

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)

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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.)

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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 \_\_\_\_\_

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- 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 1/3<sup>rd</sup>) \_\_\_\_\_
- \* 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.