

*CSO Partners'* Outstanding  
Annual Report  
Awards 2012  
for NGOs in India

CSO Partners is delighted to present the Fourth Outstanding Annual Report Awards for the Voluntary Sector organized jointly with Financial Management Service Foundation (FMSF).

Outreach Partner



In collaboration with



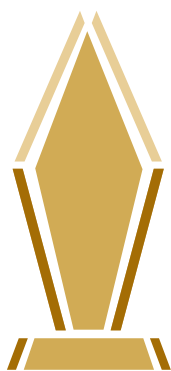
Presented by



The CSO Partners' Outstanding Annual Report Awards 2012 is a call for the voluntary sector to showcase their Annual Reports: the most important tool for demonstrating their work, best practices, accountability towards their stakeholders, and transparent processes. Recognizing the importance of Annual Reports in building organizational credibility, the CSO Partners' Outstanding Annual Report Awards applauds excellence in public disclosure through Annual Reports.

We invite organizations from the voluntary sector to submit their entries and participate in our endeavor to promote quality annual reports as a tool for building credibility. Entries adjudged winners shall receive cash prizes.

The awards ceremony will be held in March 2012 in New Delhi. The exact date of the ceremony will be communicated in due time.



# AWARDS

# AWARDS

## Categories

The Awards have three categories for entries. Each category will be judged independently.

- If you are an NGO with an Annual Budget of under Rs 50 lakh, you will fall under the SMALL Category
- If you are an NGO with an Annual Budget between Rs 50 lakh and Rs 5 crore, you will fall under the MEDIUM Category
- If you are an NGO with an Annual Budget of over Rs 5 crore, you will fall under the LARGE Category

## Criteria

Annual Reports will be judged on three broad criteria:

- Financial Reporting: Audited Financial information of the organization presented through a full set of statements and summarized in annual reports, thus representing a clear state of affairs.
- Transparency: Reporting on practices of the organization that display accountability and credibility.
- Effectiveness of Communication: Annual reports that communicate the impact of the organization, engage their donors, and are interesting to read.

## Eligibility

In order to be eligible, your organization must be a registered non-profit entity in India and must be willing to submit three copies of your 2010-11 annual reports along with one copy of your complete audited financial statements.

CSO Partners would like to give all organizations an equal and fair opportunity to be winners and encourage wider participation from the voluntary sector in this prestigious Award. Hence, the following norms have been put in place:

- Organisations that have been 'Winners' for three consecutive years will move into the Outstanding Annual Report Awards Hall of Fame on a non competitive basis
- Organisations that have been 'Runner Up' for three consecutive years will move into the 'Hatrick Club' on a non competitive basis. They are however free to compete and improve their position from 'Runner Up' to 'Winner'

## Assessment procedure

After a preliminary short-listing procedure, an independent panel of judges having expertise in the fields of financial management, communication, and public disclosure adjudge the winners based on a set of criteria.



# PRIZES

Under each category, there are three prizes

Winner  
Rs. 3,00,000

Two Runners Up  
Rs. 1,00,000 each

## Feedback

CSO Partners and FMSF took the initiative a step forward in 2011 by providing all shortlisted organizations with Score Cards and all nominated organizations with General Feedback on their Annual Reports. You can utilize the General Feedback document while preparing your Annual Reports.

The Feedback Document can be viewed here:  
<http://annualreportawards.org/feedback11.pdf>

## Registrations

To nominate your organization for CSO Partners' Outstanding Annual Report Awards 2012, send us the following documents (hard copies):

- Completed Nomination Form
- Three copies of your annual report of 2010-11
- One copy of your complete audited financial statements

**The last date for submission of entries is 16th January, 2012.**

For more details, please log on to  
[www.annualreportawards.org](http://www.annualreportawards.org)

## Who are we?

**CSO Partners**  
*Building a Vibrant Society*

CSO Partners is a non-profit organization that is committed to mobilizing contributions - both human and financial - and providing appropriate support services for civil society organisations. Through an extended base of consortium partners specialized in relevant services, CSO Partners develops appropriate programme opportunities for various contributors who include government, corporate bodies and individuals to engage with civil society organisations in a process of social change that benefits all stakeholders. It has established a support partners' network to facilitate contributors' engagement in social initiatives through programmes ranging from strategic CSR or sustainability practices, donor service, volunteering, social investment, financial management, governance, documentation, advocacy and communications. [www.csopartners.org.in](http://www.csopartners.org.in)



**Financial Management Service Foundation (FMSF)** is a development resource organization involved in Financial Management, Legal Issues and Governance of Development Organisations in South Asia. The core area of work done by FMSF includes capacity building of partner organisations, networking, information dissemination, action research, knowledge building and financial monitoring of projects. Another major initiative that FMSF has taken is a web based online Diploma Programme 'Diploma in Financial Management and Accountability', a one year programme in collaboration with Tata Institute of Social Sciences. [www.fmsfindia.org](http://www.fmsfindia.org)

## Nomination Form

1. Name of the Organization:

2. Address of the Registered Office:

Address for Correspondence:

3. Contact Person:

4. Designation:

5. Contact Numbers:

6. Email Address:

7. Website:

8. Pan No. of the Organization:

9. Registered as:

Trust

Society

Section 25 Company

10. Size of Organization (Based on Annual Budget):

Small (<50 Lakh)

Medium (50 Lakh to 5 Crores)

Large (> 5 Crores)

Declaration: We hereby declare that

1. The annual report submitted for the award is the same which has been adopted by the Governing Board/ Trustees
2. The decision of the panel of judges would be considered as final and binding decision
3. The information given above is true and correct to the best of my information and knowledge.

Name:

Signed by:

Designation :

Dated:

**The deadline for the submission of entries is 16.01.2012**

Please send us the above entry form with *three copies of your annual report of 2010-11* and *one copy of your audited financial statements* to:

**Coordinator - Awards Section**

**CSO Partners**

No. 33, 1st Floor,  
Eldams Road, Alwarpet  
Chennai: 600 018

Website: [www.annualreportawards.org](http://www.annualreportawards.org)

E-mail: [coordinator@annualreportawards.org](mailto:coordinator@annualreportawards.org)

For more information and to download applications forms,  
please visit [www.annualreportawards.org](http://www.annualreportawards.org)

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