



NO HUNGRY CHILD

Nutritious Meal & Child Development Programme

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PERMANENT STEP-BY-STEP GUIDANCE FOR OPTION 4 PARTNERS

This guidance is intended for organisations proceeding under Option 4 of the No Hungry Child Nutritious Meal & Child Development Programme.

OPTION 4 - PURPOSE AND APPROACH

Under Option 4, there is no security deposit requirement at the initial stage. The organisation first demonstrates its ability to identify genuine underprivileged children, maintain proper documentation, follow the NHC approval process and conduct an approved programme in accordance with NHC procedures.

The objective is not merely to distribute food. The programme combines nutritious meals with a structured child-development component intended to promote education/non-formal education, personal hygiene, cleanliness, good habits, discipline, positive behaviour, sharing and caring, basic life values, positive attitude and responsible citizenship.

STEP 1 - REGISTER YOUR ORGANISATION ON THE NHC PARTNER PORTAL

Please visit either nohungrychild.co.in or nohungrychild.in and proceed to the appropriate Partner/NGO registration facility. Register the organisation using its correct legal name, address, contact person, mobile number, email address and other details requested in the portal.

After registration and approval, the organisation can proceed with organisation documentation, child registration and programme submissions through the Partner Portal.

STEP 2 - UPLOAD ORGANISATION DOCUMENTS

After logging into the portal, upload the documents available with your organisation under the appropriate headings. These may include, as applicable: Registration Certificate; Trust Deed / Society Rules / Section 8 incorporation documents; Organisation PAN; PAN of the NGO Chief/authorised person; 12A / 12AB; 80G; CSR-1 Registration, if available; FCRA Registration/Prior Permission, if applicable; Aadhaar of the NGO Chief/authorised person; Trustee/Director/Governing Body details; Board/Trustee resolution and authorised signatory documents; and other relevant statutory/government approvals.

Please upload only documents applicable to and available with your organisation. NHC will review the submitted details/documents as part of the approval process.

STEP 3 - IDENTIFY GENUINELY DESERVING CHILDREN

Identify children who genuinely require support under the programme. Priority should be given to poor, vulnerable and underprivileged children, including children from very poor families, slum or difficult living conditions, children not attending school, school dropouts and other genuinely deserving children.

STEP 4 - COMPLETE AN INDIVIDUAL CHILD APPLICATION FORM

A separate Child Application Form must be completed for every child. Collect the child's name, age/date of birth where available, photograph, parent/guardian details, address/location, schooling status, family/economic

background, reason assistance is required, parent/legal guardian consent, signature/thumb impression where required, and field verification/details as required.

Do not submit only a consolidated list of names. Every child must have an individual application and supporting information.

STEP 5 - UPLOAD EACH CHILD TO THE NHC PARTNER PORTAL

After completing the applications, enter/upload each child individually in the Partner Portal along with the child's photograph and required information. This creates a transparent beneficiary database and enables NHC to verify the children before approving programme expenditure.

STEP 6 - PREPARE THE FIRST PROGRAMME PROPOSAL

Once the initial child documentation is substantially ready, prepare a proposal for the first Nutritious Meal & Child Development Programme activity.

The proposal should state: number of participating children; proposed date and location; nutritious food/menu; child-development activity; and a detailed item-wise estimate of the actual programme expenditure expected to be incurred.

The child-development component may include personal hygiene, cleanliness, good habits, discipline, positive behaviour, sharing and caring, respect for others, basic life values, positive attitude, education and responsible citizenship.

STEP 7 - SUBMIT THE PROPOSAL AND ACTUAL EXPENDITURE ESTIMATE BEFORE SPENDING

The programme proposal and item-wise estimate must first be submitted to No Hungry Child for approval. The estimate should reflect genuine and actual programme expenditure expected to be incurred, using normal and accurate costs supported by proper bills/records.

There is no need to include or build any management fee into programme bills or the expenditure estimate. NHC will separately assess the work undertaken by the organisation, the quality of implementation, documentation and overall effort. Based on that assessment, NHC may determine an additional management fee payable to the organisation, over and above the verified eligible programme expenditure.

IMPORTANT: Keep programme expenditure genuine and separately documented. Any management fee, if approved, will be assessed and added separately by NHC.

STEP 8 - WAIT FOR NHC APPROVAL

Do not incur programme expenditure merely on the assumption that it will subsequently be reimbursed. NHC will examine the proposed activity, number of children, programme content and estimated expenditure. Only after receiving NHC approval should the organisation proceed with the approved activity.

STEP 9 - CONDUCT THE APPROVED PROGRAMME

After approval, the organisation may initially meet the approved programme expenditure from its own resources and conduct the activity as approved.

Maintain proper evidence and records including attendance/beneficiary records, photographs, videos, food preparation/distribution evidence, bills and invoices, payment/expenditure records, and a short report explaining what was conducted. Photographs and videos should meaningfully demonstrate both the meal programme and the child-development activity.

STEP 10 - UPLOAD POST-PROGRAMME DOCUMENTATION

After completion, upload/submit the required programme evidence through the NHC system. This should include relevant bills and actual expenditure details, photographs, videos, attendance/activity records and a one-page programme report.

The actual expenditure submitted should correspond with the programme that was previously approved.

STEP 11 - NHC AUDIT AND VERIFICATION

Approximately 7 days after the programme, NHC will undertake the required verification/audit of the submitted programme documentation and expenditure.

NHC may verify whether the identified children participated, whether the approved programme was conducted, whether the meal/activity was delivered, photographs/videos and attendance, bills and supporting expenditure documents, and whether expenditure corresponds with the approved proposal. Additional clarification or supporting documents may be requested wherever necessary.

STEP 12 - REIMBURSEMENT AND SEPARATE MANAGEMENT FEE

After satisfactory verification/audit, the eligible and approved actual programme expenditure will be considered for reimbursement in accordance with the Option 4 process.

Reimbursement relates to expenditure that was approved beforehand, actually incurred for the approved programme, properly documented and verified/audited by NHC.

Separately, NHC will review the organisation's implementation effort and quality of work. Where considered appropriate, NHC will decide the additional management fee payable to the organisation. This management fee will be separate from the actual verified programme expenditure.

STEP 13 - BUILDING TOWARDS A LONG-TERM NHC PARTNERSHIP

Option 4 gives the organisation an opportunity to demonstrate its ability to identify genuine beneficiaries, maintain proper records, conduct meaningful programmes, maintain financial discipline, follow the NHC portal and approval system, provide transparent documentation and deliver measurable benefit to children.

Successful implementation and compliance can enable NHC to evaluate the organisation for further programmes and a larger partnership, subject to performance, verification and applicable NHC terms.

IMMEDIATE ACTION - IN THIS ORDER

1. Register the organisation on the NHC Partner Portal.
2. Complete/upload organisation details and applicable documents.
3. Obtain the NHC Child Application Form.
4. Complete individual applications for the proposed children.
5. Upload children's details and photographs to the portal.
6. Prepare the first programme proposal with an item-wise estimate of actual programme expenditure.
7. Submit it to NHC and wait for approval.
8. Only after approval, conduct the programme and incur the approved expenditure.
9. Upload bills, actual expenditure details, photographs, videos, attendance/activity records and the one-page report.
10. NHC will verify/audit the programme and process eligible approved expenditure according to the Option 4 procedure.
11. Any management fee approved by NHC will be assessed separately and paid in addition to the verified eligible programme expenditure.

Communication: For programme guidance, please communicate with No Hungry Child through the official email and Partner Portal. Further operational guidance will be provided as the organisation progresses through the relevant approval stages.