

PLAN Foundation

Education Crowdfunding & Scholarship Framework

"Education Without Barriers Initiative"

Version 1.0

1. Vision

To ensure that no deserving student is deprived of higher education due to financial constraints by mobilizing public support through transparent and accountable crowdfunding.

2. Mission

To create a sustainable scholarship ecosystem that connects compassionate donors with deserving students while ensuring fairness, transparency, compliance, and measurable social impact.

3. Objectives

The objectives of the **PLAN Foundation – Education Without Barriers Initiative** are to:

1. **Provide Financial Assistance:** Extend scholarships and educational grants to deserving students from economically disadvantaged backgrounds to enable them to pursue quality education without financial hardship.
2. **Promote Access to Higher Education:** Support students pursuing undergraduate, postgraduate, doctoral, vocational, technical, and research programmes in recognized institutions in India and abroad.
3. **Advance Educational Equity:** Promote equal access to educational opportunities irrespective of gender, caste, religion, disability, geography, or socio-economic background, with special emphasis on marginalized and underserved communities.
4. **Mobilize Community Participation:** Encourage individuals, alumni, philanthropists, corporate entities, charitable trusts, and institutions to contribute towards a transparent and sustainable education support fund through donations and crowdfunding initiatives.
5. **Recognize Merit and Potential:** Identify and support academically meritorious, talented, and motivated students who demonstrate leadership potential, innovation, social commitment, or exceptional achievements.
6. **Reduce Financial Barriers:** Assist students in meeting educational expenses, including tuition fees, examination fees, books, accommodation, study materials, technology requirements, and other approved academic costs.
7. **Promote Transparency and Accountability:** Establish a fair, objective, and transparent scholarship selection process with robust governance, financial oversight, monitoring, and public reporting to ensure donor confidence and effective utilization of funds.
8. **Encourage Academic Excellence and Social Responsibility:** Inspire scholarship recipients to maintain high academic standards and contribute positively to society through leadership, community service, innovation, or mentorship.
9. **Strengthen Partnerships:** Collaborate with educational institutions, government agencies, corporations, foundations, alumni networks, and international organizations to expand educational opportunities and maximize programme impact.

10. **Create a Sustainable Scholarship Ecosystem:** Build a long-term, scalable scholarship programme supported by recurring donations, endowment funds, CSR partnerships, and strategic collaborations to benefit future generations of students.

4. Guiding Principles

The **PLAN Foundation – Education Without Barriers Initiative** shall be governed by the following principles:

1. Transparency

All scholarship and crowdfunding activities shall be conducted in an open and transparent manner. Eligibility criteria, application procedures, selection processes, fund utilization, and programme outcomes shall be publicly communicated wherever appropriate to maintain public trust.

2. Equity

Every eligible applicant shall receive equal opportunity to compete for financial assistance. Special consideration may be provided to students from economically weaker sections, marginalized communities, rural and remote areas, persons with disabilities, women, and other underrepresented groups to promote inclusive education.

3. Merit

Scholarships shall recognize academic excellence, talent, leadership, potential, innovation, research, sports, community service, and other achievements. Merit shall be assessed using objective and transparent evaluation criteria.

4. Financial Need

Financial assistance shall primarily be directed towards students who demonstrate genuine economic hardship and whose educational aspirations may otherwise remain unfulfilled due to lack of financial resources.

5. Non-Discrimination

The Foundation shall not discriminate against any applicant on the basis of religion, caste, creed, ethnicity, gender, disability, marital status, language, political affiliation, place of origin, or any other protected characteristic. Selection shall be based solely on the approved eligibility and evaluation criteria.

6. Accountability

The Foundation shall maintain accurate records of donations, scholarship awards, beneficiary details, and financial transactions. All programme activities shall be subject to appropriate internal controls, periodic review, and statutory audit to ensure responsible stewardship of resources.

7. Integrity

All stakeholders, including applicants, donors, volunteers, employees, committee members, and partner institutions, shall uphold the highest standards of honesty, ethical conduct, and professionalism. Fraud, misrepresentation, conflicts of interest, or misuse of funds shall not be tolerated.

8. Donor Confidence

The Foundation shall safeguard donor trust by ensuring that contributions are utilized only for approved educational purposes in accordance with the programme's policies. Donors shall

receive appropriate acknowledgements, tax receipts (where applicable), and periodic impact updates while respecting beneficiary privacy.

9. Privacy and Dignity

The Foundation shall protect the confidentiality and personal information of applicants and beneficiaries. Student stories, photographs, or personal details shall only be published with informed consent and in a manner that preserves the dignity and privacy of the individuals concerned.

10. Sustainability

The Foundation shall strive to build a long-term and financially sustainable scholarship programme through diversified funding sources, prudent financial management, recurring donor engagement, CSR partnerships, endowment development, and continuous programme evaluation.

5. PLAN Foundation Education Support Fund

To advance its charitable objective of promoting education, **PLAN Foundation** shall establish a dedicated fund known as the **PLAN Foundation Education Support Fund (PESF)**. The Fund shall serve as the central financial mechanism for mobilizing, managing, and disbursing donations, grants, CSR contributions, philanthropic support, and other lawful resources for scholarship and educational assistance.

The Fund shall operate in accordance with this Policy, applicable laws, and the resolution of the Governing Body. Separate books of accounts and financial records shall be maintained to ensure transparency, accountability, and proper utilization of funds.

Objectives of the Fund

The Education Support Fund shall:

- Provide scholarships and financial assistance to deserving students from economically disadvantaged backgrounds.
- Support access to quality education in India and internationally.
- Encourage educational excellence, innovation, leadership, and social responsibility.
- Mobilize financial support from individuals, corporations, foundations, alumni, philanthropists, and institutional donors.
- Create a sustainable scholarship ecosystem through recurring donations, CSR partnerships, endowment contributions, and crowdfunding initiatives.

Structure of the Fund

The Education Support Fund may comprise the following thematic sub-funds. The Governing Body may create, merge, modify, or discontinue sub-funds based on emerging educational needs and available resources.

1. Overseas Education Scholarship Fund

Supports deserving students admitted to recognized universities and higher education institutions outside India for undergraduate, postgraduate, doctoral, research, professional, or vocational programmes.

2. Higher & Professional Education Scholarship Fund

Supports students pursuing professional and academic programmes such as Engineering, Law, Management, Architecture, Pharmacy, Agriculture, Commerce, Arts, Science, Education, Information Technology, and other recognized disciplines in India or abroad.

3. Medical & Allied Health Scholarship Fund

Provides assistance to students pursuing MBBS, BDS, Nursing, AYUSH, Allied Health Sciences, Public Health, Paramedical, Physiotherapy, Occupational Therapy, and other healthcare-related programmes.

4. Technical & Skill Development Scholarship Fund

Supports students enrolled in Industrial Training Institutes (ITIs), Polytechnics, National Skill Qualification Framework (NSQF) programmes, apprenticeship programmes, vocational education, digital skills, entrepreneurship, and other skill development initiatives.

5. School Education Support Fund

Provides educational assistance to deserving students from Classes VI to XII for tuition fees, books, uniforms, digital learning devices, examination fees, transportation, and other approved educational expenses.

6. Research, Innovation & Fellowship Fund

Supports postgraduate researchers, doctoral scholars, innovators, and young professionals undertaking research, innovation projects, fellowships, publications, and academic exchange programmes.

7. Emergency Education Assistance Fund

Provides immediate financial assistance to students whose education is at risk due to unforeseen circumstances such as the death of a parent or guardian, serious illness, natural disasters, conflict, accidents, or sudden financial distress.

8. Special Category Scholarship Fund

Provides targeted support for:

- Students with disabilities.
- Orphans and children without parental care.
- Children of single parents.
- Tribal and remote-area students.
- First-generation learners.
- Children of frontline workers or economically vulnerable families.
- Any other vulnerable category approved by the Governing Body.

Flexibility in Utilization

The Governing Body may allocate or reallocate resources among the various sub-funds based on donor restrictions (if any), programme priorities, availability of funds, and documented educational needs, while ensuring compliance with applicable laws and donor commitments.

Endowment and Named Scholarship Funds

Individuals, families, corporations, alumni groups, charitable trusts, and philanthropic institutions may establish **Named Scholarship Funds** or **Endowment Scholarships** under the Education Support Fund, subject to approval by the Governing Body and the Foundation's Gift Acceptance Policy. The terms of such funds shall be documented through a written agreement, provided they are consistent with the Foundation's charitable objectives and do not compromise the independence of the scholarship selection process.

6. Eligible Students

Applicants must:

- Be admitted to a recognised educational institution.
- Demonstrate financial need.

- Submit authentic documentation.
 - Agree to monitoring requirements.
- Preference may be given to:
- Girls
 - Persons with disabilities
 - Orphans
 - Children of single parents
 - Economically weaker families
 - Students from aspirational districts and remote areas
 - First-generation learners
 - Social Service background (NSS/NCC/Volunteering/NGO worker)

7. Eligible Courses

- Undergraduate
- Postgraduate
- PhD
- Diploma
- Technical Education
- Vocational Courses
- Medical
- Engineering
- Nursing
- Agriculture
- Law
- Public Policy
- Environmental Studies
- Artificial Intelligence
- Skill Development Programmes



8. Eligible Expenses

Scholarship assistance may cover:

- Tuition Fee
- Examination Fee
- Hostel Charges
- Books
- Laptop (if approved)
- Internet Charges
- Laboratory Fee
- Visa Fee (for overseas study)
- Health Insurance
- Airfare (exceptional cases)
- Living Expenses (approved limits only)

9. Crowdfunding Model

1. Purpose

The **PLAN Foundation Education Support Fund** shall mobilize financial resources through ethical, transparent, and accountable crowdfunding initiatives to support deserving students in pursuing quality education in India and abroad. Crowdfunding shall be undertaken solely for charitable and educational purposes in accordance with the Foundation's objectives and applicable laws.

2. Sources of Funding

The Foundation may receive voluntary contributions from lawful sources, including but not limited to:

- Individual donors.
- Corporate Social Responsibility (CSR) contributions, where permissible under applicable law.
- Philanthropic foundations and charitable institutions.
- Alumni associations and educational networks.
- High-net-worth individuals (HNIs) and family offices.
- Community groups and resident welfare associations.
- Educational institutions and university partners.
- Digital crowdfunding platforms approved by the Foundation.
- Online campaigns through the Foundation's official website and verified platform pages.
- Faith-based or community organizations, where consistent with the Foundation's non-discrimination policy.
- Indian and foreign donors, subject to applicable legal and regulatory requirements, including compliance with the Foreign Contribution (Regulation) Act (FCRA), where applicable.

3. Crowdfunding Campaigns

Crowdfunding campaigns may be launched for:

- The Education Support Fund as a whole.
- A specific scholarship category (e.g., medical, overseas, technical education).
- Emergency educational assistance.
- Named scholarship or endowment funds.
- Institutional partnerships or special educational initiatives approved by the Governing Body.

As a general principle, campaigns should support the Foundation's scholarship programme rather than guarantee funding for a specific individual, unless expressly approved by the Governing Body and consistent with the Foundation's policies.

4. Public Disclosures

To promote transparency and informed giving, the Foundation shall disclose, through its website or campaign materials, the following information:

- The objectives and scope of the scholarship programme.
- Eligibility criteria and beneficiary selection process.
- Governance structure, including the role of the Scholarship Committee.
- Types of educational expenses eligible for support.
- Sources and utilization of donated funds.

- The Foundation's policy on administrative and programme management expenses.
- Periodic impact reports and programme outcomes.
- Contact details for donor queries and grievances.
- Relevant statutory registrations and approvals, including registration under the Income-tax Act (such as Sections 12AB and 80G, where applicable).

5. Utilization of Donations

Unless a donation is expressly restricted and accepted for a particular purpose, contributions shall be credited to the Education Support Fund and allocated in accordance with the approved scholarship policy and programme priorities.

The Foundation shall endeavour to use donations for the purpose represented in the fundraising appeal. If the amount raised exceeds the requirement for a particular scholarship category or campaign, or if the original purpose can no longer be fulfilled, the Governing Body may reallocate the surplus to other educational programmes with similar charitable objectives, while respecting applicable law and donor restrictions.

6. Administrative Expenses

The Foundation may utilize a reasonable portion of donations for legitimate programme administration, including beneficiary verification, due diligence, technology platforms, financial management, monitoring, communications, audits, and statutory compliance. Such expenses shall be disclosed in the Foundation's annual reports or other public disclosures.

7. Donor Communication and Reporting

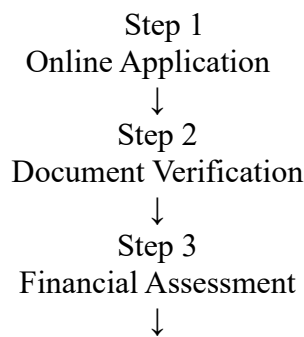
The Foundation shall maintain regular communication with donors by providing:

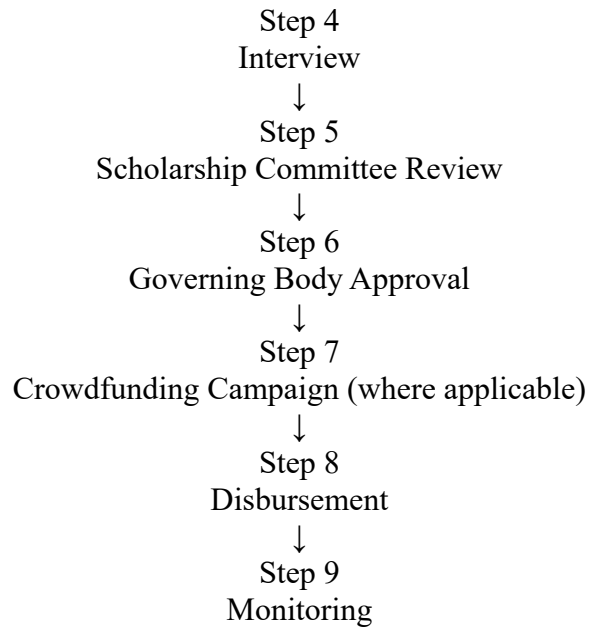
- Timely acknowledgments and receipts.
- Tax benefit certificates, where applicable.
- Periodic programme updates.
- Annual impact reports.
- Audited financial statements, where required.
- Success stories and case studies, subject to beneficiary consent and privacy safeguards.

8. Transparency and Accountability

The Foundation shall maintain separate financial records for the Education Support Fund and ensure that all donations and scholarship disbursements are properly recorded, monitored, and audited. Annual reporting shall include information on funds received, scholarships awarded, beneficiaries supported, programme outcomes, and the overall impact of the initiative.

11. Student Selection Process





11. Scholarship Committee

1. Constitution

To ensure fairness, transparency, and accountability in the administration of the **PLAN Foundation Education Support Fund**, the Governing Body shall constitute a **Scholarship Committee** responsible for evaluating applications, recommending scholarships, overseeing implementation, and ensuring compliance with this Policy.

The Committee shall function independently and in the best interests of the Foundation and the scholarship programme.

2. Composition

The Scholarship Committee shall ordinarily consist of a **minimum of five (5) members** appointed by the Governing Body. Depending on the scale of the programme, the Governing Body may increase the number of members.

The Committee may comprise:

- **Chairperson** – A senior educationist, academician, or Governing Body nominee, or President/Chairman of PLAN Foundation.
- **Education Expert** – A person with significant experience in higher education, vocational education, or academic administration.
- **Chartered Accountant/Finance Expert** – Responsible for financial scrutiny and ensuring prudent utilization of scholarship funds or Accountant of PLAN Foundation or Finance Secretary of PLAN Foundation
- **Social Development Expert/Social Worker** – A professional with experience in community development, inclusion, or social welfare.
- **Independent Member** – A person of integrity from academia, industry, law, healthcare, or civil society who is not involved in the day-to-day management of the Foundation.
- **Governing Body Representative** – A member nominated by the Governing Body to ensure policy compliance and institutional oversight.

The Committee may invite **subject-matter experts** or **external advisors** as special invitees without voting rights whenever specialized knowledge is required.

3. Tenure

Committee members shall ordinarily be appointed for a **term of three (3) years**, renewable by the Governing Body. Members may resign by giving written notice, and the Governing Body may fill any vacancy for the remainder of the term.

4. Meetings and Quorum

- The Committee shall meet as often as necessary, but **at least once each year**.
- Additional meetings may be convened by the Chairperson whenever required.
- The quorum shall be **not less than three (3) members**, including the Chairperson or the Governing Body Representative.
- Decisions shall normally be taken by consensus. Where consensus is not possible, decisions shall be made by a simple majority of members present and voting. In the event of a tie, the Chairperson shall have a casting vote.

5. Roles and Responsibilities

The Scholarship Committee shall:

1. Review scholarship applications to ensure eligibility under the approved policy.
2. Verify documents and assess the authenticity of information submitted by applicants.
3. Conduct or recommend interviews, reference checks, or home visits where considered necessary.
4. Evaluate and score applications using the approved assessment matrix.
5. Assess academic merit, financial need, leadership potential, and other approved criteria.
6. Recommend scholars, recipients and scholarship amounts to the Governing Body for approval.
7. Recommend renewal, suspension, modification, or discontinuation of scholarship based on student performance and progress.
8. Monitor scholarship utilization through progress reports, fee receipts, academic records, and other supporting documents.
9. Ensure that scholarship funds are utilized only for approved educational purposes.
10. Review grievances and appeals relating to scholarship decisions, where referred by the Governing Body.
11. Maintain confidentiality of applicant information.
12. Submit periodic reports to the Governing Body on programme performance.
13. Contribute to the preparation of the Foundation's annual scholarship and impact reports.

6. Conflict of Interest

Every Committee member shall disclose any actual, potential, or perceived conflict of interest concerning an applicant or donor.

A member shall not participate in the evaluation, discussion, or decision relating to an applicant with whom the member has a personal, financial, professional, or family relationship.

All conflict-of-interest declarations shall be recorded in the minutes of the meeting.

7. Confidentiality

Committee members shall treat all applicant information, financial records, interview notes, evaluation sheets, and deliberations as confidential. Such information shall not be disclosed except as required for programme administration or by law.

8. Record Keeping

The Committee shall ensure proper maintenance of:

- Application Register.
- Eligibility Verification Records.

- Evaluation and Scoring Sheets.
- Interview Assessment Forms.
- Minutes of Meetings.
- Scholarship Recommendation Register.
- Scholarship Approval Register.
- Monitoring Reports.
- Renewal and Closure Records.
- Annual Scholarship Report.

9. Reporting

The Scholarship Committee shall submit an **Annual Scholarship Report** to the Governing Body, including:

- Number of applications received.
- Number of eligible applicants.
- Scholarships awarded.
- Scholarship categories and amounts.
- Geographic and demographic distribution of beneficiaries.
- Academic performance of recipients.
- Utilization of scholarship funds.
- Return on investment and impact.
- Recommendations for strengthening the scholarship programme.

10. Code of Conduct

All Committee members shall:

- Act with integrity, impartiality, and professionalism.
- Make decisions solely in the best interest of deserving students.
- Avoid discrimination of any kind.
- Maintain independence from donors and applicants.
- Comply with the Foundation's policies and applicable laws.
- Preserve the dignity and confidentiality of all applicants.
- Promote transparency, accountability, and public trust in the scholarship programme.

12. Beneficiary Verification

1. Purpose

To ensure that scholarships are awarded only to genuine and deserving students, **PLAN Foundation** shall conduct a comprehensive verification process before approving any financial assistance. The verification process is intended to establish the applicant's identity, educational credentials, financial need, eligibility, and compliance with the Scholarship Policy.

Verification shall be carried out in a fair, objective, transparent, and confidential manner.

2. Verification Process

Every scholarship application shall undergo the following stages of verification:

Stage I – Preliminary Scrutiny

- Verification of completeness of the application form.
- Verification of mandatory supporting documents.
- Confirmation that the applicant meets the prescribed eligibility criteria.

Stage II – Document Verification

The Scholarship Secretariat or authorized verification team shall verify the authenticity and validity of the documents submitted by the applicant.

Stage III – Financial Need Assessment

Assessment of the applicant's financial condition through documentary evidence and, where necessary, independent verification.

Stage IV – Physical/Virtual Verification (if required)

The Foundation may conduct telephonic interviews, virtual meetings, institutional verification, or home visits in cases where additional due diligence is considered necessary.

Stage V – Scholarship Committee Review

Only applications that successfully complete the verification process shall be placed before the Scholarship Committee for evaluation.

3. Mandatory Documents

Applicants shall submit self-attested copies of the following documents, wherever applicable:

A. Identity Verification

- Aadhaar Card
- Passport (for overseas education, if applicable)
- Voter ID/Driving License/Any Government-issued Identity Card (where applicable)

B. Address Verification

- Aadhaar Card
- Ration Card
- Election Card
- Residence Certificate
- Any other valid proof of address

C. Educational Verification

- Admission Letter issued by the institution
- Offer Letter/Enrollment Confirmation
- Fee Structure
- Student Identity Card (if available)
- Academic Transcripts
- Mark Sheets
- Degree/Provisional Certificates (where applicable)
- Entrance Examination Score Card (if applicable)

D. Financial Verification

- Income Certificate issued by the competent authority
- Salary Certificate
- Income Tax Return (if available)
- BPL/EWS Certificate (if applicable)
- Family Income Declaration
- Scholarship/Loan Sanction Letter (if applicable)

E. Banking Details

- Cancelled Cheque
- Bank Passbook
- Bank Account Details of the Applicant
- Institution Bank Details (where direct payment is proposed)

F. References

Applicants shall provide at least **two references**, preferably from:

- Principal/Head of Institution
- Teacher/Professor
- Employer (where applicable)
- Village Panchayat Representative
- Gazetted Officer
- Reputed Community Leader
- Any other person acceptable to the Foundation

4. Additional Verification (where applicable)

Depending upon the scholarship category, the Foundation may require:

- Passport and Visa (for overseas studies)
- Research Proposal
- Statement of Purpose
- Recommendation Letters
- Internship Certificates
- Disability Certificate
- Certificate of Matriculation
- Orphan Certificate
- Death Certificate of Parent/Guardian
- Medical Certificate (for medical hardship cases)
- Any other document considered necessary by the Scholarship Committee.

5. Physical / Virtual Verification

Where deemed necessary, the Foundation may undertake one or more of the following:

- Telephonic verification.
- Video interview.
- Home visit.
- Visit to the educational institution.
- Interaction with parents or guardians.
- Verification with the institution regarding admission status and fee details.
- Independent background verification through authorized representatives.

The Foundation may also engage volunteers, partner organizations, or third-party agencies to assist in verification while ensuring confidentiality and data protection.

6. Verification of Educational Institution

The Foundation may verify:

- Recognition or accreditation of the institution.
- Authenticity of the admission offer.
- Course details.
- Fee structure.
- Duration of the programme.
- Student enrollment status.
- Attendance and academic performance during the scholarship period.

7. Financial Need Assessment

The Scholarship Committee may assess:

- Annual family income.
- Number of earning members.
- Number of dependent family members.
- Existing education loans.
- Other scholarships received.
- Family liabilities.
- Medical expenses.
- Special socio-economic circumstances.
- Any other relevant factors affecting the applicant's ability to finance education.

8. Fraud Prevention

The Foundation shall adopt a zero-tolerance approach towards fraud.

If any applicant is found to have submitted:

- Forged documents,
- False declarations,
- Misleading information,
- False recommendation letters,
- Fabricated income certificates, or
- Concealed material facts

the applicant shall be rejected. Where a scholarship has already been awarded, the Foundation may suspend or terminate the scholarship, recover funds where legally permissible, and take any other action deemed appropriate under applicable law.

9. Confidentiality

All information and documents obtained during verification shall be treated as confidential and used solely for scholarship administration, due diligence, audit, monitoring, reporting, and legal compliance. Access to such information shall be restricted to authorized personnel.

10. Verification Report

Upon completion of the verification process, the authorized verification officer shall prepare a **Beneficiary Verification Report** containing:

- Applicant details.
- Documents verified.
- Eligibility status.
- Summary of financial need assessment.
- Verification observations.
- Any discrepancies noted.
- Recommendation (Eligible / Conditionally Eligible / Not Eligible).

The Verification Report shall be placed before the Scholarship Committee along with the complete application for consideration.

11. Record Retention

PLAN Foundation shall maintain all verification records, supporting documents, reports, and correspondence securely for the period prescribed under applicable laws or the Foundation's Record Retention Policy, whichever is longer.

13. Crowdfunding Approval Matrix

Scholarship Amount	Approval Authority
Up to ₹1 lakh	Scholarship Committee
₹1–5 lakh	Governing Body
Above ₹5 lakh	Governing Body with documented justification

14. Donation Policy

Donors may:

- Donate any amount.
- Contribute monthly or one-time.
- Sponsor a scholarship where permitted by programme rules.
- Receive receipts and applicable tax documentation.

Donors shall not influence beneficiary selection.

15. Financial Control

Separate financial records shall be maintained.

The programme shall have:

- Dedicated ledger
- Scholarship Register
- Donation Register
- Beneficiary Register
- Bank reconciliation
- Internal audit
- Annual statutory audit

16. Disbursement Policy

Preference order:

1. Direct payment to institution
2. Payment to hostel
3. Reimbursement against original receipts
4. Student account only where justified and approved

17. Monitoring

Students shall submit:

- Semester marksheets
- Attendance
- Fee receipts
- Progress reports
- Photographs
- Internship details (where applicable)



18. Suspension of Scholarship

Scholarship may be suspended due to:

- False information
- Poor academic performance without reasonable cause
- Misuse of funds
- Disciplinary action by the institution
- Withdrawal from the course

19. Donor Communication

Every donor shall receive:

- Donation acknowledgement
- Receipt
- Annual impact report
- Programme updates (subject to beneficiary privacy)

20. Privacy Policy

Personal information shall remain confidential.

Student information shall only be shared with written consent or where legally required.

21. Anti-Fraud Policy

PLANNING FUTURE shall maintain zero tolerance towards:

- Fake admission letters
- Forged income certificates
- Identity fraud
- Misuse of scholarship funds
- Misrepresentation during fundraising

Suspected fraud shall be investigated, and appropriate recovery or legal action may be initiated where warranted.

22. Conflict of Interest

Committee members shall disclose any relationship with an applicant and recuse themselves from evaluation.

23. Appeals

Applicants may submit an appeal within 30 days of the decision.

The appeal shall be reviewed by an independent panel nominated by the Governing Body.

24. Annual Reporting

The Foundation shall publish:

- Number of applications
- Number of scholarships awarded
- Geographic distribution
- Funds raised
- Funds disbursed
- Success stories

- Audited financial statement for the programme

Standard Operating Procedures (SOPs)

The programme shall maintain SOPs covering:

- Application intake
- Document verification
- Home visits (where necessary)
- Financial need assessment
- Crowdfunding campaign approval
- Donation processing
- Scholarship disbursement
- Monitoring and reporting
- Complaint handling
- Record retention

Standard Forms

1. Scholarship Application Form
2. Income Declaration Form
3. Verification Checklist
4. Interview Assessment Sheet
5. Scholarship Committee Scoring Sheet
6. Government Approval Letter
7. Donor Consent & Acknowledgment Form
8. Scholarship Award Letter
9. Scholarship Agreement
10. Utilization Certificate
11. Semester Progress Report
12. Completion Report
13. Alumni Engagement Form

Ethics Statement

PLAN Foundation shall ensure that no beneficiary is selected on the basis of religion, caste, gender, political affiliation, or personal influence. Every scholarship shall be awarded solely on transparent, objective, and documented criteria.

Programme Motto

"Every Dream Deserves an Opportunity."



PLAN Foundation

- Donor Management & Gift Acceptance Framework
Version 1.0
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1. Purpose

The purpose of this Framework is to establish transparent, ethical, accountable, and legally compliant procedures for soliciting, receiving, accepting, recording, managing, utilizing, acknowledging, and reporting donations received by PLAN Foundation.

The Framework seeks to:

- Promote public trust and donor confidence.
 - Ensure donations are utilized for charitable purposes.
 - Prevent fraud, money laundering, conflicts of interest, and misuse of funds.
 - Protect the independence and integrity of PLAN Foundation.
 - Comply with applicable laws, regulatory requirements, and internal governance standards.
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2. Scope

This Framework shall apply to:

- Individual donors
- Corporate donors
- CSR contributions
- Charitable trusts
- Philanthropic foundations
- High-net-worth individuals
- Alumni
- Crowdfunding contributors
- Indian donors
- Foreign donors (subject to applicable law)



3. Guiding Principles

- Voluntariness
 - Transparency
 - Accountability
 - Integrity
 - Ethical Fundraising
 - Donor Confidentiality
 - Non-discrimination
 - Compliance with applicable laws
 - Responsible Stewardship
 - Public Interest
-

4. Types of Donations

PLAN Foundation may accept:

- General donations
- Programme-specific donations
- Corpus donations
- Endowment funds

- Named scholarships
- Memorial donations
- Emergency relief donations
- In-kind donations
- Equipment
- Books
- Medical equipment
- Digital assets
- Securities (subject to approval)
- Property (subject to Governing Body approval)

5. Sources of Donations

The Foundation may mobilize resources through:

- Direct donations
- Online donations
- Crowdfunding campaigns
- CSR partnerships
- Fundraising events
- Payroll giving
- Legacy giving
- Alumni campaigns
- Institutional giving
- Digital payment platforms

6. Gift Acceptance Policy

PLAN Foundation reserves the right to decline any donation that:

- Is unlawful or appears to originate from illegal activities.
 - May expose the Foundation to legal, financial, or reputational risk.
 - Is subject to conditions inconsistent with the Foundation's charitable objectives or independence.
 - Requires activities contrary to law or public policy.
 - May create a conflict of interest or undue influence over governance or programme decisions.
- Any restricted donation shall be accepted only after reviewing the proposed conditions and documenting the Foundation's acceptance.

7. Donor Due Diligence

The Foundation may conduct proportionate due diligence depending on the nature and value of the donation. This may include:

- Identity verification
- PAN or equivalent tax identification (where applicable)
- Source-of-funds declaration
- Sanctions and watch-list screening, where required
- Review of adverse media, where appropriate
- Confirmation of legal authority for organizational donors

Enhanced due diligence may be carried out for large, unusual, or high-risk donations.

8. Crowdfunding Guidelines

Crowdfunding campaigns shall:

- Clearly state the charitable purpose.
- Describe beneficiary selection criteria.
- Explain how donations will be utilized.
- Avoid misleading claims or guaranteed outcomes.
- Be approved by the designated authority before publication.

Campaigns intended for educational assistance should ordinarily support the Foundation's scholarship programme rather than guarantee funding for a specific individual, unless expressly approved under the Foundation's scholarship policy.

9. Donor Rights

Every donor has the right to:

- Receive a receipt for eligible donations.
 - Receive accurate information about the Foundation's work.
 - Know how donations are intended to be used.
 - Have personal information treated confidentially, subject to law.
 - Ask reasonable questions about programmes and governance.
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10. Donor Responsibilities

Donors are expected to:

- Provide accurate information.
 - Ensure donations come from lawful sources.
 - Refrain from attempting to influence beneficiary selection or Foundation decisions.
 - Respect the Foundation's governance processes.
 - Comply with applicable laws.
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11. Utilization of Donations

Donations shall be utilized:

- In accordance with the Foundation's objectives.
- Consistent with accepted donor restrictions.
- Subject to Governing Body-approved budgets.
- Through transparent accounting and internal controls.

If a restricted purpose becomes impossible or impracticable to fulfil, the Governing Body may approve use of the funds for a substantially similar charitable purpose, consistent with applicable law and donor commitments.

12. Financial Management

The Foundation shall maintain:

- Donation Register
- Donor Register
- Programme-wise Ledger
- Corpus Register
- Restricted Fund Register
- Crowdfunding Register
- Receipt Register
- Bank Reconciliation

- Audit Trail

13. Documentation

The following documents shall be maintained, where applicable:

- Donor Undertaking
- Donation Receipt
- Gift Acceptance Approval
- Restricted Donation Agreement
- Scholarship Allocation Record
- Utilization Report
- Annual Donor Statement

14. Recognition of Donors

Donor recognition may include:

- Thank-you letters
- Certificates of appreciation
- Annual reports
- Donor walls or honour rolls
- Website acknowledgments

Recognition shall respect donor preferences, including requests for anonymity.

15. Privacy and Confidentiality

Donor information shall be collected and processed only for legitimate purposes including donor administration, statistical analysis, audit, and communication. Personal information shall not be disclosed except with consent or where required by law.

16. Conflict of Interest

Employees, volunteers, Governing Body members, and committee members shall disclose any conflict of interest relating to donor relationships. Decisions concerning donation acceptance or allocation shall be made impartially.

17. Monitoring and Reporting

The Foundation shall prepare periodic reports on:

- Donations received
- Programme-wise utilization
- Administrative expenditure
- Beneficiaries supported
- Programme outcomes
- Audit observations, where applicable

18. Internal Audit and Review

The donor management system shall be periodically reviewed to assess compliance with this Framework, strengthen internal controls, and improve fundraising practices.

19. Grievance Redressal

Donors may submit concerns or complaints regarding fundraising, acknowledgements, utilization of donations, or communication. Complaints shall be recorded, investigated, and resolved in a timely manner through a documented grievance mechanism.

20. Amendment

The Governing Body may amend this Framework from time to time to reflect changes in law, governance standards, operational needs, or strategic priorities.

- **Annexures**

The following standard documents form are part of this Framework:

- PF-DON-01 – Donor Undertaking & Declaration
- PF-DON-02 – Donation Form
- PF-DON-03 – Gift Acceptance Checklist
- PF-DON-04 – Large Donation Due Diligence Form
- PF-DON-05 – Restricted Donation Agreement
- PF-DON-06 – Donation Receipt Format
- PF-DON-07 – Donor Consent for Public Recognition
- PF-DON-08 – Anonymous Donation Declaration
- PF-DON-09 – Corporate/CSR Donation Agreement
- PF-DON-10 – Crowdfunding Campaign Approval Form
- PF-DON-11 – Donor Fund Utilization Report
- PF-DON-12 – Donor Fund Statement
- PF-DON-13 – Donor Grievance Form
- PF-DON-14 – Gift Refusal Receipt
- PF-DON-15 – Donor Register Format

