

SWAWLAMBAN

PROFORMA FOR APPLICATION

I. PARTICULARS ABOUT THE APPLICANT ORGANISATION
(Should not leave any column blank, all the columns are mandatory):

- (i) Name of the applicant organization :
- (ii) Address (with pin code) :
- (iii) Date of registration/Number/Year :
- (iv) Contact Telephone number (with code) :
- (v) Fax number :
- (vi) E-mail number :
- (vii) Financial Status :

Sl. No.	Financial Year	Receipt & Payment	Income & Expenditure	Please mention Surplus (+) or Deficit (-)
1				
2				
3				

- (viii) Objectives of the organization
(Objective of vocational training mentioned in Memorandum) :
- (ix) Source of funding (Govt./Non-Govt.) :
- (x) List of Governing Body members
(one or more doctors should be present) :

II. PROJECT DETAILS: (to be compulsorily filled in)

- (i) Target Group (Mention Category of women to be trained) : APL/BPL/General/Minority/OBC/SC/ST/Widow/Deserted/Distressed
- (ii) Name of Trade applied for :
- (iii) New or Continuing Project Location of project (Detailed address i.e. vill/block/district/PIN Code with Contact Number & E-mail Id, if any) :

- (v) Women Population of Block(2011 census) :
- (vi) Duration of training program (in months) :
Project Cost & beneficiaries (Details to be shown as per proforma with supporting documents) :
- (vii) Details of trainers :

Sl. No.	Name	Address	Qualification	Experience (Attach Bio-data & Training certificates duly signed by trainees)

- (ix) Raw materials details & source :
- (x) Proposed Plan for providing the trainees (To be filled in details-Compulsory)
- Orientation on Entrepreneurship Development aspects:
 - Support for Bank Linkage:
 - Support for backward/forward linkage:
 - Support for establishing contact with potential employer:
- (xi) In case, the NGO has received any grant under the scheme earlier, details to be mentioned & U/C – Accounts to be submitted (Compulsory) :

III PROJECT DETAILS : (to be compulsorily filled in)

- Description of the area (Socio-Economic Condition)
- Occupational details of the women of the locality (Women labour/Contract labour etc.)
- Socio-economic background of the target group
- Planning for post training placement of trainees
- Possible support agencies, banks and financial institutions for financial linkages after training.
- Specific experience of NGO on training of Geriatric Care with result achieved so far.
- Details of Bank accounts available with the NGOs.

IV. Enquiry details: Enquiry to be conducted by the District / Block Authority in case of District and WBWDU officials in case of Kolkata in prescribed proforma regarding the project application and implementing Organisation.

Date :

Signature of Chief Functionary of the NGO
Seal

- Audit Report showing huge lump sum donation/subscription may be referred for verification.
- NGO/Company is responsible to completely implement a project for three subsequent batches once sanctioned.
- Application/Proposal will be rejected summarily if **Project Details vide Sl No. II & III is kept blank.**

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION

1. Whether the NGOs/Trust/Institutions/Organisations is registered under the Societies Registration Act/Under Companies Act to ROC. Registration certificate along with the copy of the renewal receipt in regard to the renewal of registration has been furnished.
2. Whether the NGOs/Trust/Institutions/Organisations has completed three years of registration. Registration certificate to be submitted.
3. Whether the NGOs/Trust/Institutions/Organisations has obtained certified/true copy of the Memorandum of Association & Bye-laws/Approval of Board.
4. Whether Objective of 'Vocational Training' has been incorporated in the certified copy of Memorandum/Board Meeting.
5. Whether the NGOs/Trust/Institutions/Organisations has developed three years annual report.
6. Whether details of Registered Office & Project Site Office with Bank details of the project site has been submitted.
7. Whether the NGOs/Trust/Institutions/Organisations has obtained audited Balance sheet (Receipt-Payment, Income-Expenditure, and Assets-Liabilities) for the last three financial years.
8. Whether application in the prescribed format for the project has been submitted.
9. Whether the NGOs/Trust/Institutions/Organisations has the financial capacity to undertake the programme (Surplus budget with utilization of other Govt. Grants).
10. Whether the NGOs/Trust/Institutions/Organisations has resolved in the G.B./Board meeting to take up the project for this training program.
11. Whether Rent Agreement in Rs.20/- Stamp paper has been submitted duly executed.
12. Whether conventional syllabus of training on Geriatric Care has been furnished.
13. Whether bio-data and certificate of training & experience of at least two trainers/instructors have been furnished.
14. Whether Quotations from Dealers/Agents/Sub dealers etc. in support of NR items to be purchased have been submitted.
15. Whether audited statement & utilization certificate in respect of any Swawlamban projects implemented earlier have been submitted.
16. Whether the NGO has members having experience on medical profession in the Governing Body/Executive Committee/Managing Committee (applicable as per Bye-laws of the NGO).
17. Whether the NGO/Company has been inspected by any functionary of the Department of W & CD and SW, Govt. of W.B. or WBWDU. Report to be submitted.