

Format for Project Proposal

- 1) **Project Title** : **Sustainable Livelihood Approach for Women and Adolescent Girls in natural disaster affected area of Rudraprayag, Chamoli, Pithoragarh, Bageshwar and Uttarkashi district.**

- 2) **Name and Address of Applicant NGO/Institution** :

- 3) **Person Responsible with contact Telephone/Fax No.** :

- 4) **Legal Entities/Status** :

- 5) **Copy of PAN/TAN registration of the Organization** :

- 6) **Brief History of the Organization/Institution** :

- 7) **Whether recognized and/ or assisted by other Government Agency** :

- 8) **Capability and Experience** :

- 9) **Details of key persons/project team** :

10) Description of the Project Area:

11) Project Beneficiaries:

12) Purpose of the Proposed Project :

13) Proposed Methodology:

14) Consultative Process:

15) Implementing Process:

16) Procurement Process:

17) Project Sustainability:

18) Brief of proposed activities

19) Past Experience in similar nature of assignment:
(Documentary evidence to be attached)

20) Project Cost Summary: Detail budget breakup. Sample format is enclosed as **Annexure-1**

21) Note for consideration: The agency/institution/organization has to be deposit FDR/TDR equal to 5% of the total project cost at time of signing of agreement in favour of Director/Vice Chairperson, UWCDS payable at Dehradun. The FDR/TDR will be valid upto the completion of the project period.

List of Documents to be attached

1. A summary of project proposal must be attached with expected outcomes, performance parameters, and expected gains in terms of saving.
2. List of government projects or any other projects with approved budget.
3. List of women and adolescent girls affected by the disaster that should be verified by the concerned department in district Rudraprayag, Chamoli, Pithoragarh, Bageshwar & Uttarkashi.
4. List of project area covering: location, name and no. of villages & block.
5. Project proposal should be certified by concerned District Magistrate/CDO.
6. Copy of Registration Certificate of the agency (Organization should be registered at Uttarakhand state only).
7. Copy of Constitution (By-laws, Memorandum of Association, Rules and Regulation) of the Society.
8. Copies of Audited Balance Sheets (last 3 Financial Years). Copies of audited accounts viz, receipts & payments accounts, income & expenditure accounts, balance sheets along with auditors certificate and report for last 03 years. The average income and expenditure for the last 03 years, of the organization/agency registered and working in hilly areas, should be a minimum of Rs. 15.00 lakhs per year while the average income and expenditure for the last 03 years, of the organization/agency registered and working in plain areas, should be a minimum of Rs. 25.00 lakhs per year.
9. Annual Progress Reports of last 03 years.
10. List of staff with complete addresses and contact numbers along with CVs.
11. It is mandatory for the organization/agency to mention the brand name/s and agency/company/department through which the assets/equipments under the proposed project will be given and installed.
12. An undertaking that agency has never been blacklisted by any of the Government agencies and no case is pending against the agency in any Court of India (on stamp paper vetted by notary).

Date:

**Signature of authorized person with
designation and stamp**