

Proposals, Sponsorships and Financial Assistance Requests

Submission Guidelines

Directorate of Youth Affairs, Khyber Pakhtunkhwa

The Directorate of Youth Affairs is dedicated to fostering youth engagement by encouraging proposals focused on education, culture, recreation, and capacity building. All matters related to the submission, coordination, and follow-up of such proposals, sponsorships including financial assistance and official correspondence, are managed by the **Operations Section**. For any queries or assistance, applicants may directly contact the **Operations Section** for guidance and support.

Support for Youth Proposals, Sponsorships and Financial Assistance

Youth Organizations and individuals are encouraged to submit **proposals, sponsorship requests, and financial assistance** requests for youth-centric activities, including but not limited to

- Group/Exposure Visits
- Seminars and Workshops
- Capacity-Building Trainings or Courses
- Celebration of National and International Days
- Other Youth Development Events

Submission Requirements:

Applicants are required to submit the following documents to the **Operations Section**. In addition to submitting the proposal physically, the documents may also be submitted via email to the **Operations Section** at dya.operations2023@gmail.com.

I. Application Letter:

- Addressed to: **Director, Directorate of Youth Affairs, Khyber Pakhtunkhwa**
- Individuals must submit a duly signed application in their personal name.
- Youth Organizations must submit the application on their **official letterhead**.

II. Complete Proposal Document:

- Title of the activity
- Brief Description and background of the proposed event
- Overall Objectives
- Expected Impact and Social Benefits (linked with community development and SDGs)
- Proposed Activities and Implementation Plan

III. Supporting Documents:

a. For Youth Organizations

- Registration Certificate (issued by Social Welfare & Women Empowerment Department or Industries, Commerce & Technical Education Department)

- NTN Certificate (issued by FBR)
- b. **For Individuals:**
 - Copy of CNIC
- IV. **Budget Estimates / Financial Breakdown:**

Include detailed costing under major expenditure heads:

 - Transportation
 - Food / Messing / Refreshments
 - Accommodation
 - Rented Services (Sound System, Lighting, SMDs, etc.)
 - Any other expenses
- V. **Bank Account Details:**

Provide official bank **Account Title** and **IBAN** for the issuance of a crossed cheque, in case of approval.
- VI. **Post-Event Reporting Obligation:**

It is mandatory to submit a **Post-Event Report** within one week after conducting the activity.

The report must include:

 - A detailed summary of the event
 - Photographic evidence

Note: In case of approval, **50% of the sanctioned amount will be issued initially**, while the **remaining 50% will only be released upon submission and approval of the Post-Event Report**.

Contact Information

Operations Section

For submissions of proposals, sponsorship requests, financial assistance requests, and general queries

- **Phone:** [091-9219668](tel:091-9219668)
- **Email:** dya.operations2023@gmail.com

Accounts Section

For collection of cheques issued against approved proposals, sponsorships, and financial assistance, as well as for other account-related matters including submission of post-event reports

- **Phone:** [091-9219668](tel:091-9219668)
- **Email:** dyapeshawarkp@gmail.com