

APPLICATION FORM FOR NORAD SCHEME

1. Details regarding implementing agency:
- A) Application Number _____
 - B) Date of application _____
 - C) Organization name _____
 - D) Organisation type
(NGO/Public Sector) _____
 - E) Organisation Address _____

 - F) City/Town/Village _____
 - G) Pin_Code _____
 - H) Tehsil/Block/Taluka _____
 - I) District _____
 - J) State/Union Territory _____
 - K) Telephone No. with STD Code _____
 - L) Fax_No. (If any) _____
 - M) Email Address (If any) _____
 - N) Contact person _____
 - O) Date of Registration (Whether registered atleast two years prior to date of application)

 - P) Objective of Organisation (Whether Women's development/welfare is stated as said objective).

Q) Statement of audited accounts:

	Year I	Year II	Year III
i) Receipts & Payments			
ii) Assets and Liabilities			
iii) Income and Expenditure			
iv) Whether (Surplus/Deficit) (supporting documents)	S/D	S/D	S/D

R) Organisation experience(Experience in the field viz. Women and Child Development and Income generating activities, Number of years experience, annual report and any other supporting documents)

S) Remarks (Whether organization already receiving/received grants under the NORAD assisted scheme or any other schemes of this Department or Central Social Welfare Board or any other Govt./ State Govt. If so, whether completed the project successfully as per requirement.)

2. PROJECT DETAILS:

A) Name of Trade _____

B) Sub Trade _____

C) Trade type Traditional/Non traditional) _____

D) No. of beneficiaries _____

E) Backward of trainees selected (Mention whether SC/ST, Rural, other, Backward Classes, etc.) _____

F) Source of raw material _____

- G) Location of project:
 City/Town/Village _____
 Tehsil/Block/Taluka _____
 District _____
- H) Whether District Headquarter, Industrial Town, Village, other _____

- I) Population of location of Village/Town/city where project is to be located (1991 Census) _____
- J) Is it a continuation project? (Y/N, if Y' should be supported by employment status of trainees of earlier sanctioned project along with utilization certificate for second installment and audited statement of expenditure for the grants released)

- K) Duration of training Year _____ Month _____ Day _____

3. COST OF PROJECT:

Non Recurring:

- A) Training/Equipment cost (Rs.) _____
 B) Furniture and fixture (Rs.) _____
 C) Other (Rs.) _____
 Total (Non-Recurring) (Rs.) _____

Recurring:

- A) Salary of Instructor/Trainers (Rs.) _____
- B) Stipend amount (to trainees which normally should not exceed Rs.250/- per month. If organization proposes to give more than this amount the excess amount will be borne by the organization out of its resources) _____

- C) Raw material for training (Rs.) _____
 (Raw material will ordinarily be provided for half of the duration of training on)
- D) Rent (Rs.) _____
- E) Other expenditure (Rs.) _____
- F) Contingency Amount (should not exceed 5 of the total recurring cost and it should the expenses like electricity water, loading of furniture and fitting expenses etc.) _____

- Total (Recurring) (Rs.) _____

4. Per Capita cost (it should not exceed Rs.8000/- per trainee) (Rs.) _____

5. Other details:
- A. Whether organization will form the trainees, into or self help group/society /cooperative for production activity after completion of training. _____
- B. Whether organization has obtained willingness of local administration/financial institution to assist the beneficiaries after training to acquire assets for generation under IRDP/SC/ST..... Corpn/bank finance etc.? (Yes/No) _____
(If yes supporting documents to be furnished)
- C. Employment potential of the training programme (should be supported by documentary proof for employment linkages/marketing tie ups arranged by the NGO for the women to be trained under the project for getting sustained employment immediately after completion of training) _____

- D. Whether organization will keep record of trainees and regularly obtain employment status/earning (Yes/No) _____
- E. Whether organization prepared to continue the project with recurring cost only for subsequent batches. (Yes/No)

6. Documents to be enclosed (Indicate whether enclosed or not):

- * Copy of registration certificate (Yes/No) _____
- * Memorandum & Bye-law of Organization. (Yes/No) _____
- * Audited Statement of Accounts of the organization (last 3 years) (Yes/No) _____
- * Proof of sustained employment (Yes/No) _____
- * Proof of linkages for acquisition of assets by beneficiaries (Please see 5-B) _____
- * List of executive members (indicating address and occupation) (Yes/No) _____
- * Number of male members _____
- * Number of female member _____
- * Female member status (should be at least 1/3rd) _____
- * Last Annual Report (Yes/No.) _____
- * State Govt./Women Department recommendation (Yes/No) _____
- * Project cost estimates (Yes/No) _____

IN CASE OF CONTINUATION PROJECT FOLLOWING ADDITIONAL DOCUMENTS REQUIRED.

1. Employment status of trainees of earlier project/batch (Yes/No) _____
2. Utilization Certificate certified by CA of the amount sanctioned in earlier project (Yes/No) _____
3. Statement of expenditure certified by CA incurred by the organization out of the amount sanctioned in earlier project (Yes/No) _____

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

RECOMMENDATIONS OF THE STATE GOVERNMENT/WDC

The application from _____

_____ institution/organization
is forwarded duly recommended to the Department of Women and Child Development,
Government of India with the following comments.

- i) That a senior officer of the _____ Department has visited the institution/organization and a copy of the report is attached/has not visited the institution/organization.
- ii) That the institution/organization is recognized and/or registered (under Indian Societies Registration Act, 1860 etc.)
- iii) That the organization has the financial capability, facilities, personnel and experience to fully implement the project.
- iv) That the project for which the application is being recommended to necessary and viable keeping in view the employment prospects for the beneficiaries.
- v) That the work of the institution/organization has been reported as satisfactory during the last two years by the District authorities.
- vi) That the institution/organization is not run for profit to any individual or a body of individuals.