

GUIDELINES TO CONDUCT FREE SCREENING OF CHILDREN FILMS IN SCHOOLS ON LCD PROJECTOR, THROUGH NGOS AND TRUSTS.

(Point No.2, 3, 4 & 7 are not applicable for Central / State Government authorities & Municipal Corporations)

Submitting Proposal -

1. Submit your proposal for conducting free LCD shows in schools of rural area in one month advance with details viz - Final Screening dates, School Name, Full address & contact nos., no. of students, no. of shows.
2. Along with proposal, please attach copy of Registration Certificate, PAN No, Profile of Organization activities, Annual Report, Audit report of last 3 years, Income Tax return (wherever applicable) and any other relevant documents demanded by CFSI.
3. As per directions by our Ministry registration of NGOS and Trusts on the NGO Darpan Portal of NITI Ayog and get its unique number is mandatory.

Please Note -

4. Proposal can be put for higher authorities approval against the receipt requested material (*Final Screening Date wise proposal / Copy of registration certificate, PAN No, profile of organization activities, Annual Report, Audit report of last 3 years, Income Tax return (wherever applicable)*) and any other relevant documents demanded by CFSI.
5. On approval of proposal CFSI will make agreement with NGO.
6. CFSI will provide DVD's for screening one week prior to the screenings.
7. **The Chief Executive Officer, CFSI reserves the right to accept/cancel/reject any of the Proposal / application/document without assigning any reason.**

Terms & Condition -

8. As & when required you shall submit documents, namely PAN Card, Copy of Registration, Tax Returns, Copy of constitution, Copy of Annual Accounts etc.
9. **A minimum of 250 Children should be present for every show. If children audiences are less than 200 that show will not be entitle for reimbursement.**
10. Films should be shown free of cost.
11. **The film will be shown through LCD projector (Big Screen) & not on T.V. Screen.**
12. Screening place must be clean, well ventilated and fulfilling all safely precautions. Arrange sufficient school staff /volunteers to monitor students.
13. We require weekly screening report through email.
14. It is necessary to intimate us by mail in advance if any change in screening dates.
15. Shows must be complete as per screening schedule if not give reason to delay & if reason of delay is not reasonable CFSI have right not to give reimbursement.
16. Please note that adequate publicity needs to be given for the shows. Hence, please arrange for a press conference to announce the program with the time schedule. Also, a small inaugural function may be organized on the first day of screening, inviting some prominent personality / celebrity in the locality to publicize the event and wider reach. While publicizing, please ensure that CFSI is given prominence. Press clippings and photographs on the inauguration may please be forwarded to us.
17. CFSI will reimburse ` 1500/- per school / per day towards operational expenditure incurred for conducting LCD shows. The Reimbursement will be made only after successful completion of screening & against the full-filling the following terms & conditions -
18. The screening certificate of each film show must be prepared by school head & certified by BEO/BDO/DEO & show conducting authority on school letterhead. Sample copy of screening certificate is attached. If school have no letterhead we require undertaking on screening certificate from school principal that they have no letter head.
19. Each LCD screening Photographs, covering the School Name Board, Students watching films, screening equipment's & banner of event. Photographs should be sent on DVD (Digital Photo).
20. No Advance will be paid.
21. Head wise consolidated expenditure statement along with original bills duly certified by NGO.
22. Normally, the payment shall be made by A/c payee, cheques only.
23. Reimbursement claim with necessary documents, screening certificates must be submitted within 15 days after completion of LCD screening. Claims submitted after stipulated period will not be entertained except genuine case.
24. The decision of CFSI in this regard shall be final and binding on you.

25. *As per directions of our Ministry, CFSI henceforth will make all payments only through electronic mode i.e NEFT/RTGS. We require your bank account details.*