

## USER MANUAL

### HOW TO APPLY

#### Participant Application Guide *(For Invited NGOs Only)*

Please read this guide carefully to ensure a smooth and successful application process.

#### Step 1: Invitation Email, Portal Access & Registration

##### 1.1. Access the Parivartan Awards Website

Each invited NGO will receive an official invitation email.

The invitation email will include a link to the official Awards website.

Website Link: <https://v.hdfc.bank.in/csr/initiatives/parivartan-excellence-awards.html>

On the website homepage, please go through the following documents:

- Award Categories & Eligibility Criteria
- Terms and Conditions
- Frequently Asked Questions (FAQs)
- User Manual (this document)
- Click the **“Apply Now”** button.

#### — PARIVARTAN EXCELLENCE AWARDS 2026



Recognizing projects that demonstrate strong design, effective implementation, and measurable outcomes across themes and geographies.

HDFC Bank Parivartan drives meaningful social change across India by partnering with organizations that work relentlessly to strengthen communities. The Parivartan Excellence Awards 2026 will recognize and celebrate projects that have delivered measurable outcomes for communities through consistent execution, innovation, and sustainable models.

##### IMPORTANT DATES

- Applications open: 16th February 2026
- Applications close: 15th March 2026
- Shortlisting announcement: April 2026
- Presentation Round: April 2026
- Grand Jury Round: May 2026
- Award announcement: June 2026

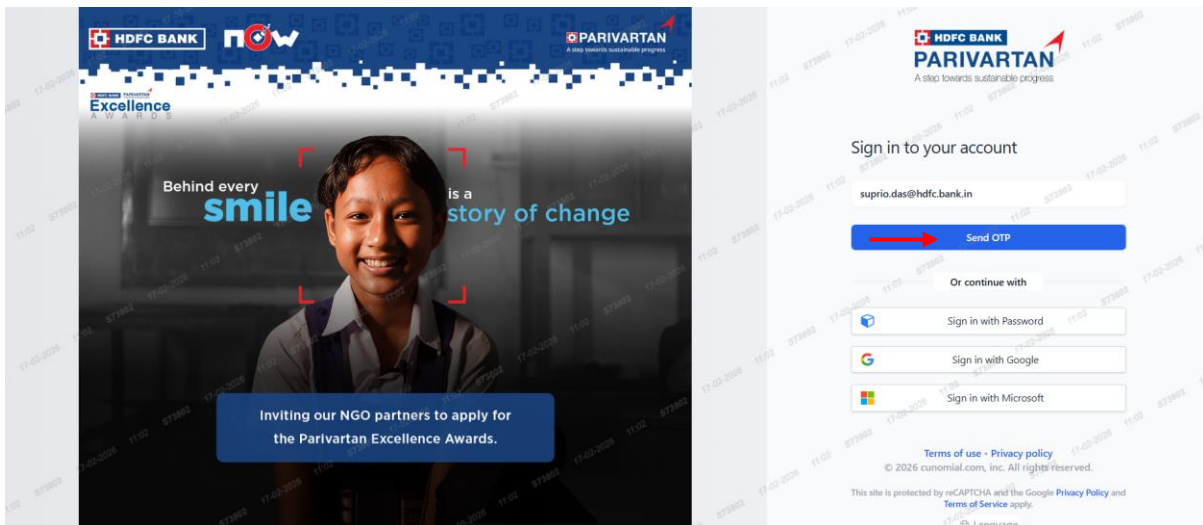
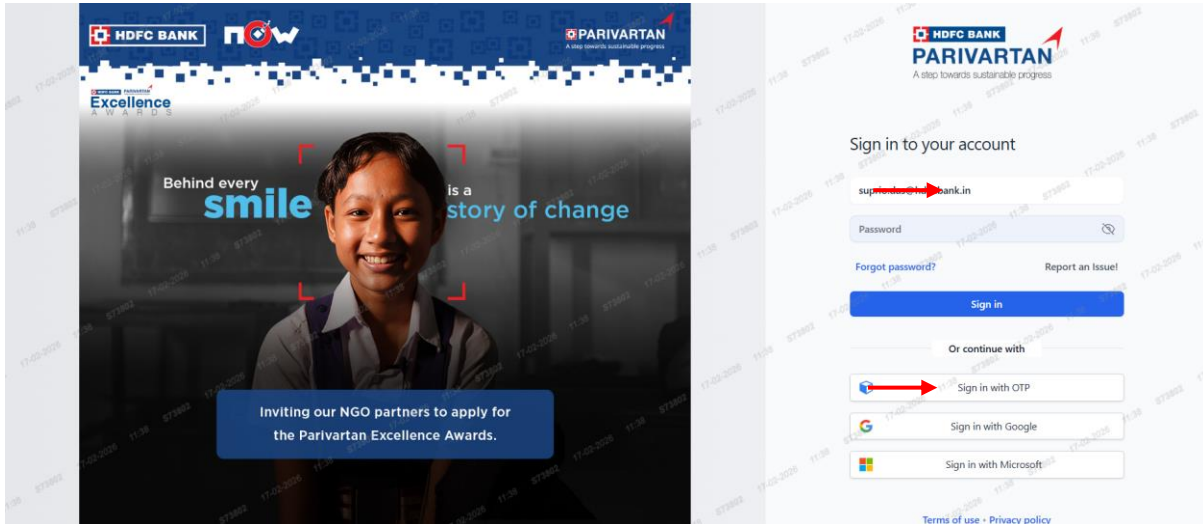
[Apply Now](#) ←

## 1.2. Login to the Portal

After clicking **“Apply Now,”** you will be redirected to the application portal link: [Parivartan Team | Accubate](#)

For first-time login, authentication will be completed via a One-Time Password (OTP) sent to your linked email ID.

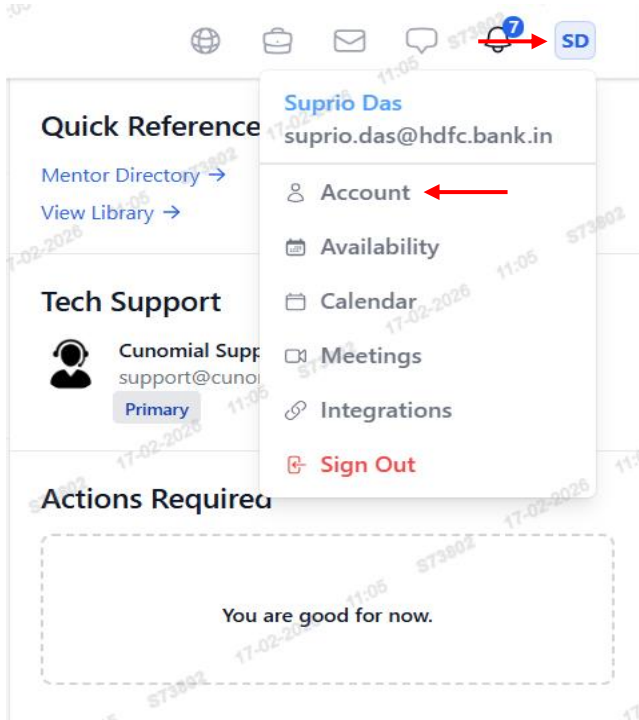
- Type your email ID and click on **“Sign in with OTP”**. Then press **“Send OTP”**



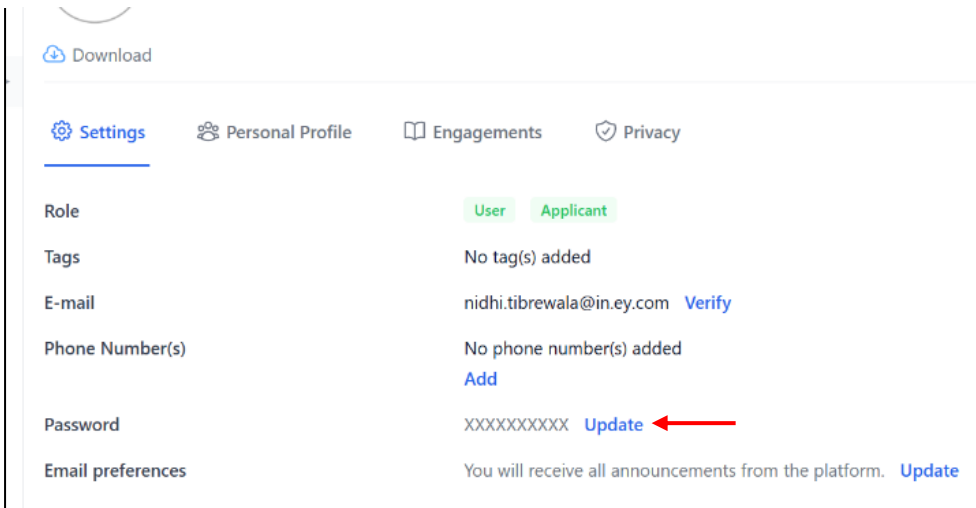
- After entering the OTP received on your email ID, the application portal dashboard will open.

### 1.3. Set Up Login Credentials

- Click on your **profile** on the top right of the screen (**Initials of your name**); go to **Account**



- Under settings, create your password for future logins by clicking “Update”.



Please save these credentials carefully; you will need them each time you log in to access or edit your application (until final submission).

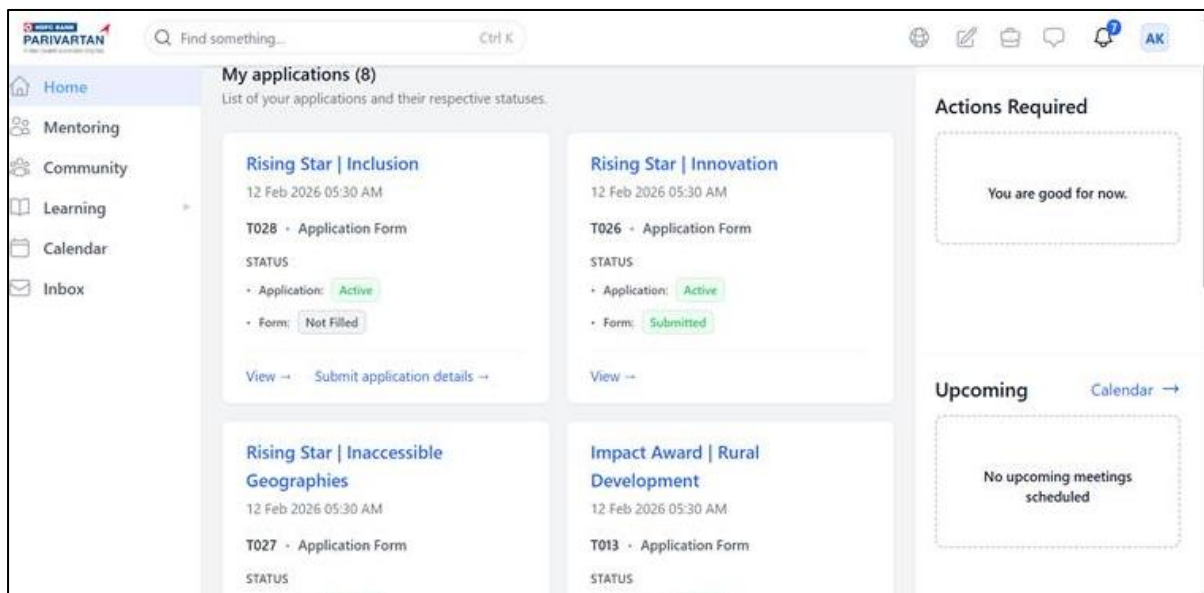
## **Step 2: Understanding the Dashboard**

Once logged in, you will be directed to “My Applications” **Dashboard**.

The dashboard displays:

- All eligible projects for application linked to your Email ID
- Corresponding project codes
- Current status of each application
- View → (application summary, documents, comments)
- Submit application details → (to route you to the application form.)

Applicants are required to complete the application for all projects displayed on their dashboard.



### **Note:**

*Projects are mapped specifically to the email ID used for login. If you log in using a different email ID, the linked projects will not be visible, and you will be unable to proceed with the application process.*

*If you wish to change the linked email ID for any reason, please write to the Awards Management Team at: [parivartanexcellenceawards2026@gmail.com](mailto:parivartanexcellenceawards2026@gmail.com)*

Two action options for each form:

- **View** →
- **Submit application details** →

**Click on 'View'**

This will open the Application Summary Page for that form.

**Inside the Application Summary Page:**

At the top, you will see the **Unique ID of the application & Project Code** .

Each summary contains four tabs:

**Tab 1: Application Summary**

- Displays basic project details
- Shows form status summary

**Tab 2: Application Details**

You can click on **“Submit Application Details”** to route you to the actual form.

This tab will show a preview of your filled responses.

**Tab 3: Documents**

- Preview of uploaded supporting documents

**Tab 4: Comments**

- Displays any official communication related to your application

### **Step 3: Completing the Application Form**

#### **Start Filling the Application**

To begin the application process:

- Click on “**Submit Application Details**”

The application form consists of three main sections:

#### **Section 1: Project Overview**

Basic information about the project.

#### **Section 2: Category/ sub-category specific Questions**

Category/ sub-category specific questions requiring detailed responses.

#### **Section 3: Supporting Materials & Contact Details**

- Supporting documents (PDFs, images, videos)
- Contact details of:
  - Primary Single Point of Contact (SPOC) and alternate POC of the implementation Partner
  - Two beneficiaries of the project (The beneficiaries should be 18+ years of age. In case the beneficiaries are minor, please provide contact details of the parent/ guardian.)

#### **Important instructions while filling the Form**

- Carefully follow word limits/characters limit.
- Complete all mandatory fields.
- Upload documents in the specified formats only.
- Ensure all claims are supported with evidence.
- Double-check contact details for accuracy.

#### **Step 4: Declaration & Submission**

After completing all sections:

1. Read the Declaration carefully.
2. Tick the checkbox confirming the accuracy of the information provided.

You will then see two options:

#### **Option 1: Save as Draft**

- Allows you to return later and continue editing.
- Application status will remain “Draft.”

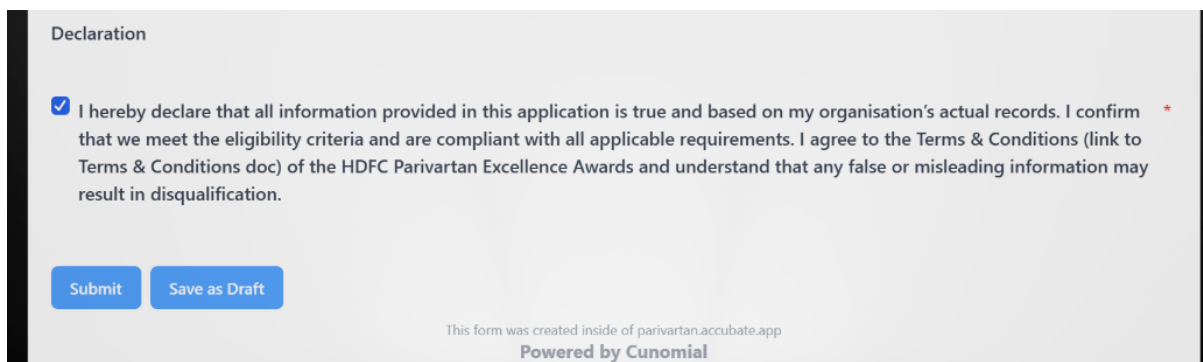
#### **Option 2: Submit**

- Finalizes your application.
- Changes status to “Submitted.”

#### **Important:**

Once an application is submitted, it cannot be edited/modified

Please review all responses thoroughly before clicking “Submit.”



Declaration

I hereby declare that all information provided in this application is true and based on my organisation's actual records. I confirm that we meet the eligibility criteria and are compliant with all applicable requirements. I agree to the Terms & Conditions (link to Terms & Conditions doc) of the HDFC Parivartan Excellence Awards and understand that any false or misleading information may result in disqualification. \*

This form was created inside of parivartan.accubate.app  
Powered by CunoMial

### **Step 5: Dashboard & Status Tracking**

All applications will remain visible on your Dashboard and will display:

- Application Status:
  - Draft
  - Submitted

#### **Status Meaning:**

- **Draft** – Application is incomplete and editable.
- **Submitted** – Application is finalized and visible in read-only mode.

Submitted applications cannot be modified.

#### **Common Mistakes to Avoid**

- Exceeding word limits
- Uploading incorrect file formats
- Forgetting to click “Submit” after completing the form

#### **Need Assistance?**

For any technical difficulties or clarification regarding the application process, please contact: [parivartanexcellenceawards2026@gmail.com](mailto:parivartanexcellenceawards2026@gmail.com)

Please mention your **Project Code** in all communications.