

## SUPPORT TO TRAINING AND EMPLOYMENT PROGRAMME FOR WOMEN (STEP)

The STEP programme aims to increase the self-reliance and autonomy of women by enhancing their productivity and enabling them to take up income generation activities. It provides training for skill upgradation to poor and assetless women in the traditional sectors viz. agriculture, animal husbandry, dairying, fisheries, handlooms, handicrafts, khadi and village industries, sericulture, social forestry and wasteland development.

### *Objectives*

- To mobilise women in small viable groups and make facilities available through training and access to credit.
- To provide training for skill upgradation.
- To enable groups of women to take up employment-cum-income generation programmes by providing backward and forward linkages.
- To provide support services for further improving training and employment conditions of women.

### *Implementing Agencies*

The scheme is implemented through Public Sector Organisations, District Rural Development Agencies, Federations, Co-operatives and Voluntary Organisations registered under the Societies Registration Act, 1860 or under the Corresponding State Acts. Recipients of financial assistance under STEP are required to be bodies, organisations or agencies working in rural areas, although their headquarters may be located in an urban area.

### *Target Group / Beneficiaries*

The target group to be covered under the STEP programme includes marginalised, assetless rural women and the urban poor. This includes wage labourers, unpaid daily workers, female headed households, migrant labourers, tribal and other dispossessed groups, with special focus on SC/ST households and families below the poverty line.

### **Procedure for Applying**

The proposal in the prescribed format should be sent through the State Government to

**The Deputy Secretary (STEP)**  
**Deptt. of Women and Child Development**  
**1st Floor, Jeevandeep Building**  
**Sansad Marg, New Delhi - 110 001**  
**Tel. No. 011 - 3362519, Fax No. 011 - 3348521**

### **Documents to be enclosed along with the application**

- (i) A copy of Registration Certificate
- (ii) Article of Association & Constitution of the organisation
- (iii) List of members of the Executive Committee with their occupation and background
- (iv) Audited statement of accounts i.e. Receipts & Payments, Income & Expenditure and Balance Sheet for the last 2 years
- (v) A copy of the latest Annual Report
- (vi) Map of the project area
- (vii) State Govt. recommendation

### **Application Form**

**Support to Training and Employment Programme  
for Women (STEP)**

#### **Part-I Organisational Details**

- 1 Name & Address of the Organisation with date and year of Registration, Telephone, Telegram & Fax numbers, if any
- 2 Nature of Organisation (PSU or Vol. Org.)
- 3 Registration No. & Date
- 4 Articles of Association & Constitution of the Organisation.
- 5 Objectives of the Organisation

- 6 List of members of the Executive Committee with their occupation and background
- 7 Audited statement & Statement of Receipts & Payment for two years
- 8 Audited Balance Sheet for last year
- 9 Copy of the latest Annual Report
- 10 Major Programmes of the Organisation under implementation at present

#### **Part-II Organisational Capabilities**

- 11 Background of the Org. (Nature of Activities)
- 12 Experience in income generating Project
- 13 Experience in the sector
- 14 Infrastructure available in terms of the Organisational Management.
- 15 District/Block being covered at present
- 16 Existing marketing capabilities

#### **Part-III Project Proposal**

- 17 Duration of the Project and year of initiation
- 18 Project Area
- 19 Sector
- 20 Development objectives of the Project
- 21 Proposed physical activities
- 22 Selection of Beneficiaries
- 23 No. of Beneficiaries
- 24 Provision for benchmark survey
- 25 Details of backward linkage

## Pattern of Assistance

### (a) 100 per cent assistance

- Project staff and administrative cost;
- Training-stipend, training of trainers, skill upgradation reinforcement, training-cum-production centres and raw material for training;
- Support to members for formation of co-operative societies, producers, workers co-operatives leading to formal legal organisations;
- Support services - education, general awareness, health care, sanitation, nutrition/creche facilities for dependent children. Wherever convergence of these services are not available, will be provided as part of the project cost;
- Marketing support - marketing/sales personnel, stock provision and buyers credit, godowns, marketing outlets, quality control and managerial support;

### (b) 50 per cent assistance

Construction of individual worksheds and production centres not related with training - 50 per cent of the total cost on this component will be borne by the Government of India and 50 per cent will have to be borne by the implementing agency.

### (c) Working capital/raw material requirements

Financial assistance will be provided for working capital and raw material in a phased manner starting with 100 per cent during the first year, 50 per cent in the second year and 30 per cent in the third year of the project.

In percentage terms funding pattern will be restricted in the following manner of the total project cost

(in percentage)

- Administration and project staff cost 6
- Training-technical skill training and orientation of beneficiaries & project functionaries 20

- Infrastructure including marketing support quality control and managerial support 25
- Raw material for training including equipment and other material required for training 25
- Establishment of developmental co-operatives wherever required - mobilisation and strengthening of field level set ups where such support is not available through the existing set up 10
- Support services 8
- Overriding cost 6

Under this Programme, upto 90 per cent of the project cost is given by the Government of India. The remaining 10 per cent will have to be borne by the implementing agency from its own sources or through sources other than Government of India. Grants are released to the implementing agencies in two instalments each year. The project should cover at least 500 beneficiaries and the maximum could be 10,000 beneficiaries.

### Eligibility conditions

- The implementing agencies must be registered at least for 3 years.
- Experience/existence in the sector concerned.
- To identify and set up link agencies which would facilitate the implementation of the project through their expertise, resources and experience.
- While selecting a non-governmental organisation as an implementing agency, it would be ensured that the selected organisation has adequate infrastructure and technical expertise in the sector.
- Its financial position should be sound and it should have facilities, resources, experience and administrative capabilities for undertaking the project.
- The project will be for a period of 2-4 years depending upon the nature, kind of activities and the number of beneficiaries to be undertaken.

- (i) That a Senior Officer of the \_\_\_\_\_ Department has visited the institution/organisation and a copy of the report is attached/~~has not visited the institution/organisation.~~
- (ii) That the institution/organisation is recognised and/or registered (under Indian Societies Registration Act, 1860).
- (iii) That the application has been examined and that it is found to be covered under the Scheme.
- (iv) That the scheme for which the application is being recommended is absolutely essential for categories of women as envisaged under the Scheme.
- (v) That the work of the institution/organisation has been reported (wherever such reporting is necessary) as satisfactory during the last two years by the District authorities.
- (vi) ~~That~~ That the institution/organisation is not run for profit to any individual or a body of individuals.
- (vii) That assistance has/has not been given by the State Government. In the former case, details of grant sanctioned during the last five years for the purpose may be given.

The State Government recommends that the following grants may be given by the Department of Women & Child Development, Ministry of Human Resource Development.

Item	Recurring (Rupees in lakhs)	Non Recurring
(a)		
(b)		
(c)		

Signature  
Designation  
Official Seal

- 26 Details of forward linkage  
 27 Link agencies proposed  
 28 Other Developmental Programmes in the project area (both Govt. & Voluntary Sector)

**Part-IV Project Cost Structure**

29 Cost components (year-wise)

**Non - Recurring** (Rs. in lakhs)

Details	I year	II year	III year	Total
Government of India's share				
Org. share				
State Govt. share				
Others				
<b>Total</b>				

**Recurring** (Rs. in lakhs)

Details	I year	II year	III year	Total
Government of India's share				
Org. share				
State Govt. share				
Others				
<b>Total</b>				

30 Cost sharing details

**Non-Recurring & Recurring** (Rs. in lakhs)

Details	I year	II year	III year	Total
Government of India's share				
Org. share				
State Govt. share				
Others				
<b>Total</b>				

- 31 Per Capita Cost  
 32 Mechanism for mobilisation and organising Women (Organising women producers formal groups including details of awareness generation activity proposed).  
 33 Provision for Orientation Training of Functionaries  
 34 Provision for Orientation Training of beneficiaries.  
 35 Provision for support services (like creches, reducing drudgery etc.)  
 36 Linkages with Adult Education Agencies.  
 37 Provision for Health Education.  
 38 Expected results in terms of increase in income vis-a-vis income before commencement of the project.

Date \_\_\_\_\_ (Signature)  
 Place \_\_\_\_\_ Organisation's  
 Rubber Stamp

(To be filled by the State Government in respect of State level or local organisations)

**Recommendations of the State Government**

The application from \_\_\_\_\_ (institution/organisation) is forwarded duly recommended to the Department of Women & Child Development, Government of India with the following comments,

**PART-II**  
**ORGANISATIONAL CAPABILITIES**

11. Background of the Org. (Nature of Activities)
12. Experience in income generating Project
13. Experience in income generating Project
14. Infrastructure available in terms of the Organizational Management:
15. District / Block being covered at present
16. Existing marketing capabilities

**PART-III**  
**PROJECT PROPOSAL**

17. Duration of the Project and year of initiation
18. Project Area
19. Sector
20. Development objectives of the project
21. Proposed physical activities
22. Selection of Beneficiaries
23. No. of Beneficiaries
24. Provision for benchmark survey
25. Details of backward linkage
26. Details of forward linkage
27. Link agencies proposed
28. Other Developmental Programmes in the project area (both Govt. & Voluntary sector)

# APPLICATION FORM

## Support to Training and Employment Programme For Women (STEP)

### PART- I ORGANISATIONAL DETAILS

1. Name & Address of the Organisation with date and year of Registration, Telephone, Telegram & Fax numbers, if any...
2. Nature of Organisation (PSU or Vol. Org.)
3. Registration No. & Date
4. Articles of Association & Constitution of the Organisation.
5. Objectives of the Organisation
6. List of members of the Executive Committee with their occupation and background.
7. Audited statement & Statement Receipts & Payment for two years.
8. Audited balance sheet for last year
9. Copy of the latest Annual Report
10. Major Programmes of the Organisation under Implementation at present.

33. Provision for Orientation Training of Functionaries
34. Provision for Orientation Training of beneficiaries.
35. Provision for support services (like crèches, reducing drudgery etc.)
36. Linkages with Adult Education Agencies.
37. Provision for Health Education.
38. Excepted results in terms of increase in income vis-à-vis income before commencement of the project.

Date:

(Signature)

Place:

Organization's  
Rubber Stamp

(To be filled by the State Government in respect of State level local Organizations)

### Recommendations of the State Government

The application from \_\_\_\_\_  
(Institution/organisation) is forwarded duly recommended to the Department of Women & Child Development Department Government of India with the following comments.

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- (iii) That the Application has been examined and that it is found to be covered under the Scheme.
- (iv) That the scheme for which the application is, being recommended is absolutely essential for categories of women as envisaged under the Scheme.

**PART-IV**  
**PROJECT COST STRUCTURE**

29. Cost components (year-wise)

<b>Non - Recurring</b>				(Rs. in lakhs)
Details	I year	II year	III year	Total
Government of India's share				
Org. share				
State Govt. share				
Others				
<hr/>				
Total				

<b>Recurring</b>				(Rs. in lakhs)
Details	I year	II year	III year	Total
Government of India's share				
Org. share				
State Govt. share				
Others				
<hr/>				
Total				

30. Cost sharing details

<b>Non - Recurring &amp; Recurring</b>				(Rs. in lakhs)
Details	I year	II year	III year	Total
Government of India's share				
Org. share				
State Govt. share				
Others				
<hr/>				
Total				

31. Per Capita Cost

32. Mechanism for mobilization and organizing women (Organizing women producers formal groups including details of awareness

- (v) That the work of the institution/organisation has been reported (wherever such reporting is necessary) as satisfactory during the last two years by the District authorities.
- (vi) That the institution/organisation is not run for profit to any individual or a body of individuals.
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The State Government recommends that the following grants may be given by the Department of Women & Child Development, Ministry of Human Resource Development.

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