

## Executive Summary

### G UW-02

#### CPF proposal for polling station no.127 (ward 37),Guwahati.

The present proposal has been put forward by Brihattar Karnachal Bahumukhi Mahila Sangha on behalf of the residents of the polling station 127.

#### **The proposal aims at the following things:**

1. Community dustbins- 3 brick dustbins with CC platform throughout the polling station including one near JNHS.
2. Multi purpose community hall
3. Total 12 street lights along the roads and the bye-lanes of the polling station.
4. Construction of part of the CC road & steps with drain from Jya Press to Jitendra Nath High School

**Total project cost:** 7, 38,000

**Community contribution:** 6, 57,000

**Duration:** 4 months.

## **PROPOSAL CHECKLIST**

**Name of the Implementing Agency:** Brihattar Karnachal Bahumukhi Mahila Sangha

**Project Identification code:** GUW-02

**Project title:** CPF PROPOSAL of part no.127 (ward 37), **Guwahati**

Answer the following questions\*:

**1. Has the proposal been endorsed by the majority of the members of Area Sabha(s)/ voters of the project area?**

Yes

No

(part 556/770  
no.127)

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\* The first five (5) questions form the essential criteria. If answer to any of the first three (3) criteria is "No", and that of the next two is "Yes", the proposal gets rejected.

2. **Has the proposal been endorsed by the concerned ULB?**  Yes  No
3. **Has the city (from where proposal has arrived) Signed MoA under JNNURM?**  Yes  No
4. **Is the Implementing Agency/ CBO under question a Self Help Group (SHG) dealing with micro-finance activities?**  Yes  No
5. **Does the proposal have a religious focus?**  Yes  No
6. Has the proposal been submitted with all enclosures?  Yes  No
- 7.. Have the consultative processes adopted in project formulation been documented and form a part of the proposal?  Yes  No
8. Has the proposal been signed by the elected representative of ward/area?  Yes  No
9. Has a soft copy been provided?  Yes  No
10. Does the proposal have the Cover Page as per format?  Yes  No
- 11.. Have both technical and financial proposals been submitted?  Yes  No
12. Is the technical proposal as per the prescribed format and does it contain all relevant sections?  Yes  No
13. Is the financial proposal as per format?  Yes  No
14. Is the proposal in English?  Yes  No
15. Is the proposal initialed on all pages by the authorized person/applicant?  Yes  No
16. Are the technical and financial proposals within the page limit of 20 pages?  Yes  No
17. Are the enclosures signed in original and certified as true copy?  Yes  No
18. 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:

Enclosure No.	Description of Enclosures	Submitted		Remarks
		Yes	No	
7.	Copy of Society/ Organisation/ Company Registration/ Incorporation Certificate			
8.	Copy of Organisation Bye Laws/ Memorandum and Articles of Association			
9.	List of Governing Body Members			
10..	Copy of Audited Financial Statements for the last three years along with Auditor's Certificate/Report			

## DESK APPRAISAL

### 1. INSTITUTIONAL ASSESSMENT

#### 1. Registration Details:

##### A. Registered under:

- Societies Registration Act
- Trust Act
- Cooperatives Act
- Trade Union Act
- Companies Act
- Any other

\* RWA/ Neighbourhood Group/Youth Club/ Marketing Committee/Area Sabha, etc.

**B. Year of Registration - 2006**

**2. Do the vision and mission of the Implementing Agency indicate any political, religious undertones?**

Yes  No.

**3. Is the Implementing Agency capable of helping the concerned community/CB(s) in executing such project?**

Yes  No.

**4. Does the CBO/Implementing Agency have a Governing Body/Executive Body?**

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 (specify)

**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.

**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: 7,30,000

Remarks: **Support sought from GoI under CPF is 6,57,000**

**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**

- |  |   |
|--|---|
| <input type="checkbox"/> Proposal preparation activities     | <input type="checkbox"/> Religious/political activities |
| <input type="checkbox"/> Unlawful/violent activities         | <input type="checkbox"/> Scholarships                   |
| <input type="checkbox"/> Sponsorship                         | <input type="checkbox"/> Welfare activities             |
| <input type="checkbox"/> Commercial ventures                 | <input type="checkbox"/> Welfare activities             |
| <input type="checkbox"/> Core funding not related to project | <input type="checkbox"/> 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.

**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:** Brihattar Karnachal Bahumukhi Mahila Sangha

**Proposal Title:** CPF PROPOSAL of polling station no.127 (ward 37)

**Project Cost:** Rs. 7,38,000

**Support Sought under CPF:** 6,57,000

**Proposal Code:** GUW-02


**Objectives:**

The proposal caters to multiple objectives of providing roads, steps drains, community dustbins, multi-purpose community hall, street lights in polling station 127 of ward 37.

***Proposal suitable for consideration under CPF.***



(Rakesh K Singh)  
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(K.Srinivasan )  
(Assistant NURM-I)