6. Postal address;
7. E-Mail
8. Land line number:
9. Mobile number(s)
10. Website if any:
11. Please Mark (X) against the category(ies) you wish to donate:

|  |  |
| --- | --- |
| s.no | Category |
|
| 1 | Scholarship for Arts and scinece student with a reward of full scholarship for a relavant PG diploma course on completion of MA degree meritoriously |
| 2 | Scholarship for music students with a reward of full support fo purchase of music instrument, for outstanding performance on completion of MA degree.  |
| 3 | AJt Diploma course in Art, and Multimedia |
| 4 | Infrastructure, technical/computer/software purchase, maintenance, replacements Only maintenance cost |
| 5 | Educational and clinical psychology enrichment programs for teachers, and teacher education workshops, School, college students’ technical training programs |

1. **If you are making a general contribution and authorize the Trust to use it appropriately, please circle the following**
2. I/We authorize the trustees to utilize the contribution Appropriately in the most needy area and report to us.
3. **Please mention briefly how you know us and why you would like to donate to us:**

**XIV :**  Amount Donated :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in words)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XV: Please provide the details of mode of contribution:

1. **by cheque Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **By Banker’s Demand Draft \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **By Wire transfer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Name of the Bank :**
5. **Address of the Bank :**
6. **Contact details of the Bank:**

**XVI. Please provide the specifications for issue of a receipt:**

**In whose name should the receipt be issued:**

**references to be made for your tax benefits: Pan Number:**

**The e-mail address in which the soft copy could be sent:**

**Declaration :** I have read the guidelines for donations and contribution, and understood. I agree with them.

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please print your name and sign here:**

**DATE:**

**Scope of contribution:** AJ trust operates in the following areas, and all have different budget. These budgets are strictly meant for the specified purpose, and transfer from one to another is not possible. Therefore the donor has to mention, and advice us as to how to utilize the contribution.

 The trust has internal audit team consisting of Board of Trustees elected as executives, and external auditing team appointed every year, to help in filing the annual tax returns for the Trust. The audited accounts statements will be published online and will be password protected. Upon request, the donors will be given the onetime password to see it.

 Scholarships for regular students, students pursuing music and dance.

 Diploma courses in art and multimedia

 Infrastructure, technical/computer/software purchase, maintenance, replacements

 teacher education related programs

 School, College student's technical training programs

**Financial responsibilities of AJ Trust**

1. Only the Program Budget is included in the above
2. AJT will take care of the establishment charges such as rent and utilities
3. AJT will pay the salaries of the permanent employees and managers of the programs.
4. AJT will take care of the tax and similar liabilities.
5. The variations in the unit cost, and price escalation will be covered by AJT
6. Quarterly budget reports will be presented to the sponsors with copies of receipts where required.

**Receipts:** A sponsor may contribute for more than one head, by indicating how much for each category. Once the budgeted amount is received completely in a category, we will inform the donors and remove the line of budget for the year.

**Reporting about sponsorship utilization:** The proposed budget is accurate, and match with the planned program expenses. In case, some of the programs are cancelled, or had less number of participants, then this will be recorded and reported to the donors in the newsletters or personal mails as specified by them. Unutilized sponsorship will be reported to the donors. These will be carried forward to the next year, or deposited in the corpus fund with the permission of the donor.

**Thank you notes from recipients**: as soon as we utilize the contribution for a workshop, course, or scholarship we will obtain a handwritten thank you note from the recipient(s) without disclosing their contact information. We maintain confidentiality about the identity of the recipient**.**

**Selection Scholarship awardees:** This is a transparent process. WE obtain the application from the applicant, which will have three references from their college professors, school teachers and or institution heads. AJ Trust does not follow the government system of reservation. This is a secular institution that believes in equal opportunity and rights to all the deserving and meritorious students. We also provide supplementary classes and learning opportunities for socio culturally disadvantaged scholarship awardees. The final awardees are selected by the Board of Trustees.