

**DEPARTMENT OF WOMEN AND CHILD  
DEVELOPMENT**

**APPLICATION FORM FOR NORAD ASSISTED SCHEME**

1. DETAILS REGARDING IMPLEMENTING AGENCY

(A) Application Number \_\_\_\_\_ (B) Date of Application \_\_\_\_\_

(C) Organisation Name \_\_\_\_\_

(D) Organisation Type  NGO  Public Sector

(E) Organisation Address

(F) City/Town/Village \_\_\_\_\_ (G) Pin Code \_\_\_\_\_

(H) Tehsil/Block/Taluka \_\_\_\_\_ (I) District \_\_\_\_\_

(J) State /Union Territory \_\_\_\_\_ (K) Tele. \_\_\_\_\_

(L) Fax No. \_\_\_\_\_ (M) Email \_\_\_\_\_

(N) Contact Person \_\_\_\_\_

(O) Date of Registration \_\_\_\_\_ Whether registered at

Yes /  No

least two years prior to date of application.

(P) Objectives of Organisation  Women's Development

Welfare is state Objective

(Q) : STATEMENT OF AUDITED ACCOUNTS :

S.No.		Year1	Year2	Year3
(i)	Receipts and Payments			
(ii)	Assests and Liabilities			
(iii)	Income and Expenditure			
(iv)	Whether (Surplus/Deficit) (Supporting documents)	S/D	S/D	S/D

(R) Organisation experience (Experience in the field Viz. Women and Child



3. COST OF PROJECT :

NON RECURRING :

(A) Training/ Equipment Cost (Rs.) \_\_\_\_\_

(B) Furniture and Fixtures (Rs.) \_\_\_\_\_

(C) Others (Rs.) \_\_\_\_\_

Total (Non Recurring) (Rs.) \_\_\_\_\_

RECURRING :

(A) Salary of Instructor/ Trainers (Rs.) \_\_\_\_\_

(B) Stipend amount (Rs.) \_\_\_\_\_  
(to trainees which normally should not exceed Rs. 250/- per months.  
If organisation proposes to gie more than this amount the excess  
amount will be borne by the organisation out of its won resources)

(C) Raw material for training (Rs.) \_\_\_\_\_  
(Raw material will ordinarily be provided for half of the duration of  
training only)

(D) Rent (Rs.) \_\_\_\_\_

(E) Other Expenditure (Rs.) \_\_\_\_\_

(F) Contingency amount(Rs.) \_\_\_\_\_  
(Should not exceed 5% of the total recurring cost and it should cover  
the expenses like electricity , water loading of furnitures and fitting  
expenses etc.)

Total (Recurring) (Rs.) \_\_\_\_\_

Grand Total (Rs.) \_\_\_\_\_  
(Non Recurring+ Recurring)

4. Per capita Cost ) (Rs.) \_\_\_\_\_  
(it should not exceed Rs. 8000/- per trainee

5. OTHER DETAILS :

(A) Whether organisation will form the trainees into or self help  
groups/Society/Cooperative for production activity after completion of training

(B) Whether organiasation has obtained willingness of local  
administration/financial institution to assist the beneficiaries after training to  
aquire assests for income generation under IRDP?SC?ST?Corpn/Bank finance  
etc?

Yes  No

(If yes supporting documents to be furnished)

(C) Employment potential of the training programme(Should be supported by documentar proof for employment linkages/ marketing tie ups arranged by the NGO for the women to be trained under the project for getting sustained employment immediatly after completion of training)

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(D) Whether organisation will keep record of trainees and regularly obtain employment status/earning

Yes  No

(E) Whether organisation prepared to continue the project with recurring cost only for subsequent batches

Yes  No

6. (A) DOCUMENTS TO BE ENCLOSED (Indicate whether enclosed or not) :

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (1) Copy of registration Certificate   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Memorandum & Bye-law of organisation   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Audited Statement of Accounts of the Organisation (last 3 years)               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (4) Proof of sustained employment  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (5) Proof of linkages for acquisition of assests by beneficiaries (please see 5-B) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (6) List of exective members (indicating address and occupation)                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (7) Nyumber of male members  |                              |                             |
| (8) Female member Status( Should be at least 1/3rd)                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (9) State Govt./Women Department recommendation                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (10) Project cost estimates  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

(B) IN CASE OF CONTINUATION PROJECT FOLLOWING ADDITIONAL DOCUMENTS REQUIRED

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| (1) Employment status of trainees of earlier project/batch   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (2) Utilisation Certificate certified by CA of the amount sanctioned in earlier project                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (3) Statement of expenditure certified bty CA incurred by the organisation out of the amount sanctioed in earlier project. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

(C) Employment Potential of the training programme (should be supported by documentar proof for employment linkages/ marketing tie ups arranged by the NGO for the women to be trainer under the project for getting sustained employment immediatly after completion of training)

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**CHECKLIST FOR THE PROPOSAL OF NEW/CONTINUATION PROJECTS  
UNDER SWAWLAMBAN (NORAD) SCHEME FOR STATE EMPOWERED  
COMMITTEE**

Name of the Organisation \_\_\_\_\_

<b>NEW</b>	<b>CONTINUATION</b>
1. Whether the organization is registered and copy of the registration certificate has been furnished ?	1. Whether the organization is registered and copy of registration certificate has been furnished ?
2. Whether the organization has completed three years after registration ?	2. Whether the organization has completed three years after registration ?
3. Whether it has submitted its Annual Report with the Audited Accounts ?	3. Whether it has submitted its Annual Report with the Audited Accounts ?
4. Whether it has submitted Audited Accounts for the last three financial years (viz. Receipts & Payment Account, Income & Expenditure Account and Balance Sheet) ?	4. Whether it has submitted Audited Accounts for the last three financial years ? -
5. Whether application in the prescribed format for New has been submitted (as in Annexure- ) ?	5. Whether application in the prescribed format for Continuation has been submitted ? -
6. Whether the organization has the experience and capacity to undertake the programme in the subsequent phases of the training ?	6. Whether the organization has the experience and capacity to undertake the programme in the subsequent phases of the training ?
7. Whether syllabus of proposed training has been furnished ?	7. Whether syllabus of proposed training has been furnished ?
8. Whether bio-data and qualification of the trainers has been furnished ?	8. Whether bio-data and qualification of the trainers has been furnished ?
9. Whether job assurance letters have been submitted in case of SWAWLAMBAN ? -	9. Whether the placement details of the trainees in respect of the earlier project and job assurances for new projects have been submitted in case of SWAWLAMBAN ?
10. Whether the organization has one- third women members in its Executive Committee ?	10. Whether the organization has one- third women members in its Executive Committee ? -
11. Whether the organization has been inspected by a functionary of the Government/Corporation/Board and the Inspection Report is attached ?	11. Whether the organization has been inspected by a functionary of the Government/Corporation/Board and the Inspection Report is attached ?
12. Is the organization blacklisted ? Whether Performance Report of CDPO/ District Welfare Officer/Women Development Corporation is enclosed as in Annexure- ?	12. Is the organization blacklisted ? Whether Performance Report of CDPO/ District Welfare Officer/Women Development Corporation is enclosed ?
13. Whether pre-appraisal Report submitted (as in Anenxure- ) ?	13. Whether employment status of the trainees of the earlier batches of training under SWAWLAMBAN(NORAD) in the prescribed proforma submitted or not ?
14. Certificate by State Government to the effect that the organization has not defaulted in any Scheme of the Government (State or Central)	14. Whether the organization has resolved to take up the Continuation project under the SWAWLAMBAN(NORAD) for training of subsequent batch of women ?
-	15. Whether Utilisation Certificates in respect of the grants previously received have been submitted alongwith Audited Statement of Accounts (viz. Receipts & Payments Account, Income & Expenditure Statement and Balance Sheet) regarding NORAD projects only ?