

## PROPOSAL CHECKLIST

**Name of the Implementing Agency:** Vijayanagara Nagarikara Vedike

**Project Identification code:** BAN-02

**Project title:** Multipurpose Citizen's Centre.

Answer the following questions•:

- |   |   |     |                                     |    |
|---|---|-----|-------------------------------------|----|
| <b>1. Has the proposal been endorsed by the majority of the members of Area Sabha(s)/ voters of the project area?</b>   | <input checked="" type="checkbox"/>               | Yes | <input type="checkbox"/>            | No |
|   | Polling booth 26 & 40. Project is for ward no 35. |     |                                     |    |
| <b>2. Has the proposal been endorsed by the concerned ULB?</b>  | <input checked="" type="checkbox"/>               | Yes | <input type="checkbox"/>            | No |
| <b>3. Has the city (from where proposal has arrived) Signed MoA under JNNURM?</b>                                       | <input checked="" type="checkbox"/>               | Yes | <input type="checkbox"/>            | No |
| <b>4. Is the Implementing Agency/ CBO under question a Self Help Group (SHG) dealing with Micro-finance activities?</b> | <input type="checkbox"/>                          | Yes | <input checked="" type="checkbox"/> | No |
| <b>5. Does the proposal have a religious focus?</b>   | <input type="checkbox"/>                          | Yes | <input checked="" type="checkbox"/> | No |
| 6. Has the proposal been submitted with all enclosures?   | <input checked="" type="checkbox"/>               | Yes | <input type="checkbox"/>            | No |
| 7.. Have the consultative processes adopted in project formulation been documented and form a part of the proposal?     | <input checked="" type="checkbox"/>               | Yes | <input type="checkbox"/>            | No |
| 8. Has the proposal been signed by the elected representative of ward/area?   | <input checked="" type="checkbox"/>               | Yes | <input type="checkbox"/>            | No |
| 9. Does the proposal have the Cover Page as per format?   | <input checked="" type="checkbox"/>               | Yes | <input type="checkbox"/>            | No |

- 10 Have both technical and financial proposals been submitted?  Yes  No
- 11 Is the technical proposal as per the prescribed format and does it contain all relevant sections?  Yes  No
- 12 Is the financial proposal as per format?  Yes  No
- 13 Is the proposal in English?  Yes  No
- 14 Is the proposal initialed on all pages by the authorized person/applicant?  Yes  No
- 15 Are the technical and financial proposals within the page limit of 20 pages?  Yes  No
16. Are the enclosures signed in original and certified as true copy?  Yes  No

17. Checklist for list of enclosures:

No	Description of Enclosures	Submitted		Remarks
		Yes	No	
1.	Copy of CBO formation/ registration	√		
2.	Copy of CBO Bye Laws/Memorandum and articles of Association	√		
3.	Process documentation of consultative process adopted in project formulation	√		
4.	Endorsement/consent letter by the community, signed by the majority of voters in the polling both locality and by the elected representative of the Area Sabha/ Ward	√		
5.	Copy of resolution authorizing a person to sign the proposal and submit all necessary papers	√		
6.	Brief CVs of key project personnel nominated by the community to work on the project	√		

For the NGOs supporting the Community/Implementing Agency in project formulation, the following enclosures should be attached:

**JANAAGRAHA, Bangalore**

Enclosure No.	Description of Enclosures	Submitted		Remarks
		Yes	No	



**If Yes, frequency of meetings**

- Monthly
- Quarterly
- Annually
- No Policy

**5. What is the involvement & commitment of the Authorised Person/Chief Functionary to the community?**

Full Time                       Part-Time.                      Not Known.

**6. What is the involvement & commitment of the Authorised Person/Chief Functionary to the Implementing Agency?**

Full Time                       Part-Time.

**7. The Authorised Person/Chief Functionary is a**

Government Servant                      Businessman/Contractor  
Development practitioner                       Others (retired govt official)-B.H.Veerasha

**8. Does the Implementing Agency have any experience of working with ULBs?**

Yes                      No.

**9. Does the community/Implementing Agency have adequate infrastructure (building, equipment, and facilities) to implement the project?**

Yes                      No.                      Not Known.

Remarks:

**10. Does the Community/Implementing Agency maintain monitoring systems to review its programme?**

Yes                      No.                      Not Clear

If Yes,

A.  Internal                       External

B     Monthly                      Quarterly            Half Yearly            Annually

**B. PROJECT ASSESSMENT**

**1. Who are the targeted beneficiaries of the project?**

Urban populace                      Women.  
 Children                                      Others

**2. Does the project proposal match the objectives & focal areas of CPF?**

Yes                                      No.

**3. Does the project duration conform to the CPF project requirement (12 months)?**

Yes                                      No.

**6 months**

**4. Is the envisaged duration adequate to implement the project?**

Yes                                      No.

**5. What is the involvement of local community in the project?**

Planning                                       Contribution  
 Implementers                                       Stakeholder

**6. How was the project proposal evolved and designed?**

Demand driven                                      From the Implementing Agency  
 Others

**7. Do the objectives, activities and outputs conform to the stated Goal?**

Yes                                      No.

**8. What are the tools to be used for monitoring of the project?**

Progress Reports                       Physical verification  
 Media     Documentation

**9. What are the indicators to measure the outputs?**

Qualitative                      Quantitative                       Both

**10. Are the outputs and outcomes tangible and measurable to the extent possible?**

Yes    No.

**11. Is the project amenable to sustainability and replicability?**

Yes    No.

**12. Are the likely limitations and risks to implement the project critical in nature?**

Yes     No.

**C. FINANCIAL ASSESSMENT**

**1. Is the Government of India contribution within the prescribed limit?**

Yes    No.

Total Project cost: Rs7.4 lakhs

Remarks: **Support sought from GoI under CPF is 6.7 lakhs**

**2. Is the community contribution into the project a minimum of 10% of the project?**

Yes    No.

**Remarks:**

**3. What is the stage of collecting community contribution by the implementing agency?**

Collection already started

√ To start only after sanctioning of the proposal

**4. Have any such activity been included in the financial proposal which cannot be funded under CPF? NOT APPLICABLE**

Proposal preparation activities

Unlawful/violent activities

Sponsorship

Commercial ventures

Core funding not related to project

Religious/political activities

Scholarships

Welfare activities

Welfare activities

Others (specify)

**5. Is there clear demarcation of responsibilities for operations and maintenance?**

√ Yes

No.

**6. Have the costs involved in maintenance and mechanisms been indicated in the proposal?**

√ Yes

No.

**7. Do the finance and accounting unit of Implementing Agency show capability to handle the project on a day-to-day basis?**

√ Yes

No.

**8. Is the proposed mechanism for audit in place?**

√ Yes

No

**9. The balance sheet of the implementing agency is not running in negative.**

√Yes

No

Remarks: ***Accounts are to be mandatorily audited at the end of the project. These would also be open to further audit by CAG or State Government***

Name of the Implementing Agency: Vijayanagara Nagarikara Vedike

Proposal Title: Multipurpose Citizen's Centre

Project Cost: 7.4 lakhs

Support Sought under CPF: 6.7 lakhs


Proposal Code: BAN-02

**Objectives: To provide a place which can serve as an information hub & as a venue in which citizens groups can hold public gatherings.**

***Proposal approved on 19<sup>th</sup> Sept, 08.***



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