

## **Instructions for Filling the Online Application Form for Atal Community Innovation Centre (ACIC)**

Please note that the applications for ACIC are open all year round. However, the first pull out of applications for evaluation by AIM (for setting up ACICs in the first phase) will happen on **30th September 2019**.

1. Use Mozilla Firefox or Chrome browser only and please go to <http://aim.gov.in/acic-apply.php> and download the Guidelines for setting up Atal Community Innovation Centre under Atal Innovation Mission. **Please read the guidelines carefully before applying.**
2. Please go to the <https://aim.gov.in/acic-application/>. The home page will open after clicking on the link.
3. Please sign-up using the official email address.
4. After successfully signing up, the one-time password will be sent to the email address provided. Please check your spam folders as well for the email.
5. You can now login using the email address and password. After that, there is a need to setup a new password having a minimum of 7 characters, also it must include one letter and a number, must contain an uppercase character and one special character.
6. Re-login with the new password to get access to the application form.
7. The application form is divided into four sections.
8. Please note that you can save and preview the form at any point of time. Also, you can reset the part of application filled again if required.
9. The questions in the first section relates to basic details of Educational Institute, voluntary and other organisations. Almost all questions in this section are mandatory.
10. Please proceed to the next section after completing the first section.
11. Also, there is need to upload the documentation proofs for validation of organisation in pdf format having size less than 1 MB.
12. The 'add row' button available is available, wherever multiple entries can be input to describe the required field.
  - To verify if your city comes under smart cities you can check through the following link: <http://smartcities.gov.in/content/innerpage/city-wise-projects-under-smart-cities-mission.php>
  - For aspirational districts, you can follow: <http://championsofchange.gov.in/about>
13. Documents need to be uploaded to validate the area available for establishing ACIC, business plan, budget, focus areas etc.
14. Please download the declaration form, business plan, budget and documentary proof of location format from the annexure II, VII, VIII and IX attached with the guidelines. Please take a print of the form, sign it and upload the scanned version (PDF only). However, the budget document is to be uploaded in .xls or .xlsx format.
15. The detailed floor plan of proposed ACIC is to be provided as engineering drawing of the finalized space and uploaded as .pdf file having size less than 1 MB.
16. The Map (sealed and signed by competent authority) to be enclosed with the declaration for the type of location of the proposed ACIC, as required in Annexure IX is the location map where the proposed ACIC is to be established.
17. The Name of the applicant, with the official stamp of the Institution, which is required in Annexure II, will be the name of the highest authority of the Institution.

18. Mentor is a person/entity that engages with the organisation on-going basis in conducting guest lectures, hands on sessions, supporting projects, giving guidance and any other hand holding support if required, on a pro-bono basis.
19. Please read all the questions carefully before submitting. Please note that no edits will not be allowed after the final submission of the form.
20. You can view and print the form after the final submission.
21. You can email us at [acic-aim@gov.in](mailto:acic-aim@gov.in) for any queries. We will respond as soon as possible.