

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

**Name of Corporation:** **National Scheduled Castes Finance & Development (NSFDC), A Govt. of India Undertaking, M/O Social Justice & Empowerment, Govt of India.**

**Contact details:** **Sh. Thota Satish, Deputy General Manager, (CSR)**

**(Name, Phone, Fax, e-mail)** **nsfdccsr@gmail.com**  
**Phone: 9560925990/011-22424187**

**Part - I: FORMAT FOR SUBMISSION OF PROJECT PROPOSAL**

All the proposals, unless otherwise desired, shall be submitted by the Implementing Agency 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, who is authorized to deal with NSFDC.

## **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 NSFDC in writing). However, it can engage local organization or outsource some expert, if needed, with due approval of NSFDC. 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 NSFDC.
- 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/Society. (As applicable).
  - ii. CSR form 1
  - iii. Annual report along with Audited Accounts of the past three years with Auditor's Report.
  - iv. Copy of Pan card and Tan .
  - v. List of Board of Directors /Governors/Trustees/Executive Committee Members, along with their addresses and contact numbers.
  - vi. List of major shareholders and their stake.
  - vii. 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 NSFDC. 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 :                                             |  |
| NSFDC Sanction No.& Date                                    |  |
| Expected Period of Completion (Start & End date)            |  |
| Amount of funding by NSFDC                                  |  |
| Report submission date                                      |  |
| Project Area                                                |  |
| Project Target –Group                                       |  |
| Implementing Agency<br>(Name and Whether approved by NSFDC) |  |

**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    |                               | 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