AISEVAK.IN · TOOL CATALOGUE

Nonprofit, NGO & Social Sector — 105 tools

All tools · at-a-glance descriptions · Generated 26 Aug 2026

This is the full list of AiSevak tools in this industry, each with a short description of what it produces. Open any tool on aisevak.in to run it.

Registration & Setup

NGO Registration Guide

Guides NGO registration across legal forms — trust, society and Section 8 company — comparing suitability, pros/cons and authority for each, with recommendation logic based on your purpose and scale and the high-level steps. Use this to choose and set up the right legal form. For a focused decision use the Legal Structure Selector; for documents use the Registration Document Checklist.

Trust Deed Builder

Drafts a charitable trust deed — name and objects, trustees (roles and powers), management (board, meetings, decisions), funds (corpus and application) and amendment/dissolution. Use this as a foundational deed for a charitable trust. Have it reviewed by a lawyer and registered properly.

Society Registration Guide

Explains society registration under the Societies Registration Act — the memorandum, rules and regulations, members and registrar of societies — with the documents (MOA, rules, member list, address proof) and the process. Use this to register a society. State rules vary; confirm with the registrar.

Section 8 Company Setup

Guides Section 8 company setup — name, Section 8 licence, MOA and AOA, incorporation via MCA, DIN and DSC — with the benefits (credibility, structure, CSR eligibility) and a note that ROC filings apply. Use this to set up a Section 8 not-for-profit company. Incorporate with professional help.

Bylaws / Rules Builder

Drafts bylaws / rules and regulations for an NGO — membership (types, admission, rights), governance (board, office bearers, elections, meetings, quorum), finance (funds, accounts, audit) and amendment/dissolution. Use this for your governing rules. Adapt to your form and have it reviewed.

Mission & Vision Builder

Crafts a mission, vision and values set for an NGO — plus a positioning statement and a short how-change-happens summary. Use this to articulate a clear identity. Refine it with your team and community. For a full impact logic use the Theory of Change Builder.

Board Formation & Governance

Guides board formation and governance — board structure (roles, size, diversity, terms), responsibilities (governance, oversight, fundraising, compliance), policies (meetings, conflict of interest, committees) and best practices. Use this to build a strong, compliant board. For running board meetings use the Board Management Kit.

Registration Document Checklist

Builds a registration document checklist — by form (trust, society, Section 8) the documents required, plus the common documents (ID and address proofs, objects, governing document). Use this to gather everything needed to register. Requirements vary by state and form; confirm locally.

Legal Structure Selector

Helps a founder select an NGO legal structure — comparing trust, society and Section 8 on governance, compliance burden, funding credibility and best-fit — ending in a recommendation with reasoning based on your goals and funding plans. Use this to decide between the three forms. For the full step-by-step use the NGO Registration Guide.

FCRA & Foreign Funding

FCRA Registration Guide

Explains FCRA registration — registration vs prior permission, eligibility (3-year track record, spend criteria), the process (application, SBI New Delhi FCRA account, documents) and key requirements. Use this to become eligible to receive foreign funds. FCRA is strict and changing; confirm current rules and take professional help. For staying compliant afterwards use the FCRA Compliance Guide.

FCRA Compliance Guide

Builds an FCRA compliance checklist — designated SBI account, no sub-granting to non-FCRA entities, admin-expense cap, separate books, annual return, and asset and utilisation rules — with prohibitions (mixing funds, unauthorised use) and records. Use this to stay compliant on foreign funds. FCRA rules are strict; confirm current provisions.

FCRA Annual Return Helper

Helps prepare FCRA annual return (FC-4) contents — opening balance, donor-wise receipts, purpose-wise utilisation, closing balance, assets and interest — with website-disclosure requirements and the filing deadline. Use this to prepare your FC-4. File on the FCRA portal within deadlines and confirm the current format.

Foreign Donor / Grant Agreement

Drafts an FCRA-aware foreign donor grant agreement — a clause-by-clause draft covering grant purpose and use, FCRA compliance, reporting, no sub-granting to non-FCRA entities, audit, IP, termination and refund of unspent funds — with a note that funds flow via the designated account only. Use this for agreements with overseas funders. Align to FCRA and have it legally reviewed.

FCRA Bank Account Guide

Explains FCRA bank account requirements — the designated FCRA account at SBI New Delhi main branch, utilisation accounts and the rules on transfers — with the opening/linking process and the compliance point that only foreign contribution flows through the designated account. Use this to set up FCRA banking correctly. Confirm current FCRA banking rules.

FCRA Renewal Guide

Explains FCRA renewal — the validity period, application window, documents and conditions — with common issues (late renewal, compliance gaps) and how to prepare. Use this to renew your FCRA registration on time. Renew within the window per current FCRA rules.

Foreign Fund Utilisation Tracker

Builds a foreign fund utilisation tracking approach — donor-wise and purpose-wise tracking, admin-expense cap monitoring and an asset register — with donor and FCRA reporting and controls (separate books, no diversion). Use this to track and report foreign fund use. Maintain FCRA-compliant records.

FCRA Audit Preparation

Builds an FCRA audit preparation guide — the areas examined (designated account, utilisation, admin cap, returns, asset register, sub-granting), the documents (bank statements, vouchers, returns, agreements) and common findings. Use this to be ready for FCRA scrutiny. Ensure full FCRA compliance and a professional audit.

Foreign Contribution Receipt & Records

Explains foreign contribution receipting and record-keeping — receipt format, donor details, the designated account and a separate register — with the FC register and donor-wise records to keep. Use this to document foreign receipts correctly per FCRA. For domestic donation receipts use the 12A & 80G tools in Tax & Statutory Compliance.

Tax & Statutory Compliance

12A & 80G Registration Guide

Explains 12A and 80G registration — 12A (income-tax exemption for the NGO) and 80G (deduction benefit for donors) — with the process (Form 10A/10AB on the income-tax portal, documents, provisional and final) and periodic revalidation. Use this to get tax exemption and donor deduction. Confirm the current process and take professional help.

NGO Income Tax Return Helper

Explains income tax return filing for an NGO — ITR-7, exemption conditions, the 85% application rule, accumulation, and audit report Form 10B — with the key compliance (application of income, corpus) and deadlines. Use this to file the right ITR with exemptions. Confirm with a tax professional.

Tax Exemption Compliance Guide

Explains how an NGO maintains tax-exemption compliance — the conditions (85% application, permitted accumulation, no private benefit, activity within objects), the filings (ITR, audit report, statements of donations) and the risks (loss of exemption). Use this to keep your 12A/80G exemptions valid. Confirm with a tax professional.

NGO Compliance Calendar

Builds a compliance calendar for an NGO — each obligation (ITR, audit report, FCRA return, CSR filings, ROC for Section 8, TDS, Darpan update, renewals) with frequency and typical due date — and the penalty-heavy items flagged. Use this so nothing statutory is missed. Confirm exact obligations and dates for your form.

Annual Filing Guide

Builds an annual filing guide by legal form — each filing (ITR-7, audit report, FCRA FC-4, ROC forms for Section 8, statement of donations) with who files it and the deadline — and the documents to prepare. Use this to complete all annual filings. Confirm the applicable filings for your form. For a full year-round calendar use the NGO Compliance Calendar.

Audit Preparation Kit

Builds an audit preparation kit for an NGO — books, vouchers, bank reconciliation, grant utilisation, fixed assets, statutory registers and prior audit points — with a documents checklist. Use this to be ready for statutory audit. Work with your auditor. For financial-audit specifics use the Financial Audit Preparation tool; for FCRA use the FCRA Audit Preparation tool.

TDS & Payroll Compliance

Explains TDS and payroll compliance for an NGO — TDS on salaries, professional fees, rent and contractors, with deposit and returns — plus payroll (PF and ESI where applicable, professional tax) and records. Use this to deduct and deposit TDS correctly. Confirm with a tax professional.

NGO Darpan Registration

Explains NGO Darpan (NITI Aayog) registration — the unique ID, why it is needed (government grants), the documents and the process — with its uses (government scheme and grant eligibility). Use this to register on NGO Darpan. Register on the official portal.

Statutory Registers & Records

Lists the statutory registers and records an NGO must maintain — members and minutes, accounts and vouchers, donation and 80G, FC register, fixed assets, and statutory registers for Section 8 — with their purpose and retention periods. Use this to keep the records you must. Applicable records vary by form and registrations.

CSR & Corporate Funding

CSR Eligibility & CSR-1 Guide

Explains CSR eligibility and CSR-1 registration — the requirements (registered entity, 12A and 80G, 3-year track record or exemptions, CSR-1 registration with MCA), the CSR-1 process and the benefit (eligible to implement CSR projects). Use this to become eligible to receive CSR funds. Confirm current CSR rules and file CSR-1. For the filing itself use the CSR-1 Filing Helper.

CSR Project Proposal Writer

Writes a CSR project proposal to pitch to corporates — problem and need, project overview, objectives and outcomes, activities, budget heads, impact and reporting, Schedule VII alignment and a why-us section. Use this to win corporate CSR funding. Align to Schedule VII and corporate priorities. For a relationship pitch use the Corporate Partnership Pitch.

CSR-1 Filing Helper

Helps prepare a CSR-1 filing — the details required, documents (registration, 12A, 80G, PAN), digital signature and MCA filing — with the prerequisites (12A and 80G, track record). Use this to file CSR-1 correctly. File on the MCA portal with professional help. For eligibility first use the CSR Eligibility & CSR-1 Guide.

Corporate Partnership Pitch

Builds a corporate partnership pitch — the cause, your credibility (track record, impact), partnership options (CSR grant, employee engagement, cause marketing), the impact for the company (brand, employees, community) and the ask. Use this to pitch partnerships to companies. Tailor it to the company priorities. For a specific project use the CSR Project Proposal Writer.

CSR Impact Report Builder

Builds a CSR impact report structure — objectives vs achievement, beneficiaries reached, outcomes and indicators, stories, financials, learnings and photos — with impact metrics and CSR reporting alignment. Use this to show funders the impact delivered. Fill it with verified data. For fund accounting use the CSR Fund Utilisation Report.

CSR Implementation Agreement

Drafts a CSR implementation agreement between a company and NGO — a clause-by-clause draft covering project scope and outcomes, funds and tranches, utilisation and unspent handling, reporting and audit, CSR compliance, IP and branding, monitoring and termination — with Schedule VII and CSR-rules alignment. Use this for a company-NGO CSR agreement. Align to CSR rules and have it legally reviewed.

Corporate Partnership Strategy

Builds a corporate partnership strategy — target companies, value proposition, engagement models, stewardship and multi-year growth — with the models (CSR, employee engagement, cause marketing, in-kind) and a pipeline (identify, cultivate, solicit, steward). Use this to build lasting corporate relationships. Adapt to your cause and network.

CSR Fund Utilisation Report

Builds a CSR fund utilisation report — budget vs actual by head, activities delivered, unspent handling and supporting documents — with CSR utilisation and unspent-account rules and an auditor or authorised sign-off. Use this to account for every CSR rupee. Align to CSR rules and get sign-off. For an impact narrative use the CSR Impact Report Builder.

CSR Compliance Guide

Explains CSR compliance for an NGO implementing corporate CSR — CSR-1 registration, Schedule VII activities, utilisation, unspent and ongoing-project rules, reporting, and the admin-overhead limits — with the documentation (agreements, utilisation, impact). Use this to meet CSR rules end to end. Confirm current CSR rules under the Companies Act.

Grants & Fundraising

Grant Proposal Writer

Writes a grant proposal — summary, problem statement, goals and objectives, activities, a logframe summary (outcomes and indicators), budget heads, sustainability and organisation capacity. Use this for a full foundation/institutional proposal. Tailor it to the funder guidelines. For a short opener use the Concept Note Writer; for the logic use the Logframe Builder.

Grant & Funder Finder

Helps identify the types of funders that fit your cause and how to find them — foundations, CSR, government schemes, bilateral, individual and crowdfunding — with fit criteria (cause, geography, grant size, stage), where to look (directories, portals, networks) and how to approach. Use this to build a funder shortlist. For the strategy across sources use the Fundraising Strategy Builder.

Logframe Builder

Builds a logical framework (logframe) — goal, outcome, output and activity levels, each with description, indicators, means of verification and assumptions. Use this for the results framework funders expect. Refine it with your team and the funder format. For the impact narrative use the Theory of Change Builder.

Project Budget Builder

Builds a project budget for a grant proposal — by head (personnel, programme activities, travel, M&E, admin, capital) with amounts and notes — plus a reasonable admin ratio and any co-funding. Use this for a clear, fundable project budget. Align to funder budget norms. For the whole-organisation budget use the Organisational Budget Builder.

Concept Note Writer

Writes a crisp concept note — context and need, proposed solution, objectives, approach, expected impact, budget estimate and organisation — to open doors with a funder. Use this as a short first pitch. For a full submission use the Grant Proposal Writer.

Donor Report Builder

Builds a donor report structure — progress vs objectives, indicators and results, activities, financials vs budget, stories, challenges and next steps — with a stewardship tone (gratitude, transparency). Use this for reports that retain and grow funders. Fill it with verified data and align to the funder format.

Crowdfunding Campaign Plan

Builds a crowdfunding campaign plan — story and goal, platform options, giving tiers and asks, promotion (social, email, WhatsApp, influencers) and updates/thanks — with compliance (80G receipts, transparency). Use this to raise funds from the public. Follow platform and tax-receipt rules.

Fundraising Strategy Builder

Builds a fundraising strategy — a target funding mix (grants, CSR, individual, government, earned income), diversification to reduce dependence, targets by source and pipeline/stewardship. Use this to diversify and grow your funding. For a deeper diversification plan use the Funding Diversification Strategy.

Individual Giving Program

Builds an individual giving program — donor acquisition, monthly giving, retention, upgrade and stewardship — with channels (digital, events, referrals), a donor journey (acquire, thank, engage, retain) and 80G tax receipts. Use this to build a base of individual donors. Issue proper receipts and steward donors.

Grant Compliance Tracker

Builds a grant compliance tracking approach — deliverables, reporting deadlines, utilisation rules, restricted funds and audit — with tracker fields (grant, condition, due, status) and controls (restricted-fund accounting). Use this to meet every grant condition across a portfolio. Track each grant agreement carefully.

Program Design & M&E

Program Design Builder

Helps design a program — problem analysis, target group, intervention logic (activities to outcomes), components, and assumptions and risks. Use this to design a program that creates change. Ground it in a community needs assessment. For the impact logic use the Theory of Change Builder.

Theory of Change Builder

Builds a theory of change — long-term goal, outcomes, preconditions, interventions, assumptions and indicators. Use this to map how your work creates impact. Validate the assumptions with stakeholders. For the funder results grid use the Logframe Builder.

M&E Framework Builder

Builds a monitoring and evaluation (M&E) framework — indicators at output, outcome and impact levels with targets, data sources and frequency — plus data-collection tools and an evaluation plan (baseline, midline, endline). Use this to track progress and prove results. For the indicators alone use the Outcome Indicator Builder.

Impact Measurement Guide

Builds an impact measurement approach — defining outcomes, indicators, data collection, attribution, analysis and reporting — with methods (surveys, comparison, stories) and a caution on attribution honesty. Use this to measure and communicate impact credibly. Use rigorous methods and honest claims.

Baseline / Survey Design

Designs a baseline or monitoring survey — objectives, key questions aligned to indicators, sampling approach, data-collection tools with ethics and consent, and an analysis plan. Use this to design surveys that capture change. Ensure ethics, consent and data quality.

Outcome Indicator Builder

Defines outcome indicators — per outcome an indicator, definition, target and data source — with a SMART check (specific, measurable, achievable, relevant, time-bound). Use this to define indicators you can actually measure. Validate the feasibility of measurement. For the full M&E system use the M&E Framework Builder.

Program Report Builder

Builds a program report structure — summary, progress vs plan, indicators and results, beneficiary stories, challenges, learnings and next period — with a note on what to chart. Use this to report program progress clearly. Fill it with verified data. For a funder-specific report use the Donor Report Builder.

Beneficiary Feedback System

Designs a beneficiary feedback and grievance mechanism — channels, accessibility, grievance handling, closing the loop and safeguarding — with methods (surveys, community meetings, helpline) and how to use feedback to improve programs and accountability. Use this to listen to the people you serve. Ensure safe, accessible and confidential channels.

Program Quality Audit

Builds a program quality audit — area by area (design fidelity, delivery, M&E, beneficiary experience, documentation) with checks and gaps, a Good/Fair/Poor scorecard and priority fixes. Use this to audit program delivery and quality. Complement it with field visits.

Finance & Accounting

NGO Financial Management Guide

Builds a financial management framework — fund accounting, budgeting, controls, reporting, audit and restricted-vs-unrestricted funds — with policies (delegation, procurement, cash) and transparency (donor and public reporting). Use this to manage money with transparency. Adapt it with your accountant and auditor. For a formal policy document use the Financial Policy Builder.

Fund Accounting Setup

Explains fund accounting setup — restricted, unrestricted and corpus funds, project-wise tracking, inter-fund rules and FCRA separation — with a chart of accounts using fund and project dimensions and fund-wise reporting. Use this to track restricted and unrestricted funds properly. Set it up with your accountant per applicable standards.

Organisational Budget Builder

Builds an annual organisational budget — income by source, expenditure (programme, admin, fundraising), restricted vs core split and a reserves policy — with a programme-vs-admin ratio. Use this for a whole-organisation annual budget. Align it to your plans and funder rules. For a single project budget use the Project Budget Builder.

Financial Report Builder

Builds financial report structures — receipts and payments, income and expenditure, balance sheet, fund-wise utilisation and donor financials — with disclosures (related party, grants, restricted funds). Use this for clear financial statements and reports. Prepare per applicable accounting standards with your accountant.

Utilisation Certificate Builder

Builds a utilisation certificate (UC) structure — grant details, sanctioned vs utilised, purpose-wise breakdown, unspent and certification — with a supporting statement of expenditure. Use this to certify how funds were used. UC formats vary by funder; use the required format and get sign-off.

Internal Controls Framework

Builds an internal controls framework — segregation of duties, approvals and delegation, cash and bank controls, procurement, documentation and reconciliation — with the supporting policies (financial, procurement). Use this to prevent fraud and errors. Adapt it to your size and risks.

Financial Policy Builder

Drafts a financial policy — budgeting, approvals and delegation limits, cash and bank rules, procurement thresholds and quotes, reporting and audit, and asset management. Use this to document your financial rules. Approve it at board level and adapt it. For the controls behind it use the Internal Controls Framework.

Cost Allocation Method

Builds a cost allocation method — direct vs shared costs, an allocation basis (time, headcount, budget share) and documentation — with admin recovery within funder limits and consistent application. Use this to allocate shared costs fairly across grants. Align to funder rules and document the basis.

Financial Audit Preparation

Builds a financial audit preparation guide — trial balance, ledgers, vouchers, bank reconciliation, grant utilisation, fixed assets, statutory dues and prior points — with a documents checklist. Use this to be ready for the auditor. Work with your auditor. For a broader statutory-audit kit use the Audit Preparation Kit.

Governance & Compliance

Board Management Kit

Builds a board management kit — meeting cadence, agenda, minutes, committees, roles, decisions and follow-up — with a governance calendar and board-development for effectiveness. Use this to run an effective governing board. Align it to your governing document. For forming the board use Board Formation & Governance.

Governance Policy Builder

Drafts core governance policies — board roles, delegation, conflict of interest, committees and decision-making — each with a summary. Use this for a set of good-governance policies. Adapt to your legal form and approve at board level. For conflict of interest in depth use the Conflict of Interest Policy.

Conflict of Interest Policy

Drafts a conflict of interest policy — scope (board, staff, related parties), disclosure (annual and per transaction), management (recusal, approvals) and records (a COI register). Use this to manage conflicts transparently. Approve it at board level.

POSH Policy & Committee Kit

Drafts a POSH policy and committee kit — full policy text, Internal Committee constitution (with an external member), the complaint process (filing, inquiry, timelines, confidentiality) and awareness (training, display). Use this for a safe workplace and POSH compliance. POSH is mandatory for 10+ employees; constitute the IC correctly and have it reviewed.

Child Protection Policy

Drafts a child protection and safeguarding policy — principles (zero tolerance, best interest of the child), a staff and volunteer code of conduct, concern reporting and response, recruitment safeguards (screening) and POCSO awareness. Use this to safeguard children in your programs. Align to POCSO and safeguarding standards and have it reviewed.

Whistleblower Policy

Drafts a whistleblower policy — scope (what can be reported), safe and confidential channels, protection (non-retaliation) and the investigation-and-action process. Use this to enable safe reporting of wrongdoing. Approve it at board level.

Annual Report Builder

Builds an annual report structure — a message from leadership, about us, programs and impact, beneficiary stories, financials summary, donors and partners, governance and plans — with financial and governance transparency. Use this for a report that builds trust and funds. Fill it with verified data. For the narrative writing use the Annual Report Narrative Kit.

Governance Self-Audit

Builds a governance self-audit — area by area (board and governance, policies, compliance, financial oversight, safeguarding, transparency) with checks, a Strong/Adequate/Weak scorecard and priority fixes. Use this to assess your governance health. Strengthen governance continuously. For overall health use the Organisational Health Audit.

Communications & Marketing

Communication Strategy Builder

Builds a communication strategy — audiences (donors, community, public, government), key messages, channels (website, social, email, media) and a content plan — with ethics (dignity of beneficiaries, no poverty porn). Use this to tell your story and grow support. Portray beneficiaries with dignity and consent. For a posting calendar use the Social Media Content Planner.

Social Media Content Planner

Creates a social media content plan — content pillars (impact stories, education, campaigns, donor thanks, behind-the-scenes, calls to action) and a day-by-day plan (format, idea, caption) — with ethics (consent and dignity). Use this for content that inspires action. Get consent for images and portray with dignity.

Impact Storytelling Kit

Writes an impact story ethically — headline, a respectful narrative of change, the before-and-after, and a call to action — with an ethics guardrail (consent, dignity, accuracy, no exploitation). Use this for stories that move people to give. Obtain consent and portray beneficiaries with dignity.

Website Content Writer

Writes website content — home, about, programs, impact, donate (with an 80G note) and transparency (financials, governance) — plus trust elements (registration, 80G, reports). Use this for a website that builds trust. Ensure accuracy and add your real credentials.

Newsletter Builder

Builds a newsletter structure and sample — sections (impact update, story, campaign, thank you, ask) and a sample (subject, intro, story, CTA). Use this to keep supporters engaged. Follow email consent rules.

Awareness Campaign Plan

Builds an awareness or advocacy campaign plan — objective, audience, key message, channels, activities, partners and success metrics. Use this to run a campaign that creates change. Adapt it to your cause and capacity.

Donor Communication Templates

Creates donor communication templates — by occasion (thank you, 80G receipt, impact update, appeal, renewal) with channel-appropriate copy — and a stewardship note (prompt thanks, transparency). Use this to steward donors well. Issue proper 80G receipts and personalise.

Annual Report Narrative Kit

Crafts the narrative content for an annual report — leadership message, year highlights, program narratives, an impact summary (key numbers) and gratitude. Use this to write a compelling report narrative. Use verified data and real stories with consent. For the report structure use the Annual Report Builder.

Volunteer Recruitment Kit

Builds a volunteer recruitment kit — role descriptions, where to find volunteers (campuses, online, corporate), outreach copy and onboarding (induction, expectations) — with engagement (recognition, retention). Use this to attract and engage volunteers. Screen volunteers, especially for work with children. For ongoing management use the Volunteer Management System.

HR & Volunteer Management

NGO Hiring Kit

Creates a hiring kit for an NGO role — a job description (title, responsibilities, requirements, salary-range hint), where to hire (development job boards, referrals), an interview guide (competency, values fit) and safeguarding screening for roles with vulnerable groups. Use this to hire mission-driven staff. Comply with fair hiring and safeguarding.

HR Policy / Handbook Builder

Drafts an HR policy handbook — sections on employment, compensation, leave, conduct, POSH, safeguarding, grievance and travel/field — with applicable labour-law compliance. Use this for a fair, compliant staff handbook. Align to applicable laws and have it reviewed. For POSH specifically use the POSH Policy & Committee Kit.

Volunteer Management System

Builds a volunteer management system — recruitment, screening, induction, role clarity, supervision, recognition, retention and exit — with policies (volunteer code of conduct, safeguarding) and a volunteer database. Use this to manage volunteers effectively and responsibly. For recruitment specifically use the Volunteer Recruitment Kit.

Staff Training & Capacity Plan

Designs a staff training and capacity-building plan — modules (program skills, M&E, safeguarding, financial management, fundraising) with audience and method — and a training log. Use this to build your team capacity. Adapt it to your team and programs.

Performance Review Kit

Builds a performance review kit — a framework across objectives, competencies, values and development, a template (self, supervisor, feedback) and a development plan. Use this for fair, development-focused reviews. Apply it fairly and consistently.

Attendance & Leave Policy

Drafts an attendance and leave policy — full policy text, leave types (casual, sick, earned, public holidays, field-related) with entitlement and rules, and field-staff attendance and travel. Use this for a fair policy covering office and field staff. Align to applicable laws and review.

Consultant / Contract Agreement

Drafts a consultant or contract-staff agreement — a clause-by-clause draft covering scope and deliverables, fees and TDS, timelines, confidentiality, IP to the NGO, safeguarding, independent-contractor status and termination. Use this to engage consultants and field staff. Have it reviewed by a lawyer.

Code of Conduct Builder

Drafts a code of conduct — values (integrity, respect, accountability), conduct standards (with beneficiaries, colleagues and funds), safeguarding of vulnerable groups and prohibited behaviours. Use this for values and conduct for staff and volunteers. Align to safeguarding and law, and have it acknowledged by all.

Program Operations

Project Implementation Plan

Builds a project implementation plan — phased (setup, delivery, M&E, closure) with activities, timeline and responsible person — plus milestones and risks. Use this to plan delivery of a funded project. Align it to the grant agreement and community context.

Field Operations SOP

Writes field operations SOPs — planning, community engagement, delivery, data collection, safeguarding and reporting — with safety and ethics (staff safety, consent, dignity) and field records. Use this to standardise field delivery. Adapt it to your program and context.

Partnership MOU Builder

Drafts a partnership MOU — a clause-by-clause draft covering purpose, roles and responsibilities, funds and reporting (with an FCRA sub-granting note), compliance and safeguarding, IP and branding, duration, termination and dispute resolution. Use this for MOUs with partners and grassroots organisations. Align to FCRA and have it reviewed.

Procurement Policy Builder

Drafts a procurement policy — principles (transparency, value for money, no conflict), thresholds (quotes and tenders by value), the process (requisition, quotes, approval, PO, receipt) and records — aligned to donor procurement rules. Use this for transparent, funder-compliant procurement. Align to funder rules and approve at board level.

Data Management & Privacy

Builds a data management and privacy approach aligned to the DPDP Act — collection with consent, storage and security, access, retention and sharing for beneficiary and donor data — with DPDPA principles, sensitive-data care and safeguarding of vulnerable-group data. Use this to handle beneficiary and donor data responsibly. Align to the DPDP Act and handle sensitive data carefully.

Safeguarding Policy Builder

Drafts a safeguarding policy — principles (do no harm, protect vulnerable groups), a staff and volunteer code of conduct, concern reporting and response, and prevention (screening, training). Use this to protect the people you serve. Align to safeguarding standards, POCSO and law, and have it reviewed. For a child-specific policy use the Child Protection Policy.

Risk Management Framework

Builds a risk management framework — by risk type (financial, compliance (FCRA, tax), reputational, program, safeguarding, funding) the risks and mitigations — with governance (board review). Use this to anticipate and manage organisational risk. Review risks regularly.

Organisational Health Audit

Audits organisational health across key areas — governance, compliance, finance, programs and M&E, fundraising, people and safeguarding — with checks, gaps, a Strong/Adequate/Weak scorecard and priority fixes. Use this for an overall organisational assessment. Use it for internal strengthening. For governance only use the Governance Self-Audit.

Sustainability & Growth

Financial Sustainability Plan

Builds a financial sustainability plan — diversify funding, build reserves, earned income, individual giving and endowment awareness — with a phased roadmap and a target funding mix. Use this to build a resilient funding base. Adapt it to your cause and capacity. For a source-by-source plan use the Funding Diversification Strategy.

Funding Diversification Strategy

Builds a funding diversification strategy — across grants, CSR, individual, government, earned income and crowdfunding — with a target mix that reduces concentration and actions by source. Use this to spread funding risk. Balance effort and return per source. For the overall resilience plan use the Financial Sustainability Plan.

Social Enterprise / Earned Income

Outlines earned income or social enterprise options — product or service ideas, fee-for-service, training, and products made by beneficiaries — with structure (within the NGO vs a separate entity, tax implications) and viability (market and margin). Use this to generate income while serving the mission. Consider the tax and regulatory implications of commercial activity.

Network & Coalition Building

Guides network and coalition building — identifying allies, a shared agenda, roles, governance and collective action — with the benefits (scale, influence, learning) and a caution on alignment and trust. Use this to grow influence through networks. Formalise collaborations clearly.

Capacity Building Plan

Builds an organisational capacity-building plan — by area (governance, finance, M&E, fundraising, programs, digital) the current gap and actions — with prioritisation (highest-impact first). Use this to strengthen your organisation. Adapt it to your assessed needs. For a full assessment first use the Organisational Health Audit.

Digital Transformation Guide

Builds a digital transformation guide — beneficiary and program data, donor CRM, accounting, communication and M&E tools — with low-cost tool options and DPDPA-aware data privacy. Use this to use technology to do more good. Choose affordable, appropriate tools and protect data.

Scaling & Replication Strategy

Builds a scaling and replication strategy — a proven model, scaling pathways (direct, partnership, advocacy, open-source), resources and quality at scale — with the risks (quality dilution, capacity) and a phased roadmap. Use this to grow your impact responsibly. Scale a validated model with quality safeguards.

Strategic Plan Builder

Builds a strategic plan — vision and mission, a situation analysis (SWOT), strategic priorities, goals and objectives, a resource plan (funding and people) and a review cadence. Use this for a multi-year strategy for the organisation. Develop it with board and stakeholder input.

> This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.