

**FORMAT OF PROJECT PROPOSAL FOR GRANT UNDER CSR**

**Name of Sponsoring Agency:** National Backward Classes Finance & Development Corporation  
(NBCFDC), A Govt. of India Undertaking, M/O Social Justice & Empowerment, Govt of India.

**Contact details:** Sh. V R Chary, Senior General Manager

**(Planning) (Name, Phone, Fax, e-mail)**  
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**Part - I: FORMAT FOR SUBMISSION OF PROJECT PROPOSAL**

All the proposals, unless otherwise desired, shall be submitted by the Implementing Agency/District Authorities as per the following format. The project proposal should be as per format in part -1 mentioned herein and should be accompanied by the documents as per Part II:

1. Title of the project
2. Current Socio-economic status of the Area and Target group: It should contain your preliminary assessment of the choice of beneficiaries in various trades, their skill level (Skilled, Semi- Skilled, and Unskilled), their current income level & Gender details etc.
3. Objectives of Project
4. Executive summary of proposal
5. Targeted group of the project proposal
6. Geographical area of execution of project and reason for selecting that area

7. (A) Project Cost

Budget Details {Detailed cost break-up (Head-wise and activity wise)}. Please give in the format.

Activities	Budget	Time Line		
		Start date	End date	No. of days
1.				
2.				
3.				
4.				
Total				

(B) Means of Finance of the Project Cost.

(C) Please indicate funding requirements at start, middle and end of projects.

8. Execution/Implementation schedule (with specific time- frame).
9. Human Resources involved in project implementation: District level committee nominated by the District Collector responsible for implementation and monitoring of the project, Name & Designation, Contact details, Email Id of all members.
10. Expected outcome/benefits of the project: It should clearly bring out the outcomes expected on completion of the CSR project in terms of Skill, income level etc.
11. Monitoring plan of Implementing Agencies (with specific time-frame) during and after execution of period.
12. Composition of the committee envisaged from the target group, who would eventually take over the project and ensure its sustainability after handling over is completed by the Implementing Agencies/District Authorities.
13. **Coordinator for this project**: - Name, designation & office address, phone/cell. No & Email Id of Project Coordinator on behalf of the Implementing Agency/District Authorities, who is authorized to deal with NBCFDC.

## **Part- II: List of Annexures to Project Proposal**

- 1. Undertaking by the Implementing Agency:** The Grantee will execute an undertaking on its letter head to the effect that the grantee will abide by all the terms and conditions of the CSR grant and not divert the grants or entrust execution of the scheme of work concerned to other intuitions (s) or organization (unless agreed by NBCFDC in writing). However, it can engage local organization or outsource some expert, if needed, with due approval of NBCFDC. In the event of any failure to comply with these conditions or committing breach of the undertaking, the grantees will be liable to refund the entire/unutilized amount of the grant to NBCFDC.
  
- 2 As far as applicable, the proposal will be submitted along with the following documents:-**
  - i. Copy of the Registration Certificate along with /Trust Deed/ MOA/. (As applicable).
  - ii. Annual report along with audited accounts of the past three years up to 31.3.2017 with auditor's report.
  - iii. Copy of pan card and Tan no's.
  - iv. List of Board of Directors /Governors/Trustees/Executive Committee Members, along with their addresses and contact numbers.
  - v. List of major shareholders and their stake.
  - vi. Any other document.
  
- 3** All documents (each page) should be duly signed and stamped by the applicant and Trustee/ Head of the Grantee organization. The Institution should be able to produce any original document on demand by NBCFDC. The Institution would be required to submit a MPR as per appendix enclosed.

Name & Signature of Authorized Signatory  
Name of Implementing Agency

**Format for Monthly Progress Report on CSR Projects**

**NAME OF GRANTEE INSTITUTION .....**

**(Report for the period..... )**

**1. PROJECT INFORMATION**

Project Title :	
NBCFDC Sanction No.& Date	
Expected Period of Completion (Start & End date)	
Amount of funding by NBCFDC	
Report submission date	
Project Area	
Project Target –Group	
Implementing Agency (Name and Whether approved by NBCFDC)	

**2. PROJECT OVERVIEW**

- a) Briefly describe the CSR Project purpose:
  
- b) List the objective(s) of the project, exactly as described in our sanction:

### 3. MONTHLY PROGRESS REPORT

#### a) Financial and Physical

(Rs. In Lakh)

S. N.	Activity	Total Target			Amount Spent till last report	Amount Spent in report Period			Actual Status			Remarks (Reasons for Variation)	
		Financial		Physical					Financial		Physical		
		D	O	T	Units	Total	D	O	T	D	O	T	Units
		Direct	Over Heads	Total			Direct	Over Heads	Total	Direct	Over Heads	Total	
1													
2													
3													

#### b) Time Schedule Progress

Activity	Target Date			Actual Progress			Remarks
	Start	End	Days	Start	End	Days	

Note: The Monthly Progress Report should *interalia* highlights a) period progress b) preliminary results and c) any concerns that may exist about the project's progress.

Name & Signature of Authorized Signatory  
Name of Implementing Agency