**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

*Please provide a brief description of the project in one paragraph, including rationale and context, and community(ies) involved.*

1. Background of Project

*(Please describe the following challenges that the project intends to address; in relation to issues identified to be addressed, how the project relates and will be contributing to the overall development of the state/society)*

* 1. The Issue of Concern/Problem to be Addressed
  2. Supporting Statistics/Data and Source (*mandatory*)

1. Location of Project (*Village/Block, District, State*)
2. Statement of Justification on Implementing Agency- *why the proposed implementing agency is best suited to receive funding for implementing the proposed project*
3. Project Objectives (*which should be SMART – Specific/ Measurable/ Achievable/ Relevant/ Time Bound*)
4. SWOT Analysis of the Proposed Project

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

1. Budgeting & Financial Information (*present in tabular format*)
   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 Cost (*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. Monthly & Annual Performance Report using Key Performance Indicators (*Programme & Financial*)
5. Quarterly & Annual Performance Review Using Key Performance Indicators (*Programme & Financial*)
6. Mid-Term Evaluation (*Report & Review*) of the project
7. Final Evaluation (*Report & Review*) of the project
8. Social Inclusion Plan –Women, Indigenous Peoples, Youth, and Persons with Disabilities:

*Please describe how the project takes into consideration:*

*- The roles and needs of both men and women (with a special focus on the needs of women),*

*- Other social inclusion groups (Indigenous peoples, youths and persons with disabilities), and*

*- How this would be reflected in the budget, results and benefits of the project.*

1. Impact Assessment Plan

*Please provide details to measure the long-term effects and changes directly attributable to a project, assessing whether it achieved its intended impacts and how the project will influence beneficiaries, communities, or systems over time.*

1. Project - Sustainability, Scale-up & Replication:

*Give details of sustainability mechanisms and substantiate the sustainability of this project:*

*Please describe the sustainability of the project impact in the longer term, both environmentally and socio-economically. Outline possible steps to be taken before, during, and at project completion to ensure that the project impact will continue for many years after the project ends (i.e. who will manage the continuation of the activities/outcome, how will it be financed, etc).*

1. Innovative Approach/Strategy: *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*
2. Number of beneficiaries proposed (*please represent scope in terms of year-wise reach as per the project*)
   1. Direct beneficiaries
   2. Indirect beneficiaries
3. Indicators for Measuring Output with Targets

*Please briefly describe what will be produced as project indicators for measuring outputs. Please outline few activities for each output with targets.*

1. The Anticipated Outcomes (Social, Economic, Cultural and Environmental etc.)

*Please describe anticipated outcomes which will have occurred by the end of the project as a result of the planned intervention*

1. Mitigation Measures for Unintended Consequences

*Please describe major risk factors that could result in the project not producing the expected results. These should include both internal factors (e.g. technology involved fails to work as projected) and external factors (e.g. climate change impacts, political and economic situation, etc). Please also propose risk mitigation measures to address the potential risks.*

1. Specific Roles and Responsibilities of all Stakeholders Identified for this Project

*Please describe how the stakeholders and communities, including indigenous peoples where relevant, were and will be involved in: i) project planning and design: ii) project implementation and iii) project monitoring and evaluation. Please attach documentations as relevant.*

1. 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* [*cmo-csr@mizoram.gov.in*](mailto:cmo-csr@mizoram.gov.in) *and* [*planning-dept@mizoram.gov.in*](mailto:planning-dept@mizoram.gov.in) *.*