

Directorate of Youth Affairs, Khyber Pakhtunkhwa

Guidelines for Applicants Submitting Proposal / Sponsorship Requests

These guidelines are intended to assist individuals and youth organizations in preparing and submitting proposals for sponsorship or financial assistance from the Directorate of Youth Affairs, Khyber Pakhtunkhwa. Applicants are advised to carefully read and follow these instructions to ensure their applications are complete and compliant.

1. Eligibility

- Individuals holding a valid CNIC and domicile of Khyber Pakhtunkhwa are eligible to apply.
- Youth organizations registered with the relevant authority and possessing NTN certification may apply.
- Each individual/organization is eligible to receive sponsorship once per financial year.

2. Application Submission

- Proposals must be submitted using the prescribed Proposal Format provided by the Directorate.
- Applications must be submitted at least two weeks before the planned event date.
- All required supporting documents must be attached with the application; incomplete applications will not be processed.

3. Financial Guidelines

- Applicants must provide a detailed budget estimate in the prescribed format.
- The sample budget table provided in the Proposal Format is only a guide; applicants may add or remove rows based on the event's requirements.
- Cost estimates should be realistic and supported by quotations where possible.

4. Payment Terms

- 50% of the approved sponsorship amount will be released prior to the event.
- The remaining 50% will be released after the submission and approval of the Post-Event Report.

5. Post-Event Reporting

- Applicants are required to submit a Post-Event Report within one week after the completion of the event.
- The report must include:
 - A summary of the event
 - Photographs
 - Newspaper cuttings (if available)
- Failure to submit the Post-Event Report may result in cancellation of the final payment and affect eligibility for future sponsorships.

6. Contact Information

Directorate of Youth Affairs, Khyber Pakhtunkhwa

[Insert Address]

[Insert Phone Number]

[Insert Email Address]

7. Additional Requirement for Events in Merged Areas

For events organized in the Merged Areas, applicants are required to submit a verified list of participants/beneficiaries who fall within the youth age bracket as defined under the Youth Policy of the Directorate of Youth Affairs. The specimen format of the list is given below:

Participants List

S.No	Name	Father Name	CNIC No	District of Domicile	Contact No

Note:- Please also attach the attested photocopies of the Domicile Certificate of the participants with list.