

NATIONAL TRUST

For the Welfare of Persons with Autism,
Cerebral Palsy, Mental Retardation and
Multiple Disabilities
{Ministry of Social Justice & Empowerment,
Government of India}



SCHMES

*Reach and relief Schemes for the
Welfare of Persons
With Autism, Cerebral Palsy
Mental Retardation and
Multiple Disabilities
IPH Complex, 4 Vishnu Digamber Marg,
New Delhi 110002*

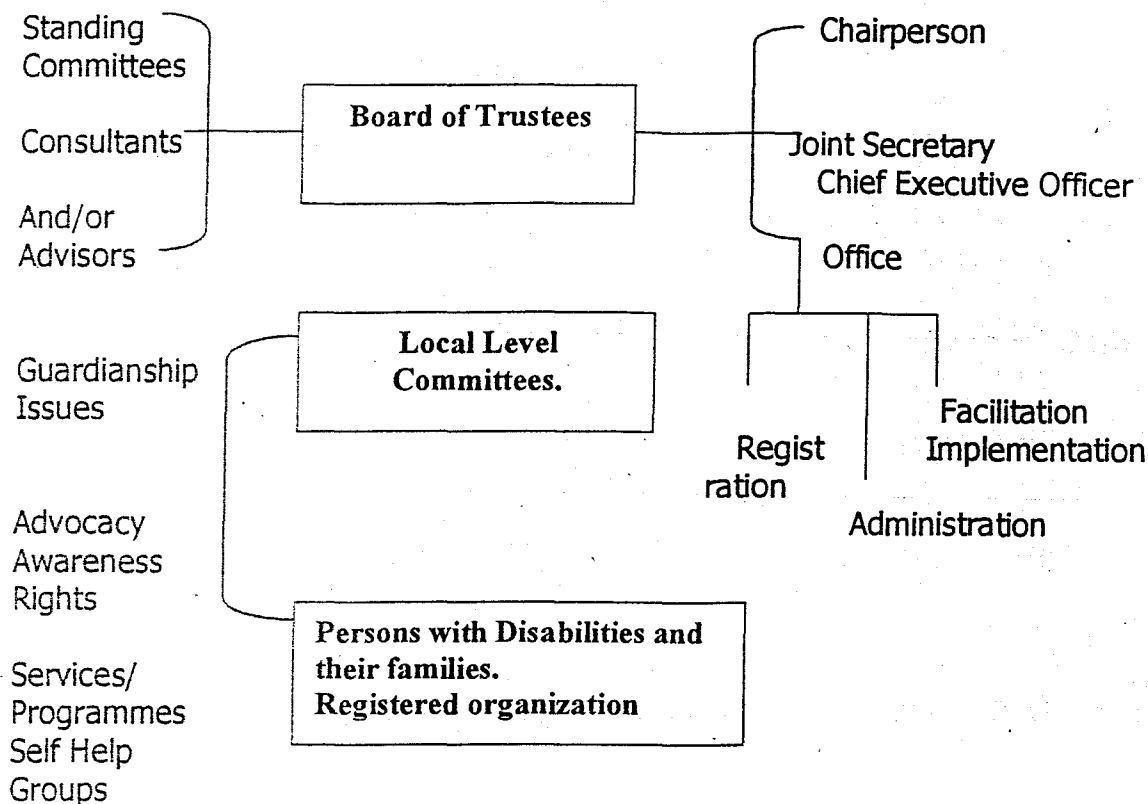
INTRODUCTION

To the National Trust

1. The National Trust is a statutory body under the Ministry of Social Justice and Empowerment, Government of India, set up under the "National Trust for the welfare of persons with Autism, Cerebral Palsy, Mental Retardation And Multiple Disabilities" Act (Act 44 of 1999).

2. The basic objects of the National Trust are
 - a) to enable and empower persons with disability to live as independently and as fully as possible within and as close to the community to which they belong;
 - b) to strengthen facilities to provide support to persons with disability to live within their own families;
 - c) to extend support to registered organizations to provide need based services during period of crisis in the family of persons with disability.
 - d) to deal with problems of persons with disability who do not have family support;
 - e) to promote measures for the care and protection of persons with disability in the event of death of their parent or guardian.
 - f) To evolve procedures for the appointment of guardians and trustees for persons with disability requiring such protection;
 - g) To facilitate the realization of equal opportunities , protection of rights and full participation of persons with disability; and
 - h) To do any other act which is incidental to the aforesaid objects.

3. The organizational Structure of the Board is:-



The Board seeks to implement its objectives through

1. Registered Organisations
2. Government Departments & Local bodies
3. Grass Roots wing of the National Trust i.e. the Local Level Committee at the district level

4. FORMULATION OF SCHEMES

- The Two Schemes of the National Trust under the broad Relief and Reach programme for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities are Establishment of Relief Institutions for providing institutional care and Training of the Caregivers. Both the Schemes have got the Administrative approval from the Ministry recently.

5. INCOME TAX EXEMPTION

- The National Trust has got 100% exemption from the Income Tax as announced by the Finance Minister in his Budget Speech.

Scheme I : Establishment of Relief Institution

The Government has been increasingly concerned about the need for affirmative action in favour of persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities. Keeping this in view, the Government has set up a National Trust for the welfare of such persons. The Trust needs to reach out to disabled persons and their families and provide a range of relief and care services. Such services may be provided through institutional care or in their homes in case the families and their disabled members are unable to access the services outside the house.

1. Institutional Care- Objective:- The Relief and Reach Scheme has been drawn up to facilitate the setting up of Local institutes through voluntary organisations / parents associations. These institutes are aimed at providing places where families may bring their disabled members for the purpose of

- Prolonged (Permanent) Stay or
- Temporary stay (involving night stay) or
- Fixed hour daily (not involving night stay).

During the period of their stay, the disabled person using the institute's services will be looked after and given adequate opportunity for becoming as self reliant and productive as is possible.

2. Organisation's Rights:- The organisations / association setting up institutes within the Reach & Relief Scheme may set their own norms with regard to

- Disability, age and gender mix
- Range of cares and services offered
- Charging such fees/usance charges from user families provided no money is charged from i) economically poor families ii) Destitutes iii) Inmates sent vide orders of judicial court / juvenile court / district authority

Note:- In all cases where institutes are set up with the help of the Relief and Reach Scheme 30% of capacity will be reserved for the economically poor families having income of or less than Rs.5,000/- per month

3. Components of services to be supported under the scheme.

- Selective Staff Support, Medical and Health Care Support
- Building (construction or rent) support
- Furniture & furnishing for rest and recreation support
- Living skills training support.

Details of extent of financial support under each category, based on a unit of 20 beneficiaries are given in Annexure -I

4. Eligibility of organisation for funding Assistance

- Organisation / Association must be a Registered organisation and also be registered with the National Trust
- Be running for at least 2 years (may be revised in exceptional cases)
- Be a legally constituted body
- Not be running for profit to any individual or body of individual.
- Be run as close to the community sought to be serve as is possible.

5. Procedure for submission of proposal

A. The organisations will submit their application in the prescribed format (Annexure No.II & III) to the National Trust every year. The application should be accompanied with following documents /information (duly attested)

- a. A copy of Registration Certificate.
- b. Proof of being registered with the National Trust
- c. A copy of Rules, Aims and Objectives of the Organisation
- d. A copy of Certified Audited Accounts and Annual Report for the last year.
- e. Names of the Members of Management Committee of the Organisation.
- f. Details of Project Showing
 1. Various activities
 2. Activity wise expenditure
 3. Activity wise Fund requirement 1st instalment & 2nd instalment.
Note:- 1st instalment should in no cases be more than 60% of component requirement & 50% of total requirement.
 4. Time period of each activity/ component matching with fund requirement.
- g. An Undertaking to maintain a separate account of the funds received form the National Trust under the scheme.
- h. An undertaking to earmarked 30% of facilities for economically poor families/destitutes/ persons sent vide order of judicial courts/ order of Magistrates/ juvenile courts.

B. For 2nd installment information in Annexure IV along with Annexure V & VI is to given

Details of Recurring/Non-Recurring Expenditure Statement(as per point 4 d of SFC).

(1.1) Quantum of Support:- An organisation / association seeking fund assistance would be funded both on the recurring & the non- recurring sides.

In the event that the same project is being funded by other official sources, the project cost for purposes of fund assistance under Relief & Reach Scheme would be the balance after deducting all such assistances. The recurring and non-recurring costs are to be calculated separately. The non-recurring cost may be funded up to 90% of the project cost, but each component of assistance will be funded only up to the extent detailed below. Recurring assistance would be to the extent indicated below. Cost calculation is for a unit for 20 persons.

(1.2) Non- Recurring:-

- Building (construction/renovation/repair/addition/alteration):- Maximum Rs.15 Lakhs be given over two years (in exceptional cases with prior permission three years) as matching grant. However this funding will be restricted to few and in highly exceptional cases. Construction of permanent assets such as building would be resorted to in very restrictive manner justified by presence of large group and absence of suitable alternatives. Area admissibility is not exceeding 40Sq.ft/ beneficiaries i.e. maximum 800 sq.ft. for 20 beneficiaries. Rental assistance as per government approved norms on certification by CPWD/ PWD/ other rates would be given.
- Medical/therapeutical aids and appliances as required by specific beneficiary group and as determined by NIMH/National Level Institutes dealing with disability/any other body to authorised by the Trust up to 90 % of cost to be released in maximum two years.
- Furniture/recreational aids/learning aids/household goods.

1. Learning aid/recreation aid/furniture/furnishing for inmates/staff usage etc.(excluding night stay items)- (Rs. 3 lakhs or actual cost which ever is lesser)	3,00,000.00
2. Long Term Stay facilities-	3,00,000.00
3. Kitchen Material-	60,000.00
4. Medical/therapeutical aids and appliances as required by specific beneficiary group and as determined by NIMH/National Level Institutes dealing with disability/any other body to authorised by the Trust (up Rs. 3 lakhs or 90 % of cost Whichever is les	3,00,000.00

ANNUAL RECURRING COST:-

<u>Staff</u>	<u>Assistance</u>
a) Trained teacher/therapist Rs.4,200/person/month (1 for 10)	Rs.8.400/month
b) Medical person provided he/she visits for 2 days a week and is available for emergency call	Rs.5,000/month
c) Attendant (1 for every 5)	Rs.10,000/month Rs. 2,500/person/month
d) Warden	Rs.4, 200/month
e) Cook	Rs.2, 000/month
f) Chowkidar	Rs.2, 000/month
g) Sweeper	Rs.2, 000/month

Expected no. of beneficiaries – 20 inmates.

Note: All the assistance would be as per Government's scheduled rate.

Application for Assistance under Relief and Reach Scheme

From:

Date:

To

The National Trust

For the Welfare of Persons with Autism,

Cerebral Palsy, Mental Retardation and

Multiple Disabilities,

Room.No.208, (2nd Floor), 4, Vishnu Digamber Marg

IPH Complex New Delhi-110 002

Subject: Assistance under Relief and Reach Scheme

I submit herewith an application for assistance under the above scheme for the year. I certify that I have read the rules and regulations of the Scheme and I undertake to abide by them, on behalf of the Management. I further agree to the following conditions:

- (a) All assets acquired wholly or substantially out of the Trust fund shall not be encumbered or disposed off or utilised for purpose other than those for which the assistance given. Should the Institution/ Organisation cease to exist at any time, such properties shall revert to the National Trust.
- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by National Trust. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) If the National Trust have reasons to believe that the grant being utilised for unapproved purposes, the National Trust may stop payment of further instalments and recover earlier grants in such a manner as they may decide.
- (d) The institution shall exercise reasonable economy in the implementation of the scheme.

Yours faithfully

(Signature)

(Designation)

(Office Stamp)

NATIONAL TRUST

*For the Welfare of Persons with Autism, Cerebral Palsy,
Mental Retardation and Multiple Disabilities,
(Ministry of Social Justice & Empowerment, Govt. of India)*

Name of the Scheme:

I. APPLICATION FORM FOR NEW PROPOSAL

1. Organisation

Name :

Address (Office) :
(Project) :

Phone (Office) :
(Project) :

Fax (Office) :
(Project) :

Telex (Office) :
(Project) :

E-mail (Office) :
(Project) :

Grams (Office) :
(Project) :

2A. (I) Name of the Act :
under which registered

(II) Registration No. and :
date of Registration
(Please attach a photocopy)

2B. Registration No. & Date :
As given by National Trust

3. Registration under Foreign Contribution Act : (Yes / No)
4. Memorandum of Association and Bye-Laws :
(Please attach a photocopy)
5. Name & Address of the Members of the Board of Management/ Governing body :
6. List of Document to be attached :
 - a) A copy of the Annual Report of the previous year which should contain the balance sheet (including receipt and payment account). Income and Expenditure Account.
 - b) Activities taken up & executed in the previous two years :
 - c) Area of proposed activities :
7. Details of the projects for which the grant-in-aid is being applied :

Showing the following:-

Details of Project Showing

- a) Various activities
- b) Activity wise expenditure
- c) Activity wise Fund requirement
1st instalment & 2nd instalment.

Note:- 1st instalment should in no cases be more than 60% of component requirement & 50% of total requirement.

- d) Time period of each activity/
component matching with fund
requirement.

8. Assistance applied for in the current year :

9. Details of Funds received from
(named) official sources
10. Details of Beneficiaries
- a) Number of beneficiaries :
benefited in the previous two years
- b) Proposed number of :
beneficiaries expected to be
covered during current financial year.
11. Details of the Staff available :
12. a) If construction is
proposed under the project
- i) 1) Proof of ownership of land 2) Lease Agreement 3) Donation 4) Gift deed 5) Rental
6) Any other
- ii) Sanction Advice from competent
authority for proposed construction :
12. b) If project is to be run from
rental premises
- i) Rental agreement for.....period :
- ii) Rental & Rate justification from
PWD/Competent Local Body/
Revenue Authority :
12. c) If project is an extension/addition of
facilities already created
- i) Proof of ownership of land for proposed extension
- ii) Sanction advice for proposed extension from competent authority
12. d) If project is a modification of existing facilities
- i) an indication on the site map of the area proposed or be altered
- ii) how will new beneficiaries be accommodated without reducing
the number of beneficiaries in previous two years as there will
be no additionality of floor space
13. If Medical aids & appliances are being
sought to be financial justification of items
& their costs from NIMH/designated Institutes:

14. List of Additional papers,

- a) Undertaking to maintain separate account
- b) Undertaking to reserve 30% of the family having income of less than Rs.60,000/- per annum)
- c) I confirm to run the scheme as pilot project for first two years and after two years, usance charging fees from all other than the 30% reservation for the family having income of less than Rs.60,000/- per annum and have read the scheme and fulfill the requirement and conditions of the Scheme. I undertake to abide by all the conditions of the Scheme.

Signature.....

Name.....

Address.....

.....

Date.....

(Seal)

Note: Wherever not applicable, especially in case of new organisation, please write Not Applicable (N.A.)

NATIONAL TRUST

*For the Welfare of Persons with Autism, Cerebral Palsy,
Mental Retardation and Multiple Disabilities,
(Ministry of Social Justice & Empowerment, Govt. of India)*

Name of the Scheme:

I. APPLICATION FORM FOR IIND INSTALMENT

1. Organisation

Name :
Address (Office) :
(Project) :
Phone (Office) :
(Project) :
Fax (Office) :
(Project) :
Telex (Office) :
(Project) :
E-mail (Office) :
(Project) :
Grams (Office) :
(Project) :

2. Details of Assistance (in Rs.) :

Name of Project	Total Sanction	Amount Required as 1 st Instalment	Utilised	Amount Required as 2 nd Instalment
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3. The applicant organisation should enclose following papers:-

- i) Annual Report of the previous year.
- ii) Audited statements of accounts of previous year (Receipts and Payment Statement, Income & Expenditure Statements) and Balance Sheet.
- iii) Details of beneficiaries as per Annexure V
- iv) Details of staff available.
- v) Audited utilisation certificate with item wise expenditure as per the sanctioned items of grant (Annexure VI)
- vi) Assets acquired wholly or substantially out of government grants under GFR.19.
- vii) Any other information considered necessary by the organisation or as asked for.

Signature.....

Name.....

Address.....

.....

Date.....

(Seal)

NATIONAL TRUST

*For the Welfare of Persons with Autism, Cerebral Palsy,
Mental Retardation and Multiple Disabilities,
(Ministry of Social Justice & Empowerment, Govt. of India)*

List of Beneficiaries (Under Relief and Reach Scheme)

Sl. No.	Name of Beneficiary	Address	Male/ Female	Type of Disability	Remarks*
1	2	3	4	5	6

* Please indicate persons sent under judicial court order/ juvenile court order/ district officers order / below to economically poor families i.e., families having a monthly income of Rs.5,000 or less.

SCHEME II : TRAINING OF CARE GIVERS

A. Introduction

It has often been seen that persons with autism, cerebral palsy, mental retardation and multiple disabilities require constant and life long care of their persons. Care giving families have reported that with the increasing age of the child with disability as well as with the increasing age of the primary care givers, particularly the mother, providing care becomes more stressful, more demanding, labour intensive, costly and tiring. Although there are no reliable statistics to determine the population of persons with autism, cerebral palsy, mental retardation and multiple disabilities, it is generally known that those families that have amongst themselves any person having any of the above disabilities go through tremendous physical and financial strains throughout the life of the affected persons. Very often the families do not wish to institutionalize their disabled members not merely because cost of institutionalization is beyond their economic means but also because there is an emotional bonding which dictates the decision to retain the disabled family member. The object of the National Trust for the welfare of persons with autism, cerebral palsy, mental retardation and multiple disabilities Act, 1999 is to empower families to retain their disabled members within the family and the community.

However, families are often reluctant and/or do not have the financial means for sending a person to an institution of any type. Hence there is a need to bring relief to such families by providing a pool of trained caregivers whose services may be hired.

B. Objective of the Scheme:

1. Build up a pool of trained caregivers who may be hired on temporary/permanent basis by such of the families that may need it.
2. To build up a pool of trained professional care givers thereby providing employment opportunity to deserving people.

C. Responsibilities of running the Scheme:

Such of the organizations which are

- (a) registered with National Trust
- (b) running for at-least 2 years
- (c) be a legally constituted body
- (d) not being run for profit to any individual or a body of individuals
- (e) undertake to implement simultaneously Financial Empowerment to Home Visit Care Requiring Families scheme

D. Component of the Scheme:

1. The project will involve selection, orientation and training of eligible persons for professional care giving.
2. Maintaining an agency for registration, placement, and replacement etc. of professional caregivers.
3. Maintaining close liaison with user families to determine their needs and suggest appropriate technologies specially with reference to matching home visit care giving.
4. Disburse such of the financial assistance as is admissible to such of the beneficiaries who are eligible.

E. Time schedule of the scheme:

1. Training:-

Sl.No.	Phase	Duration	Activity
1	Phase -I	1 month	<ul style="list-style-type: none">• Identification of families in a specified locality whose service needs is to be assessed.• Orientation of trainees.
2.	Phase 2	3 months	Training of workers on a 3-month capsule to be designed/supervised by RCI.
3.	Phase 3	1 Months	Placement in previously selected homes and observation of functioning.
4.	Phase 4	1 Month	Upgradation of training, if any, on the basis of experience gained during home attachments.

F. Items of financial assistance:

1. Stipends to the trainees @ Rs. 400/- p.m.
2. Honorarium to training faculty @ Rs. 6000 p.m.
3. Travel expenses Rs. 10,000 for the entire training session to be used by trainees and/or guest faculty.
4. Training material (Lumpsum) Rs. 25,000
5. Misc. Rs. 5000/

Budget required for a training unit of 10 trainees for 6 months

I.Recurring Expenditure

- | | |
|--|--------------------|
| 1. Stipend (Rs. 400 x 10 x 6) | Rs. 24,000/- |
| 2. Honorarium Honorarium to be paid to one or more experts/specialists @max.6000/- per month(6000 x 6) | Rs. 36,000/- |
| 3. Educational Tour/Travel* | Rs.10,000/- |
| 4. Training material | Rs. 25,000/- |
| 5. Miscellaneous | <u>Rs. 5,000/-</u> |

II. Non-Recurring

-Nil-

Total

Rs.1,00,000/-

* includes the expenses for visit of trainee to specialized institutions and travel charges to be paid to experts/specialists who will come for giving specialized training.

Application for Assistance under Relief and Reach Scheme

From:

Date:

To

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Subject: Assistance under Relief and Reach Scheme

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- (a) All assets acquired wholly or substantially out of the Trust fund shall not be encumbered or disposed off or utilised for purpose other than those for which the assistance given. Should the Institution/ Organisation cease to exist at any time, such properties shall revert to the National Trust.
- (b) The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by National Trust. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- (c) If the National Trust have reasons to believe that the assistance being utilised for unapproved purposes, the National Trust may stop payment of further instalments and recover earlier grants in such a manner as they may decide.
- (d) The institution shall exercise reasonable economy in the implementation of the scheme.

Yours faithfully

(Signature)

(Designation)

(Office Stamp)

NATIONAL TRUST

*For the Welfare of Persons with Autism, Cerebral Palsy,
Mental Retardation and Multiple Disabilities,
(Ministry of Social Justice & Empowerment, Govt. of India)*

Name of the Scheme:

I. APPLICATION FORM FOR NEW PROPOSAL

1. Organisation

Name :

Address (Office) :
(Project) :

Phone (Office) :
(Project) :

Fax (Office) :
(Project) :

Telex (Office) :
(Project) :

E-mail (Office) :
(Project) :

Grams (Office) :
(Project) :

2A. (I) Name of the Act :
under which registered

(II) Registration No. and :
date of Registration
(Please attach a photocopy)

2B. Registration No.& Date :
As given by National Trust

3. Registration under Foreign : (Yes / No)
Contribution Act

4. Memorandum of Association :
and Bye-Laws
(Please attach a photocopy)

5. Name & Address of the Members :
of the Board of Management/
Governing body

6. List of Document to be attached :

a) A copy of the Annual Report
of the previous year which
should contain the balance
sheet (including receipt and
payment account). Income and
Expenditure Account.

b) Activities taken up & executed
in the previous two years:

c) Area of proposed activities :

7. Details of the projects for which :
the assistance is being applied

Showing the following:-

Details of Project Showing

- a) Various activities
- b) Activity wise expenditure
- c) Activity wise Fund requirement
1st instalment & 2nd instalment.

Note:- 1st instalment should in no cases be more than 90% of total cost.

d) Time period of each activity/
component matching with fund
requirement.

8. Assistance applied for in the :
current year.

- 9. Details of Funds received from (named) official sources
- 10. Details of Beneficiaries
 - a) Number of beneficiaries benefited : in the previous two years
 - b) Proposed number of beneficiaries : expected to be covered during current financial year.
- 11. Details of the Staff available :
- 12. a) Is the Scheme proposed to be run from own building/hired building/any other
- 12 List of Additional papers,
 - a) Undertaking to maintain separate account
 - b) Undertaking to maintain an agency for registration, placement, and replacement etc. of professional caregivers.
 - c) Undertaking to maintain close liaison with user families to determine their needs and suggest appropriate technologies specially with reference to matching home visit care giving.
 - d) Undertaking to disburse such of the financial assistance as is admissible to such of the beneficiaries who are eligible.
 - e) Undertaking to submit a feedback report regarding the training programme to National Trust for its exclusive use.

Signature.....
 Name.....
 Address.....

 Date.....

(Seal)

Note: Wherever not applicable, especially in case of new organisation, please write Not Applicable (N.A.)

NATIONAL TRUST

*For the Welfare of Persons with Autism, Cerebral Palsy,
Mental Retardation and Multiple Disabilities,
(Ministry of Social Justice & Empowerment, Govt. of India)*

Name of the Scheme:

I. APPLICATION FORM FOR IIND INSTALMENT (to be submitted for balance not before 60 days after end of training period and not after 90 days of the same).

1. Organisation

Name :

Address (Office) :
(Project) :

Phone (Office) :
(Project) :

Fax (Office) :
(Project) :

Telex (Office) :
(Project) :

E-mail (Office) :
(Project) :

Grams (Office) :
(Project) :

2. Details of Assistance (in Rs.) :

Name of Project	Total Sanction	Amount Required as 1 st Instalment	Utilised	Amount Required as 2 nd Instalment.

3. The applicant organisation should enclose following papers:-

- i) Annual Report of the previous year.
- ii) Audited statements of accounts of previous year (Receipts and Payment Statement, Income & Expenditure Statements) and Balance Sheet.
- iii) Details of Trainee caregivers as per Annexure IV
- iv) Details of staff available.
- v) Utilisation certificate (self- certification) with item wise expenditure as per the sanctioned items of assistance (as per Annexure V) for the 90% of fund released as 1st instalment and anticipated expenditure details for balance amount (to be given separately)
- vi) Any other information considered necessary by the organisation or as asked for.

Signature.....

Name.....

Address.....

.....

Date.....

(Seal)

NATIONAL TRUST

*For the Welfare of Persons with Autism, Cerebral Palsy,
Mental Retardation and Multiple Disabilities,
(Ministry of Social Justice & Empowerment, Govt. of India)*

List of Trainee Caregivers

Sl. No.	Name of Trainee Caregivers	Address	Male/ Female	Placement details (Name & address of the families with whom he/she is attached)
1	2	3	4	5

* Please indicate persons sent under judicial court order/ juvenile court order/ district officers order / belonging to economically poor families i.e., families having a monthly income of Rs.5,000 or less.

NATIONAL TRUST

*For the Welfare of Persons with Autism, Cerebral Palsy,
Mental Retardation and Multiple Disabilities,
(Ministry of Social Justice & Empowerment, Govt. of India)*

UTILISATION CERTIFICATE

(To be used under Relief & Reach Scheme of the National Trust)

S.No.	Letter No. & Date	Amount	
			Certified that out of Rs...../- of assistance sanctioned during the year.....infavour ofunder National Trust Letter No., given in the margin and Rs...../- on account of unspent balance of the previous year, a sum of Rs...../- has been utilised for the purpose of..... for which it was sanctioned and that the balance of Rs...../- remaining unutilised at the end of the year has been surrendered to National Trust (vide No.....dated..... for financial assistance.

2. Certified that the conditions on which the assistance was sanctioned have been duly fulfilled and the money was actually utilised for the purpose for which it was sanctioned.

Signature.....

Designation.....

Date.....