

**GUIDELINES - CONDUCTING CHILDREN'S FILMS FREE SCREENING IN SCHOOLS
(Through LCD Projector)**

(Point No.2, 3, 4, 5 & 8 are not applicable for Central / State Government authorities & Municipal Corporations)

Submitting Proposal -
1. Proposal for conducting free LCD shows in schools of rural area should be submitted one month advance with details viz – Final Screening dates, School Name, Full address & contact nos., no. of students, no. of shows.
2. Proposal should be submitted alongwith 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. Following the Ministry's Directive , aspirant NGOs and Trusts must be registered on the "NGO Darpan Portal" of "NITI Aayog" and should have its unique number .
Please Note -
4. Proposal fulfilling the supporting documents requirement (requested at Point no -2) will be put for higher authorities' consideration and approval.
5. An agreement will be signed between CFSI and NGO/ trust upon approval of proposal by Higher authorities.
6. <i>DVDs for screening will be sent by CFSI, one week prior to the screenings.</i>
7. <i>The Chief Executive Officer, CFSI reserves the right to accept/cancel/reject any of the Proposal / application/document without assigning any reason.</i>
Terms & Condition -
8. The documents, namely PAN Card, Copy of Registration, Tax Returns, Copy of constitution, Copy of Annual Accounts etc. should be submitted as & when required.
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. Weekly Screening report must be submitted through email.
14. In case of any change in screening dates, it is mandatory to intimate CFSI by mail in advance.
15. Shows must be conducted as per screening schedule submitted by you. This should be strictly followed and any claim for reimbursement will not be entertained if there is any delay in intimating CFSI about change in schedule with proper justification.
16. Please note that adequate publicity needs to be given for the shows. Hence, please arrange 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. 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.
18. 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 - <ul style="list-style-type: none"> A. The screening certificate of each film show must be prepared by school head & certified by BEO/BDO/DEO & show conducting authority on school letterhead B. If school does not have letterhead, an undertaking on screening certificate from school principal is required confirming about non availability of school letter head. (Sample copy of screening certificate is attached.) C. It is mandatory to send digital photograph of Each LCD screening covering the School Name Board, Students watching films, screening equipment & banner of event. Photographs should be sent on DVD or by email. (Digital Photo). D. Head wise consolidated expenditure statement along with original bills duly certified by NGO. E. NGO / Trust Bank detail for online payment.
19. No Advance will be paid.
20. The decision of CFSI in this regard shall be final and binding on you.
21. Payments will be made through electronic mode i.e. NEFT/RTGS.