

PROCEDURE FOR APPLYING

The proposal in the prescribed format should be sent through the State Government to

**The Deputy Secretary(STEP)
Department of Women and Child Development
Shastri Bhawan
New Delhi 110 001**

Documents to be enclosed along with the application

- I) A copy of Registration Certificate
- II) Article of Association & Constitution of the organization
- III) List of members of the Executive Committee with their occupation and background
- IV) Audited statement of accounts i.e. Receipts & Payments, Income & Expenditure and Balance Sheet for the last 2 years
- V) A copy of the latest Annual Report
- VI) Map of the project area
- VII) State Govt. recommendation

**Government of India
Ministry of Human Resource Development
Department of Women & Child Development**

Subject : Project proposal under the scheme of STEP -

The checklist/examination of the project is as under :

S.No	Items	Information	Page No.
1.	Name of the Organisation		
2.	Sector		
3.	Target Group & No. of beneficiaries		
4.	Whether registered under Indian Societies Registration Act. Registration No. & Year, whether copy attached,		
5.	Experience/existence in the sector		
6.	Link agency		
7.	Infrastructure & Technical expertise in the sector		
8	Period /Project Area		

9.	Financial Position (Rs. in lakhs)	Year	I/E	R/P	Surplus/ Deficit	Assets
10.	Details of grant received from Central/State Govt.					
11.	Do the bye laws of the NGO permit it to receive Govt. grants					
12.	Objective					
13.	Major Activities of the org.					
14.	No. of female members in the Managing Committee					
15.	Main occupations of the people of the project area					
16.	Whether Physical Phasing is furnished					
17.	Whether year-wise cost of the project is given					
18.	Whether recurring and non recurring component is given					
19.	Whether cost benefit analysis is given					
20.	Whether a copy of registration certificate is attached					
21.	Whether a copy of Article of Association & Constitution of the org.					
22.	Whether list of Executive Committee with their occupation and background is attached					
23.	Whether Receipt & Payments, Income & Expenditures & Balance Sheet for the last 2 years is attached					
24.	Map of the project area is attached					
25.	Whether proforma for pre sanction appraisal report is complete and attached					
26.	Whether recommended by the State Govt. & name of the Deptt.					
27.	Total cost of the project (Rs. in lakhs)					
28.	Per Capita cost					
29.	Any other information					
30..	Brief of Discrepancies					

CHECK LIST FOR STATE EMPOWERED COMMITTED FOR STEP

1. **Bench mark survey to be done:**
 - a) Area of the project identified
 - b) Women beneficiaries to be covered identified
 - c) Age of the women beneficiaries

2. **Details of the project - Project area map**
 - a) Whether the organization has any experience in this field
 - b) Physical phasing of the project
 - c) Item-wise and year-wise cost of the project

3. **Infrastructural arrangements for the project**
 - a) Marketing and selling arrangements after completion of the project.
 - b) Earnings, which would be accrued to the members.
 - c) Time frame within which SHGs will be formed.

4. **Training**
 - a) Syllabus for the proposed training
 - b) Qualifications of the trainers
 - c) Training in legal awareness timeframe
 - d) Training in general awareness time frame
 - e) Training and involvement of men in the region
 - f) Time frame of completion of training
 - g) Identification of place for training

5. **Documents required**
 - a) Copy of Registration Certificate
 - b) Organisation has to complete 3 years after registration.
 - c) Article of Association and Constitution of Organisation.
 - d) Submission of latest Annual Report.
 - e) Audited Accounts (receipts and payments, income and expenditure and balance-sheet) for the last two years.
 - f) The organization should have the financial capability to be able to support the project which they have proposed.
 - g) List of members of the Executive Committee with their occupation.

6. **On the spot verification**

Before the project is sent to GOI, it should be verified by officers of the following ranks :

Value	Officers
Up to 5 lakhs	CDPO/District Welfare Officer
5 to 15 lakhs	Distt. Welfare Officer/District Programme Officer
15 lakhs to 40 lakhs	Joint/Deputy Director
40 lakhs and above	Director/Additional Director

**SUPPORT TO TRAINING AND EMPLOYMENT PROGRAMME FOR
WOMEN (STEP)**

APPLICATION FORM

(Applications not complete in all respect are liable to be rejected)

PART - I

ORGANISATIONAL DETAILS

1.Name & Address of the Organisation with date and year of Registration telephone, telegame and Fax number if any,	
2.Nature of the Organisation (PSU or Voluntary Organisation)	
3.Registration No. (copy to be enclosed)	
4.Articles of the Association & Constitution of the Organisation	
5.Objectives of the organisation	
6.List of Members of the Executive Committee with their occupation and background	
7. Audited Statements & Statement of Receipts and Payment for two years	
8. Audited Balance Sheet for last year	
9. Copy of the latest Annual Report	
10. Major Programmes of the Organisation under implementation at present	
PART - II :ORGANISATIONAL CAPABILITIES	
11.Background of the organisation (nature of activities)	
12.Experience in income generating Project	
13.Experience in the Sector	
14.Infrastructure available in terms of organisational management	
15.Districts/Blocks being covered at present	
16.Existing Marketing capabilities	
PART - III: PROJECT PROPOSAL	
17. Duration of the project and year of initiation	
18. Project Area	
19. Sector	

20. Developmental Objectives of the Project					
21. Proposed physical activities					
22. Selection of Beneficiaries (criteria)					
23. Number of Benefiters					
24. Provision for Benchmark Survey					
25. Details of Backward linkages					
26. Details of Forward linkages					
27. Link Agency Proposed					
28. Other developmental programme in the project area (both Govt. and Vol. Sector)					
PART - IV: PROJECT COST STRUCTURE					
29. Cost components (year-wise) (Rupees in Lakhs)					
NON-RECURRING					
Sl. No.	Details	I-year	II-year	III-year	Total
i)	Government of India's share				
ii)	Organisation's share				
iii)	State Govt. share if any,				
iv)	Others				
	TOTAL				
RECURRING COST					
Sl. No.	Details	I-year	II-year	III-year	Total
i)	GOI share				
ii)	Organisation's share				
iii)	State Govt. share if any,				
iv)	Others				
	TOTAL				
30. Cost sharing details					
(TOTAL OF NON-RECURRING AND RECURRING COSTS)					
Sl. No.	Details	I-year	II-year	III-year	Total
i)	Government of India's share				
ii)	Organisation's share				
iii)	State Govt. share if any,				

iv)	Others				
	TOTAL				
31. Per capita cost					
32. Mechanism for mobilising and organising women (organising women producers in formal groups including details of awareness generation activity proposed)					
33. Provision for Orientation Training of functionaries					
34. Provision for Orientation Training of Beneficiaries					
35. Provision for Support service (like creches, reducing drudgery etc.)					
36. Linkages with Adult Education Agencies					
37. Provision for Health Education					
38. Expected results in terms of increase in income vis-à-vis income before commencement of the Project					
		(Signature) Organisation's stamp			
Date:					
Place:					

(To be filled by the State Government in respect of State level or local organisations)

RECOMMENDATION OF THE STATE GOVERNMENT

The application from _____
(Institution/Organisation is forwarded duly recommended to the Department of Women & child Development. Government of India with the following comments.)

- i) That a Senior Officer of the _____ Department has visited the institution/organisation and a copy of the report is attached/has not visited the institution/ organisation.
- ii) That the institution/organisation is recognised and/or registered (under Indian Societies Registration Act, 1860)
- iii) That the application has been examined and that it is found to be covered under the Scheme.
- iv) That the scheme for which the application is being recommended is absolutely essential for categories of women as envisaged under the Scheme.
- v) That the work of the institution/organisation has been reported (wherever such reporting is necessary) as satisfactory during the last two years by the District authorities.
- vi) That the institution/organisation is not run for profit to any individual or a body of individuals.
- vii) That assistance has/has not been given by the State Government. In the former case, details of grant sanctioned during the last five years for the purpose may be given.

The State Government recommends that the following grants may be given by the Department of Women and Child Development, Ministry of Human Resource Development

	Item	Recurring	Non-Recurring
		(Rupees in Lakhs)	
(a)			
(b)			
(C)			

Signature
Designation
Office Stamp