



**GUIDELINES
FOR FINANCIAL ASSISTANCE
TO NGOs**



**GOVERNMENT OF PAKISTAN
MINISTRY OF ENVIRONMENT**

Introduction

Natural resources and the environment are critical for the future of Pakistan, both globally as well as locally. Global issues include global warming and the ozone layer depletion. Major local issues are air and water pollution; dumping of hazardous wastes; noise pollution; pollution due to industrial and vehicular emissions; loss of land due to desertification, water logging as well as erosion; destruction of forests, contamination of food and water chains etc. These pose a severe challenge to the country where problems have converged because of three factors: inescapable economic and demographic pressure; a limited natural resource base; and, inadequate social response.

In order to meet the above challenges, collaboration between government and community organizations, in pursuit of sustainable development, is becoming increasingly important. The Government machinery is often used for building infrastructure, such as schools, hospitals, and dispensaries. It is important to note that these activities are usually carried out without the involvement of the people for whom the services are provided. This unfortunately leads people to think that the facilities are gifts from government; they are not concerned with the cost of providing the infrastructure or with its operation and maintenance, and end up feeling dependent on the government. This approach does not allow communities to incorporate changes according to their needs.

On the other hand Government machinery is not successful in reaching people and solving their problems. This is not due to the working but due to their implementation structures and mandates. The Government must mobilize local communities for undertaking managerial tasks for resource management. It needs to pay attention to people's participation in their work, and to appreciate that community organizations and people's initiative can complement government initiatives in difficult areas. The government needs to accept and engage the communities as partners in development, not competitors, for government alone will never succeed at sustainable development. It can create an environment in which solutions to people's problems are encouraged. It can remove bottlenecks and obstacles. This requires mechanisms for ingenuity and sense of ownership of communities. Realizing the role of local communities, the Ministry of Environment has started a programme of financial assistance for NGOs to implement small environment related projects. The following procedure is being adopted for giving assistance to NGOs.

I. Procedure for Applying for Financial Assistance

A. Public Notice inviting project proposals from NGOs:

The Ministry of Environment issues a Public Notice at beginning of every financial year in both English and Urdu national dailies inviting project proposals from NGOs for financial assistance against their small environment related projects.

B. *Eligibility of NGOs.*

- (a) The NGO must be registered under one of the following laws and a copy of Registration Certificate thereof must be furnished:—
 - i. The Societies Registration Act, 1860.
 - ii. The Trust Act, 1882.
 - iii. The Co-operative Societies Act, 1925.
 - iv. The Voluntary Social Welfare Agencies (Registration and Control) Ordinance, 1961.
 - v. The Companies Ordinance, 1984.
- (b) The NGOs must submit their project proposal on the prescribed application forms duly completed in all respects.
- (c) The NGOs must furnish copies of its registration certificate, By-Laws/Constitution/NIC of governing body members.
- (d) The NGOs must furnish their annual progress report and audit report of previous years.

C. *Eligibility of Projects*

- i. The Project proposal must fall in one of the 14 core areas mentioned in the prescribed form.
- ii. The duration of the Project should not be more than one year.
- iii. The cost of the project should not exceed Rupees one million.
- iv. Project must be located within the jurisdiction of the Registration Authority in which it is located.
- v. 40% of the project cost must be contributed by the NGOs.
- vi. Financial assistance will not be given for purchase of vehicles, office equipment, furniture, salaries and establishment charges.
- vii. The project must reflect its implementation through community participation,
- viii. The project proposal should demonstrate element of self-help and sustainability.

II. **Disbursement of Financial Assistance**

- (i) The applications, on prescribed forms, are received and evaluated by the Provincial/Regional/ AJK Govts. and sent to the Ministry of Environment, for consideration by the NGOs Fund Management Committee.

- (ii) The NGO Fund Management Committee considers and approves projects according to well defined procedure and for specific components.
- (iii) The approved amount is disbursed by Ministry of Environment in two phases (if necessary). 50% of the amount is released to the NGOs as first installment and remaining 50% is released on submission of satisfactory progress report of the project, supported by original vouchers, bills quotations and receipts of expenditures incurred to expend the first installment. The progress report is submitted by the NGO concerned to Ministry of Environment through their respective counterparts, on the prescribed form after six months of first release.
- (iv) The approved amount is released by Ministry of Environment through a crossed cheque after providing a printed/duly stamped receipt of NGOs.

III. Monitoring of the Projects

The projects will be monitored and evaluated with the help of Provincial/Regional Govts. and Ministry of Environment to ensure that the financial assistance is expended for the given purpose. The NGOs are required to submit progress report of their projects on prescribed form, to the respective Provincial/Regional Focal Points. The NGOs are encouraged to build their own monitoring and evaluation system for completion of their projects. The physical and financial verification of the funded projects will be carried out by the respective Provincial/Regional Focal Points or/and Ministry of Environment, during execution or/and after execution of the projects to check their satisfactory pace of completion.

Application Forms

- (i) Application forms, both in Urdu and English, are made available from time to time at the following offices for the areas mentioned against each:

Punjab

1. Secretary/Director General, Environmental Protection Department, Government of the Punjab, 4-Lytton Road, Lahore.

Sindh

2. Secretary, Environment and Alternative Energy Department, Government of Sindh, EPA Complex, Plot No. ST 2/1, Sector 23, Korangi Industrial Area, Karachi.

N.W.F.P.

3. Secretary, Environment Protection Department, Government of N.W.F.P, Civil Secretariat, Peshawar.

Baluchistan

4. Secretary, Environment, Sports and Youth Affairs Development Department, Government of Balochistan, Secretariat Building, Quetta.

AJ&K

5. Secretary, Environment Protection Department, Azad Government of the State of Jammu and Kashmir, Kashmir Plan House, Chattar Road, Domail, Muzaffarabad.

Islamabad Capital Territory

6. Chief Commissioner, Islamabad Capital Territory, F-8, Markaz, Islamabad.

Northern Areas

7. Chief Secretary, Northern Areas Administration, Gilgit,