

APPLICATION FORM UNDER NORAD SCHEME

- Note:**
1. The Application should be submitted in triplicate to the Child Development Programme Officer (CDPO) or Dist. Women & Child Development Officer or Dist. Social Welfare Officer of the project area.
 2. Applications either incomplete or without all enclosures will not be entertained.
 3. Parts A & B should complete by the applicant Organisation and Part C by the Inspecting Officer and Part D by the State Government.

Part – A – THE ORGANISATION

1. Name and full postal address of the head-office of the organisation

District:

State:

Pin Code:
2. Telephone No. with STD code.
3. Fax No.
4. Do the bye-laws of the NGO permit it to receive Govt. grants and implement women's programme in the proposed project area?
5. Objectives of the Organisation
6. Brief History of the Organisation
7. Whether registered under Indian Societies Registration Act (Act XXI of 1860) if so, give the number and date of registration:
8. Whether the organisation is of all India character: if yes, give the address of its branches in different States including the State Branch which will run the Short Stay Home with Phone No. Fax No. etc.
9. Whether organisation is located in its own/rented building:

10. Major activities of the organisation in the last 2 years:

Name of activity	Coverage			Expenditure
	Men	Women	Children	

11. Financial status of the organisation in the last 3 years (Rs. in lakhs)

Year	Income & Expenditure	Receipt & Payment	Surplus	Deficit
1999				
1999				

12. Details of grant received from Central Govt./State Govt. and other Govt. agencies in the last 2 years: (Rs. in Lakhs)

Sanction Order No.	Date	Amount	Scheme	Address of Funding Agency

13. Details of Foreign Contribution received during last 2 years:

Country	Organisation	Purpose	Amount

14. Details of office bearers of the organisation:

Sl. No.	Name & Address	Male/Female	Age	Post	Qualification	Profession	Annual income

15. Details of employees of the organisation:

Sl. No.	Name & Address	Male/Female	Age	Part-time/ Full time	Qualification	Post	Monthly Salary

NORAD PART – (B – I)

NOTE There are separate proforma for FRESH PROPOSALS and CONTINUATION PROPOSALS. Applicant Organizations should use appropriate proforma.

FRESH PROPOSALS

1. Name of the Trade
2. Trade type (Traditional / Non traditional)
3. No. of beneficiaries to be covered
4. Classification of trainees selected

BPL	OTHERS	TOTAL

5. Source of raw material
6. LOCATION OF PROJECT
 - (a) District
 - (b) Block
 - (c) Town / Village
7. What was the population of the Village / Town /City where project is to be located (1991 Census):
8. Duration of training (Months):
9. PROJECT COST: (In rupees):
 - A. Non Recurring:
 - (i) Training / Equipment cost:
 - (ii) Furniture and fixtures:
 - (iii) Others

Total Non recurring:

B. Recurring:

- (i) Salary of Instructor / Trainers:
- (ii) Raw material for training:
- (iii) Rent:
- (iv) Other expenditure:
Stipend @ 250/- p.m. per trainee
- (v) Contingency Amount for expenses like electricity water, loading of furniture and fitting expenses etc.

Total Recurring:

Grand Total:

(Non recurring + recurring)

10. Cost per trainee:

11. INCOME GENERATION

A. Details of Employment:

- (i) No of trainees for whom assurances have already been received of employment
(Documentary proof should be furnished)
- (ii) Average Salary per beneficiary per month:
- (iii) What is the average distance from Residence of beneficiaries to the proposed work place?
- (iv) Does your NGO take responsibility to provide employment to all trainees within 6 months from completion of training?

B. Provide Self employment (individual or group)

(i) Equipment and raw material required per beneficiary for self employment:

(Raw material for one month)

Equipment and Raw Materials	Quantity	Rate	Cost

(ii) Has the NGO made arrangement with any financial institution for loan? If yes please furnish documentary evidence:

(iii) Does you NOG take responsibility for arranging loan and for marketing of the products ? (documentary proof for marketing tie-up should be furnished):

(iv) What will be the income from production per beneficiary per month?

Name of product	Quantity	Sale Price	Total income	Cost of raw material	Net Income per month
Total-					

11. Whether organisation will keep record of employment and furnish half yearly report to the Department ? (yes/No)

12. Whether organisation is prepared to continue the training with recurring cost only for subsequent batches (yes/No)

Date:

(Signature)

LIST OF DOCUMENTS TO BE ENCLOSED:

- (i) Registration certificate.
- (ii) Prospectus or a note giving aims and objects of the organisation.
- (iii) Constitution of the organisation/Bye-laws and Memorandum of Association.
- (iv) Annual report for the last 3 years.
- (v) Audited accounts for the last 3 years.
- (vi) Proof of sustained employed in respect of employment oriented training.
- (vii) Proof of loan arrangement for production.
- (viii) Proof of marketing tie-up in respect of self employment oriented training.
- (ix) Detailed cost estimate for training.
- (x) List of proposed beneficiaries in the following performa:

Sl. No.	Name of address	Age	BPL	OTHER	TOTAL

PERFORMA FOR CONTINUATION PROPOSAL (B-III)

1. Name and address of NGO:
2. Name of Trade:
3. Details of earlier project sanctioned:

Sanction Order No. and date	Grants	
	Sanctioned	Utilized

4. No. of women who did not complete training and reasons therefore:
5. Average income per month:
6. In respect of self-employment training the No. of women engaged in self employment:
7. No. of them provide with loan:
8. Amount of loan per beneficiary:
9. Gross income per beneficiary per month:
10. Was the earlier project inspected? If yes please furnish name and address of Inspecting Officer and date of inspection.
11. Is there potential for further training and employment in the same project area?
12. If not would you like to relocate the project to an area with better potential.
13. If yes, please furnish full postal address of new training location:
14. Are you willing to continue the training programme with only recurring cost at the earlier rate for the same number of trainees?

INCOME GENERATION

Details of Employment:

15. No. of trainees for whom assurances have already been received of employment:
(Documentary proof should be furnished)
16. Average Salary per beneficiary per month:
17. What is the average distance from Residence of beneficiaries to the proposed work place?
18. Does your NGO take responsibility to provide employment to all trainees within 6 months from completion of training?
Provide self employment (Individual or group)
19. Equipment and raw material required per beneficiary for self employment:
(Raw material for one month)

Equipment and Raw Materials	Quality	Rate	Cost

20. Has the NGO made arrangement with any financial institution for loan? If yes please furnish documentary evidence:
21. Does your NGO take responsibility for arranging loan and for marketing of the products ? (documentary proof for marketing tie-up should be furnished):

22. What will be the income from production per beneficiary per month?

Name of Product	Quantity	Sale Price	Total Income	Cost of raw material	Net Income per month
Total					

25. Whether organisation will keep record of employment and furnish half yearly report to the Department? (yes/No)

Date:

(Signature)

LIST OF DOCUMENTS TO BE ATTACHED:

1. Audited accounts for the NORAD project sanctioned earlier (Receipts & Payments, Income & Expenditure and Utilisation Certificate).
2. Annual report for the last 2 years
3. Employment status of trainees in the last NORAD project:
 - (a) For employment related training, information may be furnished in the following performa:

Sl. No.	Name & Address of trainee	Full Postal Address of employer	Distance from Residence	Monthly Salary

- (b) For self employment related training:

Sl. No	Name & Address of trainee	Cost of setting up of prod. Unit	Amount of loan provided	Cost of Raw Material for one month	Gross income per month

4. Proof of sustained employment in respect of employment oriented training.
5. Proof of loan arrangement for production and marketing tie-up in respect of self-employment oriented training.
6. Detailed cost estimate for training.
7. List of proposed beneficiaries in this following performa.

Sl. No.	Name & Address	Age	BPL	OTHER	TOTAL