Format for submission of Investible Projects for CSR Funding

I. PROJECT ABSTRACT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SN | Implementing Department/ Agency | Name/ Title of Project | Project description in brief | Location (Village, Block, District, State) | Sector/ Thematic Area | Components of the Project with Cost | Total Project Cost | List Impact/ Outcome of the Project (incl. no. of direct beneficiaries) |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |

II. PROJECT DETAILS

1. Implementing Department/ Agency
2. Name/ title of Project
3. Project description/ Abstract of the project
4. Background of Project
	1. The issue of concern/problem to be addressed
	2. Supporting statistics/data and source (mandatory)
5. Location of project (Village/Block, District, State)
6. State why the proposed implementing agency is best suited to receive funding for implementing the proposed project
7. Project objectives (which should be SMART – Specific/ Measurable/ Achievable/ Relevant/ Time Bound)
8. SWOT analysis of the proposed project

|  |  |
| --- | --- |
| STRENGTHS (Internal factors) | WEAKNESS (Internal factors) |
| OPPORTUNITY (External factors) | THREAT (External) |

1. Financial Information
	1. Total project cost
	2. Detailed Expenditure Budget of the Project Components {breakup below is indicative}
		1. Capital Expenditure (list component items)
		2. Programme Expenditure (list component items)
		3. Personnel Cost (list component items, if any)
		4. Administrative Expenditure
		5. Monitoring Expenditure
		6. Others
		7. Total (i to vi)
	3. Expected Grant from CSR donor entity
	4. Expected Grant from other Sources
	5. Expected Internal Revenue Generation from the project
2. Implementation Timelines and Milestones of the project (please present as Gantt chart or in tabular format)
3. Project Monitoring and Evaluation Mechanism
4. Impact Assessment Plan
5. Give details of sustainability mechanisms and substantiate the sustainability of this project
6. Define the innovative approach/strategy adopted by the proposed project in addressing the existing problems/gaps specific to the sector. Substantiate the uniqueness of the proposed project in comparison to the existing sector specific initiatives
7. Number of beneficiaries proposed (please represent scope in terms of year-wise reach as per the project)
	1. Direct beneficiaries
	2. Indirect beneficiaries
8. Indicators for measuring output, with targets
9. The anticipated outcomes (social, economic, cultural and environmental etc.)
10. Mitigation measures for unintended consequences
11. Specific roles and responsibilities of all stakeholders identified for this project
12. Benefits of the project to the CSR donor entity
	1. Name of CSR donor entity (if identified)
	2. Sector
	3. Thematic/Thrust area of CSR funding entity to which project is aligned (if identified)
	4. Other benefits to CSR donor entity

*N.B.: Soft copy in MS Word format may be emailed to planning-dept@mizoram.gov.in*

~REFERENCE~

Ngo Funding

1. Executive Summary: A brief overview of the project proposal, highlighting the purpose, objectives, target audience, expected outcomes, and budget.
2. Introduction: An introduction to the organization and its CSR goals and initiatives.
3. Problem Statement: A clear and concise statement of the social or environmental problem that the project aims to address.
4. Project Objectives: A list of measurable objectives that the project aims to achieve.
5. Project Description: A detailed description of the project, including the methodology, timeline, and activities.
6. Target Audience: A description of the target audience, including demographics and geographic location.
7. Expected Outcomes: A description of the expected outcomes and impact of the project.
8. Budget: A detailed budget, including all costs associated with the project.
9. Sustainability Plan: A plan to ensure the sustainability of the project beyond its completion, including strategies for continued funding and community engagement.

BHEL

Organisational Details:-

1. The project title, its objective and rationale.
2. Aims/ goals, objectives and constitution of organization
3. List of Board Members/Trustees with Qualification & Experience (latest list)
4. Income Tax exemption certificates: 80G/ 35 AC etc. along with certification for validity of the certificate that the same have not been withdrawn by Department of Revenue/IT Department, Govt. of India.
5. Certificate of Registration or Trust Deed
6. Registration with Govt. Agencies, if any.
7. Details of financial support received for CSR activities from PSUs/ Govt. Agencies (Name of the project, funding agency, location, beneficiaries and year of completion).
8. Details of major completed project(s) (refer Annexure-I) in similar area(s) during last 3 years along with project completion certificates issued from the funding agencies. Please provide impact assessment report of the same.
9. Details of major ongoing project(s) (refer Annexure-III)
10. Details of major project(s) in planning (refer Annexure-IV)
11. Any awards, accolades, or recognitions
12. Copy of PAN Card
13. FCRA certificate & latest FCRA returns in Form FC-3, if any.
14. Acknowledgement of IT return filed for last three years.
15. Annual reports of last three Financial Years including the following:
	1. Auditor's Report
	2. Balance Sheet
	3. Income & Expenditure Account

Project Details:-

1. The project title, its objective and rationale.
2. Brief of the proposed CSR project to be undertaken by your organization.
3. Justification for need of the project with data on need assessment/ baseline survey report of the project.
4. Resolution from Gram Panchayat stating the need of the activity Certificate from Government/ State/ Gram Panchayat authorities that the proposed activity is not being undertaken or planned to be undertaken by any Govt / Non-Govt. agencies.
5. Proposed geographical coverage, i.e. location where the project is being proposed
6. Description about the total budget outlay of the proposed project, how much support sought from BHEL, How much agency is putting and if any other parties are also funding then amount and their scope.
7. Detailed cost estimates with break up (BOQ etc.) with supporting documents like budgetary quotations, Govt. rates (such as applicable DSR, CGHS etc.) etc. to establish its reasonability of the cost w.r.t. prevalent market rates ( please provide details of each expenditure head along with documents supporting rate reasonability)
8. Current status in case ongoing/ partly funded project
9. Expected outcome of the project preferably measureable/ quantifiable. Details of target beneficiaries in terms of numbers of children, women, SC/STs, OBCs, Minorities etc. Methodology of the selection of beneficiaries in detail.
10. Modus operandi for implementation of the project along with tentative project execution schedule with timeline.
11. Process to be followed during implementation showing transparency & cost competiveness.
12. Methodology for Sustainability of the project
13. Details of ownership and usage of land in case of infrastructural development project. Please provide the copy of clear title and other relevant documents. If it is in local language, please submit it in Hindi/ English translation duly certified by legal authority. Also provide us the copy of approved construction map & estimates duly signed by the certified architect.
14. Proposal related NOCs/ approvals/ permissions, if any, from competent authority.
15. Mileage to BHEL in terms of Branding
16. Limitations of the project, if any.

TISS

Organisational Details:-

1. Empanelment with the National CSR Hub
2. Name of the Organization
3. Address:
	1. Registered office
	2. Field office
4. Status of the Organization: Whether NGO/ Trust/ Society/ Section 8 Company/ Commercial Establishment/Any other?
5. Status viz. Registration & Income Tax Exemption
6. Year of registration
7. Contact person, designation and contact details
8. Geographical area/s of empanelment
9. Thematic area/s of empanelment

Project proposal details:-

1. Name/ title of Project
2. Project description/ Abstract of the project (in 250 words)
3. Background of Project
	1. The issue of concern
	2. Methodology of problematizing the concern (evidence of form/type of stakeholder consultation to understand the concern)
	3. Supporting statistics/data and source (mandatory)
4. Location of project (State/ District/ Block)
5. Very briefly state why your organization is best suited to receive funding for implementing the proposed project
6. Project objectives (SMART-Specific/ Measurable/ Achievable/ Relevant/ Time Bound)
7. Proposed Timelines and milestones of the project (can be presented in a tabular format)
8. Number of beneficiaries proposed (please represent scope in terms of year 1 and year 2 reach as per the project)
	1. Direct beneficiaries
	2. Indirect beneficiaries
9. Indicators for measuring output
10. The anticipated outcomes (social, economic, cultural and environmental etc)
	1. Short term
	2. Medium term
	3. Long term (here, impact may also be specified)
11. Mitigation measures for unintended consequences
12. Program Strategies/Implementation Mechanisms
13. Program Strategies/Implementation Mechanisms: (please present as Gantt chart based on intensity of activity against a timeline)
14. Project Monitoring and Evaluation Mechanism
15. Impact Assessment Plan
16. Give details of sustainability mechanisms and substantiate the sustainability of this project
17. Specific roles and responsibilities of all stakeholders identified for this project
18. Define the innovative approach/strategy adopted by the proposed project in addressing the existing problems/gaps specific to the sector
19. Substantiate the uniqueness of the proposed project in comparison to the existing sector specific initiatives
20. Financial Information
	1. Detailed Budget of the Project with line items
		1. Capital Expenditure
		2. Program Expenditure
		3. Personnel Cost
		4. Administrative Expenditure
		5. Monitoring Expenditure
		6. Others
	2. Loans/Debts already held by the Organisation
	3. Projected Cash Flow Statement
	4. Statement of Accounting Policies Followed
	5. Expected Grant from other Sources (In Rs.)
	6. Expected Internal Revenue Generation (In Rs.)
21. Describe the Organisation’s accounting and financial controls and MIS functions. What MIS and technology expenditures will be needed in the future?
22. SWOT analysis of the proposed project
23. Benefits of the project to the corporate donors
	1. Name of corporate donor (if applicable)
	2. Sector
	3. Thrust area of company