



## **Central Sector Scheme**

**Of**

**Research/Studies, Monitoring and  
Evaluation of Development Schemes  
including Publicity**



**Government of India  
Ministry of Minority Affairs  
New Delhi  
(Revised in June 2013)**

**Central Sector Scheme of  
Research/Studies, Monitoring and Evaluation of Development Schemes  
including Publicity  
(Revised in June, 2013)**

**1. INTRODUCTION**

- (a) Ministry of Minority Affairs (hereinafter referred to as the Ministry) under the Central Sector Scheme '**Scheme of Research/Studies, Monitoring and Evaluation of Development Schemes including Publicity**' shall provide professional charges to those Research Organizations/ Institutions/ Councils/ Civil Societies/ Universities including Deemed Universities, Reputed Institutions of higher learning, Autonomous Bodies/ Market Research Agencies and Registered Bodies of professionals (henceforth called Research Organizations) which have the expertise and are willing to undertake purposeful Operation Research/ Market Research/ Action Research:
- On the problems and requirement of minorities including baseline surveys/surveys;
  - Carrying out concurrent monitoring on the implementation of various schemes undertaken for minorities; and
  - To provide professional charges to Government agencies and reputed private media agencies and Media Management Agency to carry out Information, Education and Communication (IEC) activities through multi-media campaign including print, electronic and other media.
- (b) Reports of such Operation Research/ Market Research/ Action Research including baseline surveys/surveys are expected to provide information and data on development deficits, successful schemes, strategies and approaches worth replicating, suggest specific programme interventions and policy options, etc.
- (c) Concurrent monitoring is also essential for enabling mid-course corrections to ensure effective implementation of programmes and schemes.
- (d) Financial support will also be extended to organization(s) holding Workshop/Seminar/Conference provided the theme of workshop/seminar/conference has direct relevance to the mandate of the Ministry.
- (e) Financial support will not be provided to any organization for holding Workshop/Seminar/Conference for formulation of research proposal. No funding will be given to any organization for holding any group discussion.

**2. OBJECTIVES**

- a) To generate information and database on problems and requirements of Minorities through Operation Research/ Market Research/ Action Research.
- b) To collect information about development deficits through Baseline Surveys.
- c) Concurrent Monitoring of schemes being implemented by the Ministry.
- d) To formulate Annual Media Plan and carry out IEC activities through Multi media campaign involving Print media, electronic media and Outdoor Publicity for dissemination of information to generate awareness relating to schemes/ programmes and initiatives for Minorities.

- e) To give wider publicity to Prime Minister's 15 Point Programme for Welfare of Minorities and Multi-sectoral Development Programme (MsDP), which are flagship programmes of this Ministry.
- f) To support organization for workshops/ seminars/ Conferences on the subjects relevant to minorities.

### **3. SCOPE**

- A.** The scheme covers expenditure for Operation Research/ Market Research/ Action Research including baseline survey/survey, monitoring/ concurrent monitoring and evaluation studies of various schemes and programmes of the Ministry including the Prime Minister's New 15 Point Programme for the Welfare of Minorities throughout the country with special focus on Minority Concentration Districts/blocks/towns/cluster of villages and holding workshop/seminar/conference on themes of direct relevance to the Ministry which are either proposed by the institutions/organizations themselves or proposed/sponsored by the Ministry itself.
- B.** The scheme also covers development of Monitoring formats and performance indicators of the scheme to be developed by respective Divisions implementing the scheme. Empanelled agencies may be used for this purpose also following General Financial Rules (GFRs).
- C.** For Information, Education and Communication (IEC) activities, creative multi-media campaign for dissemination of information relating to programmes, schemes and initiatives of the Ministry of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government agencies, would be carried out through reputed private media agencies by following relevant provisions of General Financial Rules (GFRs). Special focus would be given to publicity of the Prime Minister's New 15 Point Programme.
- D.** A "Media Management Agency", may be engaged by the Ministry following General Financial Rules. This agency will be responsible for IEC activities through multi-media campaign by print, electronic, cyber media etc. and also for branding of the schemes of the Ministry. It would also advice the Ministry on the time and timelines of the activities to be undertaken and through which media.
- E.** Efforts would be made to carry out intensive multi-media campaign with focus on districts, blocks and cities/cluster of villages having a substantial minority population. This does not limit the scope of IEC activities only for minority population, but also includes awareness creation for all sections of society in general to have a multi-pronged approach to extension activities. For multi media campaign to be carried out by agencies empanelled with DAVP and other government agencies, proposals will be invited and considered directly by the Ministry by following the provisions of General Financial Rules to ensure cost effectiveness and transparency.
- F.** Advertisements for National Commission for Minorities (NCM) may also be considered in the media campaign after due approval of Competent Authority in the Ministry.
- G.** For content creation for media campaign, agencies empanelled with DAVP will be engaged at DAVP rates by the Ministry.

#### 4. ELIGIBILITY

- A. The following categories of Research Organizations are eligible for professional charges under the scheme for undertaking Operation Research/ Market Research/ Action Research, monitoring/concurrent monitoring, evaluation and baseline survey/survey and holding workshop/ seminar/conference:-
- i) Research Organizations/ Institutions/ Councils.
  - ii) Registered Civil Societies under Societies Registration Act.
  - iii) Universities including Deemed Universities recognized by University Grant Commission (UGC).
  - iv) Reputed Institutions of higher learning.
  - v) Autonomous Bodies.
  - vi) Reputed Market Research Agencies and Registered Bodies of professionals.
- B. Reputed Media agencies empanelled with DAVP and National Film Development Corporation (NFDC) would be eligible for making creative multi-media campaign of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government Ministries/ Departments/ PSUs/ Autonomous bodies under the agencies of different Government Departments/ Ministries.

#### 5. GUIDELINES FOR SUBMISSION OF PROPOSALS

- A. 1. **Proposals for Operation Research/ Market Research/ Action Research** including baseline survey/survey, monitoring/concurrent monitoring, evaluation may be invited either through advertisement in the newspaper and website of the Ministry or directly from Research Organization of the Government or may be proposed/sponsored directly by the Ministry itself. This can also be done with empanelled agencies with the Ministry following relevant provisions of GFRs. In case of special circumstances, the Ministry may also engage a Research Organization as per procedure laid down in GFR. Assistance given by the Ministry will be institution-based and released to the head of the Research Organization. Staffs appointed for a study are deemed to be employees of the Research Organization.

A Research Organization eligible and desirous of undertaking Operation Research/ Market Research/Action Research including survey and concurrent monitoring under this scheme will apply to the Ministry in the prescribed format (Appendix-I) along with an outline of the proposed project in accordance with the following broad guidelines:-

- (i) **Objectives:** The focus and orientation as well as specific objectives spelt out in detail.
- (ii) **Justification:** A precise identification of the problem, the hypothesis to be tested and the question to be answered.
- (iii) **Relevance to an action programme:** A statement in concrete terms as to how the results of the study will be relevant to improvement in formulation and

implementation of the policy, plan or programme for minorities.

- (iv) **Approach and methodology:** The extent to which the study is reflective or empirical; whether it is intended to collect primary data and if so, based on a sample survey or a case study; relevant sources or necessary data if the use of available data is envisaged.
- (v) **Details of data collection and analysis:** Concepts, definitions, important variables, sampling design if necessary, broad contents of schedules/questionnaires of relevant lines of analysis, tabulation, programme and synopsis of chapter plan of the report, if possible.
- (vi) **Project Duration:** Time required for completing the study and submission of the report, period envisaged for preparation, field study/collection of data and drafting of the report. Research study should normally be completed within the duration of six months and in any case not beyond a period of one year. A Memorandum of Understanding (MoU) will be signed with Terms of Reference (ToRs) and Penal Clauses in place to expedite project completion.
- (vii) **Staffing pattern:** The number and types of supporting staff, the period for which are required and remuneration to be paid.
- (viii) **Budget:** Financial requirements broken down under different items of remuneration of staff, TA, workshops/seminars, stationery/printing of forms, computation and contingencies.
- (ix) **Institute's contribution:** The extent of contribution proposed by the institution/organization towards the cost of undertaking the study.
- (x) **Bio-data of staff:** Detailed information about the academic qualifications and research experience of the Project Director and the senior staff to be associated with the study. This is not required in the case of institutions/council/organization of the Government.

**A.2 Proposals for Workshop/Conference/Seminar** may be invited either through advertisement in the newspaper or website of the Ministry or directly from Research Organizations of the Government or may be proposed/sponsored directly by the Ministry itself. Relevant provisions of GFRs would be followed in all these procedures. Research Organizations whether in Government/ Semi- Government or private sector eligible and desirous of organizing workshops/seminars/conferences will apply to the Ministry **with an outline of the proposed project with following details:**

- 1) The main topic / theme of the workshop / seminar / conference etc.;
- 2) Significance /purpose indicating clearly the contribution which the proposed workshop/seminar/conference is expected to make;
- 3) Subjects/contents proposed for discussion;
- 4) Level of participants and their number;
- 5) Duration and venue;
- 6) Programme Schedule;
- 7) Tentative Resource Persons;
- 8) Collaborating Agency, if any;
- 9) Financial Projections and estimates;
- 10) Experience of the Organization in the field (if any).

**B.** The Ministry may invite applications for making creative multi-media campaign of specialized nature requiring professionalism, expertise and infrastructure normally not available with Government agencies through advertisement in newspapers and website of the Ministry or from the list of reputed private media agencies empanelled with DAVP. For selection of the private media agencies not empanelled with DAVP, the procedure laid down in GFR and the guidelines issued from Ministry of Finance (Department of Expenditure) from time to time will be followed. The proposals would be examined by a Screening Committee. The Creative agencies will submit proposal(s) with following details:

- (a) Name of the agency.
- (b) The Medium to be used.
- (c) Address of the agency, Permanent Head Quarter, Regional Office (if any), Contact person, e-mail, Telephone number
- (d) Whether empanelled with DAVP.
- (e) Details of the proposal.
- (f) Extent of circulation in case of print media/ Television Rating Points (TRP) in case of electronic media.
- (g) Coverage of the campaign.
- (h) Target group/s.
- (i) Expected contribution of the proposed creative campaign in IEC activities.
- (j) Financial implications. It should be with all the detailed break up indicating name of medium, mode of publicity, time duration, rate and total cost (with taxes if any).

## 6. SCREENING OF PROPOSALS

A. On receipt of proposals from Research Organizations for Operational Research/ Market Research/ Action Research, baseline survey/survey, monitoring, evaluation/concurrent monitoring, the following Committee shall examine and consider the proposals in the meeting:

1.	Joint Secretary (Respective Joint Secretary in-charge of the concerned Division)	Chairman
2.	Representative of IFD, MoMA	Member
3.	Representative of Planning Commission	Member
4.	Representative of Central Statistical Organization (CSO)	Member
5.	Representative of National Sample Survey Organization (NSSO)	Member
6.	Director / Deputy Secretary dealing with PM's 15 Point Programme and MsDP/Dir(SS)/Dir.(Wakf) as nominated by the Chairperson	Member
7.	Director/Deputy Secretary (Research and Media)	Convener

The final approval of the selected agency will be obtained from the Secretary, Minority Affairs.

B. On receipt of proposals for Workshop/Conference/Seminars, following Committee shall examine and consider the proposals:

1.	Joint Secretary (Respective Joint Secretary in-charge of the concerned Division)	Chairman
2.	Representative of IFD, MoMA	Member
3.	Director / Deputy Secretary dealing with PM's 15 Point Programme and MsDP/all Directors/Deputy Secretaries dealing with different Schemes of the Ministry	Member
4.	Director/Deputy Secretary (Research and Media)	Convener

The final approval of the selected agency will be obtained from the Secretary, Minority Affairs.

**C.** The proposals for Media Plan received from Directorate of Advertisement and Visual Publicity (DAVP), All India Radio (AIR), Doordarshan and National Film Development Corporation (NFDC) will be examined by the Ministry and final Plan will be drawn up by the Media Division, which will be approved by the Minister of Minority Affairs. The Media Division may take inputs from the other Divisions with regard to the content.

**D.** The proposals received from private media agencies as per media plan, will be examined by following Screening Committee:

1.	Joint Secretary (in-charge of Research, Media)	Chairman
2.	Representative of IFD (MoMA)	Member
3.	Director, DAVP	Member
4.	Director, Ministry of Information and Broadcasting	Member
5.	All Directors/Deputy Secretaries of different Divisions in the Ministry	Member
6.	Director (Media), Ministry of Minority Affairs	Member Secretary

The final approval of the selected agency will be obtained from the Secretary, Minority Affairs.

## **7. PATTERN OF ASSISTANCE**

A.1. The Ministry will bear the expenditure on the following approved items of expenditure connected with the Operation Research/ Market Research/ Action Research including baseline survey/survey, evaluation/concurrent monitoring:-

- a) Remuneration for project staff.
- b) Travelling and Daily Allowances for project staff.
- c) Stationery and printing of questionnaires, schedules and forms.
- d) Workshop/seminar.
- e) Contingencies including postage charges, computation and tabulation charges.
- f) Survey, Data Collection, Processing, Presentation.

All the above mentioned items will be included in the total project cost.

A.2 The Ministry will bear the expenditure on the following items of expenditure connected with workshop/seminar/conference, whenever necessary.

- (i) Travelling and daily allowance for participants.
- (ii) Honorarium (specifying purpose).
- (iii) Stationary/ Information booklets.
- (iv) Contingencies including postage charges/Fax charges/telephone charges.
- (v) Publication of the seminar/workshop papers.
- (vi) Proceedings.
- (vii) Miscellaneous, if any.

All the above mentioned items will be included in the total project cost. **In case of Workshop/Seminar /Conference, Rs. 1.25 lakh will be admissible for 50 participants for one day workshop/conference/seminar.** A maximum of 200 participants for two days workshop will be admissible in a given proposal. The cost includes arrangement of place for workshop/seminar, reading material for participants in bags/folders, boarding/lodging expenses of resource persons/outstation participants(if any), honorarium to resource persons, publicity, overheads(limited to 2.5% of the total budget provided for workshop/seminar) and preparation of report on the outcomes of workshop/seminar.

The publications of the Reports of workshops/seminars/conferences by the organization will be done in consultation with the Ministry.

- B. In respect of multi-media campaign/publicity, the pattern of assistance will be based on the approved Media Plan.
- C. Provisions not exceeding 1.5% of the total budget will be made to meet the administrative and allied costs viz. management of the scheme, engagement of personnel/consultant etc.

## **8. QUANTUM OF ASSISTANCE**

A.1 The professional charges would be released in the case of Operation Research/ Market Research/ Action Research/ Survey in three installments; first installment – 40% on approval, second installment - 40% on submission of draft report and third installment – 20% on acceptance of final report by the Ministry.

A.2 Professional charges would be released in the case of workshop/seminars/conference in two installments, first installment – 90% and the second installment – 10% after the workshop/seminar/conference is over and on receipt of the report and the audited statement of accounts.

B. The quantum of professional charges in respect of multi-media campaign/publicity will be based on the Media Plan for the year concerned.

C. Provisions not exceeding 1.5% of the total budget will be made to meet the administrative and allied costs viz. management of the scheme, engagement of personnel/consultant etc.

## **9. FUNDING**

The Scheme is a 100% Central Sector Scheme implemented by Ministry of Minority Affairs. Total proposed cost of the Scheme is Rs. 220.00 Crore for the 12<sup>th</sup> Five Year Plan.



## 10. TERMS AND CONDITIONS.

The following "General Conditions" will be complied with by the Research Organization receiving assistance under this scheme for Operation Research/ Market Research/ Action Research including baseline survey/survey, concurrent monitoring & evaluation and Workshops/ Seminars/ Conferences:

- (i) The Research Organization will maintain the accounts and get the final accounts audited by Government empanelled auditors in case of institutes whose accounts are audited by Government empanelled auditors or by a Chartered Accountant, as the case may be, and submit these to the Ministry, along with the Utilization Certificate on the completion of the assignment.
- (ii) The Research Organization will not accept or apply for any professional charges from any other source towards the assignment approved under this scheme.
- (iii) Separate account will be kept of the project receipts and expenses even though some of the items of expenditure may be common with that incurred by the institution/organization of other activities.
- (iv) The Research Organization will be required to prepare a quarterly progress report (except in case of Workshops/ Seminars/ Conferences) on the study and submit the same to the Ministry along with a statement of expenditure actually incurred during the quarter. It will also be required to record a certificate to the effect that the expenditure has been incurred in accordance with the sanctioned grant.
- (v) The accounts/documents etc. relating to the project for which professional charges have been provided will be made available for inspection by an officer authorized by the Ministry. The accounts relating to the project shall be open to audit also by the Comptroller and Auditor General of India or his nominee(s) at his discretion.
- (vi) The Research Organization shall prepare and maintain records of all assets acquired solely or substantially out of the funds received under the scheme. Such assets shall not be disposed, encumbered or utilized for other purpose without prior sanction of the Ministry.
- (vii) The Project Director of the Research Organization will be required to give an undertaking with Performance Guarantee in writing duly signed by him/her to undertake the Operation Research/ Market Research/ Action Research /survey/ baseline survey/ concurrent monitoring/evaluation and complete it in time. Memorandum of Understanding (MoU) will be signed with Research Organizations and Research Organizations will be given Terms of Reference (TOR) with reference to work assigned to them.
- (viii) Delay in completion of the assignment may cause reduction in the professional charges as per the decision of the Ministry taken by the Secretary (Minority Affairs). This penalty may be to the extent of maximum 10% of the total professional charges as agreed between Ministry of Minority Affairs and Research Organizations.
- (ix) The Project Director shall submit the final report (with 10 additional copies) to the Ministry within the stipulated duration of study/survey. Normally, Operation Research/ Market Research/ Action Research etc. under this scheme would be expected to be completed within the duration of six months and in any case not beyond a period of one year. Final report will include the problem studied, the

procedure followed—methodology of study/survey/monitoring/ evaluation, an account of the population studied/surveyed, description and analysis of data, findings, conclusion and policy recommendations/ intervention (if required).

- (x) The final report on the study will be evaluated by an Expert Committee to be set up by the Ministry and such reports as recommended and accepted for publication shall be published by the Ministry. The copyright in respect of all reports shall vest in the Government of India. In case, the Research Organization desires to publish the report on its own, prior permission of the Ministry shall be taken. Ministry may decide on this issue after taking legal opinion. The Ministry would have the sole rights over the research material and data so collected.
- (xi) The Research Organization shall be liable to refund the entire grant amount together with damages and interest at the rate prescribed in General Financial Rules or decided in consultation of Controller of Accounts in the Ministry for any violation of the terms and conditions mentioned in the Scheme/Government sanction, from the date of encashment of the cheque/bank draft/e-transfer for the amount sanctioned for the project, provided that the Government in its discretion may relax the date for the purpose of calculation of interest to provide for such interest to be charged or on a subsequent date. Ministry reserves the right to take legal opinion w.r.t. calculation of interest and effective date for imposition of interest.
- (xii) The decision of the Secretary, Minority Affairs on the question whether there has been breach or violation of any of the terms and conditions mentioned herein as well as in the sanction letter, shall be final and binding on the Research Organization.
- (xiii) For all disputes, the Court of Jurisdiction will be Delhi only.

## **11. MID TERM APPRAISAL**

Mid term appraisal of the scheme will be taken up in 2015-16.

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**MODEL FORMAT FOR SUBMISSION OF PROPOSALS FOR OPERATION  
RESEARCH/ MARKET RESEARCH/ ACTION RESEARCH/ SURVEY**

**I. INSTITUTIONAL PARTICULARS**

- i) (a) Name of the Institution/Organization with Head Quarter and Regional Office address (if any)
  - (b) Mailing Address
  - (c) Telephone No.
  - (d) Name of President/Secretary /Contact Person of the organization
- ii) Title of the Project with scope and coverage of area/field.
- iii) Status of the Institution/Organization  

Professional organization/social service research organization/ autonomous bodies/ registered body of professionals/University/ Deemed University (to be stated specifically)
- iv) Nature and functions of the Institution/Organization. (attach the copy of concerned document)
- v) Manner in which the Institution/Organization was established.  

(Act of Parliament/Act of State Legislature/Registered under Societies Registration Act, 1860)
- vi) (a) In case established under any Act of Parliament/State Legislature, the name of the Statute, Number of Act and year  

(b) In case established under the Societies Registration Act, the place, registration number and date of registration.
- vii) If semi-Government Institution/Organization/PSU, the name of the Government Department to which it is attached.
- viii) (a) Whether Institution/Organization has regular source of income.  

(b) Whether it runs on no profit no loss basis.
- ix) Brief history of the Institution/Organization, its objective and activities/academic pursuits in case of individuals.
- x) (a) Whether the Institution/Organization has any previous experience in the field of welfare of Minorities in the country/or undertaken similar activities;  

(b) If so, detail thereof.
- xi) Details of infrastructure available with organization.

## II. PROJECT OUTLINE

- i) Objective.
- ii) Justification.
- iii) Relevance of the action Programme.
- iv) Approach and Methodology.
- v) Details of Data collection and analysis.
- vi) Project duration.
- vii) Staffing pattern.
- viii) Budget.
- ix) Institutions/organization's own contribution.

## III. (1) STAFFING PATTERN

- i) Name of the Project Director
- ii) Position held by the Project Director in the Institution/Organization mentioned in Item 1(i) and elsewhere, at present.
- iii) Major Positions held by Project Director previously.
- iv) Curriculum vitae of the Project Director (to be attached).
- v) Field of specialization of Project Director.
- vi) Projects completed by Project Director previously and organization for which undertaken.
- vii) List of publications in last 3 years period (to be attached).
- viii) Names of other Projects in hand of the Project Director and names of their commissioning agencies.

## (2) OTHER STAFF

(Number of persons employed, designation, pay, duration of employment to be specified); inter case of senior staff, bio-data may be attached.)

S.No.	Name of Staff	Designation	Age	Sex	Date of employment	Monthly Pay/Remuneration (in Rs.)

#### IV. BUDGET ESTIMATES

##### (a) Details of Budget

S.No.	Items of Expenditure	Units	Rate (in Rs.)	Total Cost (in Rs.)	Remarks
1.	Remunerations				Breakup to be given as per format given below in IV (b)
2.	Travel Cost				
3.	Data Collection/processing/ Analysis				
4.	Stationary , printing, postage etc.				
5.	Over Heads/ Contingency				Permissible up to 3% of the total project cost
	Total Cost				

##### (b) REMUNERATION OF STAFF

S.No.	Category of Staff	Number	Job/ Task to be performed	Duration	Monthly remunerations (in Rs.)	Total Cost
1.	Project Director					
2.	Research/ Survey Staff					
3.	Filed Staff					
4.	Secretariat Staff					
	Total					

#### V. LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM

1. Copy of Registration Certificate of Organization.
2. Memorandum of Association and Rules/Constitution
3. Composition of Board of Governors/Executives or Governing Body
4. Audited Accounts of Last three years with Auditor's report.
5. Latest Annual Report.
6. Copies of the reports published by organization in the period of last three years.

Place:

Date:

(Name and Signature of the President/Secretary  
of the Institution/Organization)  
Official Stamp

**MODEL FORMAT FOR SUBMISSION OF PROPOSALS FOR WORKSHOPS/  
SEMINARS/ CONFERENCES**

**I. INSTITUTIONAL PARTICULARS**

- i) (a) Name of the Institution/Organization with Head Quarter and Regional Office address (if any)
  - (b) Mailing Address
  - (c) Telephone No.
  - (d) Name of President/Secretary /Contact Person of the organization
- ii) Title of the Project with scope and coverage of area/field.
- iii) Status of the Institution/Organization  
Professional organization/social service research organization/ autonomous bodies/ registered body of professionals/University/ Deemed University (to be stated specifically)
- iv) Nature and functions of the Institution/Organization. (attach the copy of concerned document)
- v) Manner in which the Institution/Organization was established.  
  
(Act of Parliament/Act of State Legislature/Registered under Societies Registration Act, 1860)
- vi) (a) In case established under any Act of Parliament/State Legislature, the name of the Statute, Number of Act and year  
  
(b) In case established under the Societies Registration Act, the place, registration number and date of registration.
- vii) If semi-Government Institution/Organization/PSU, the name of the Government Department to which it is attached.
- viii) (a) Whether Institution/Organization has regular source of income.  
  
(b) Whether it runs on no profit no loss basis.
- ix) Brief history of the Institution/Organization, its objective and activities/academic pursuits in case of individuals.
- x) (a) Whether the Institution/Organization has any previous experience in the field of welfare of Minorities in the country/or undertaken similar activities;  
(b) If so, detail thereof.

**II. Details of infrastructure available with organization.**

### **III. DETAILS OF THE PROPOSAL**

- a) The main topic / theme of the workshop / seminar / conference etc.;
- b) Significance /purpose indicating clearly the contribution which the proposed workshop/seminar/conference is expected to make;
- c) Subjects/contents proposed for discussion;
- d) Level of participants and their number;
- e) Duration and venue;
- f) Programme Schedule;
- g) List of tentative Resource Persons with their expertise;
- h) Collaborating Agency, if any;
- i) Financial Projections and estimates;

**IV.** Experience of the Organization in the field (if any).

**V.** Profile of Project Coordinator.

**VI. BUDGET ESTIMATES - As per para 7 A.2 of the guidelines.**

### **VII. LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM**

- 1) Copy of Registration Certificate of Organization.
- 2) Memorandum of Association and Rules/Constitution
- 3) Composition of Board of Governors/Executives or Governing Body
- 4) Audited Accounts of Last three years with Auditor's report.
- 5) Latest Annual Report.
- 6) Copies of the reports published by organization in the period of last three years.

Place:

Date:

(Name and Signature of the President/Secretary  
of the Institution/Organization)  
Official Stamp