



## **Announcing Enrollment by Dhwani Sahayak**

### **Enroll Your NGO today !**

Sahayak from Dhwani Foundation is pleased to announce the launch of Non Domain outsourced services for NGO's. At Dhwani, we have surveyed over 100 various stakeholders in the social sector - CSR, Donors, Consultants, Government, Academics, Think Tanks, Resource Persons, NGOs , and came up with a list of 161 parameters that make an ideal NGO.

We offer to undertake your tasks and processes covering F&A, Compliance, HR and MIS to bring you the best practices by professionals to make your NGO an ideally administered NGO

**We offer to reduce your non core administrative tasks by 80% So you can spend more time and resource working towards enhancing your core services to society**

**Enroll your organization today by filling up the attached form, or**

Send SMS/WhatsApp text — Sahayak-NGO to 9900449149

**In case you are a Philanthropic organization/donor and you want to nominate a NGO**

Send SMS/WhatsApp text—Sahayak Nominate to 9900449149

**Contact us for more information**

**Mahesh: 9900449149 Sunita: 9611258983 Sanjay : 9741015777**

Email: [sahayak@dhwanifoundation.org](mailto:sahayak@dhwanifoundation.org)

## **Service outcomes for your NGO**

Building trust by maintaining the highest standards of record keeping and process management

**Compliance:** Sahayak will fulfil and update all Legal compliances and regulations of the Government, Corporate donors and Statutory bodies on your behalf and renew them as they become due.

**F&A:** Facilitate to keep and update every financial processes and record in your organization. Manage all your financial reporting to the Govt, corporates, donors, auditors and civil society. It will be maintained to the highest standards in the sector.

**HR:** Set up, monitor and maintain the best HR processes in your NGO, as per Government and funder norms. Building your manuals and processes to the highest standards in the sector.

**MIS:** Digitisation and real time data through MIS for better decisions and reporting.

## **Services Induction structure**

**First three months :** Post signing a MOU , we will train two of your coordinators and your Leader on our systems and processes. We give you F&A manuals and HR manuals and set up reports & format and start uploading your data on the cloud so that your NGO can access reports anytime they want. We run all processes in parallel till you are satisfied.

**Next three months :** We take over all your processes based on your inputs and we run it for three months to your satisfaction.

**At the end of 6 months :** we undertake a review and make corrections. The Service comes into full effect. Your non domain services will now be maintained by us on your behalf as per set standards.

## **Additional Services Support**

- Sahayak will have a full fledged team updating your data Monday to Friday 9.30 to 5.30, except scheduled holidays. We will send you weekly, monthly and annual reports.
- Ensure all Govt and donor agencies due diligence, visits and reports are managed in time and queries are responded to.
- Help in drafting all types of communications such as resolutions, letters, profiles etc. to ensure quick approvals.
- Facilitate your NGO on any compliance, finance related notices/enquiries by giving all information and reports.
- Provide guidance, information on all new compliances, new laws and regulations to partner NGO from time to time

## **Sahayak Cost**

- During the trial period of 6 months we will charge Re 5,000 per month
- After 6 months when you confirm you are satisfied and want to continue the contract, we will charge Re 10,000 per month for NGO's below 60 transactions per month, and Re 15,000 per month for NGO's having more than 60 transaction per month.

## **Program eligibility**

- NGO's with a valid 12 A registration certificate.
- NGO's with a budget above 20 lakhs.
- NGO's having above 10 employees

## About Dhwani Foundation

Dhwani Foundation (DF) works towards building a vibrant and credible social sector through its various initiatives with different stake holders of the social sector. The objective is to improve productivity, transparency, and efficacy of the social sector

We help build trust for the NGO community amongst various stake holders in society.



### Sahayak Program Dhwani Foundation

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<https://www.dhwanifoundation.org/sahayak>

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