

Executive Summary

G UW-03

CPF proposal for polling station no.132 (ward 37),Guwahati.

The present proposal has been prepared by the Khargulli hills housing tenant Association, Bapuji Nagar Housing colony, Guwahati .On behalf of the residents of the polling station -132 covering housing area of Bapuji Nagar Housing Colony, ward no 37.

The proposal aims at the following things:

1. CC road with side drain near Arian club- 100 meters
2. Steps with guard wall near Vaidik L.P.School- 25 meters
3. Steps from Sakuntala Pukhuri to AT field- 31 meters
4. Steps near the house of Samiran Das- 22 meters
5. Drain along hill side road- 150 meters
6. Community dustbins- 6
7. Multi purpose community Hall- 1
8. Street lights - 40

Total project cost: 10, 44,000

Support Sought: 9 lakhs

Duration: 6 months

PROPOSAL CHECKLIST

Name of the Implementing Agency: Khargulli hills housing tenant Association, Guwahati.

Project Identification code: G UW-03

Project title: CPF PROPOSAL for polling booth no.132 (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

(polling booth)

- | | | | | | |
|----------|--|-------------------------------------|-----|-------------------------------------|----|
| 2 | Has the proposal been endorsed by the concerned ULB? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3 | Has the city (from where proposal has arrived) Signed MoA under JNNURM? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4 | Is the Implementing Agency/ CBO under question a Self Help Group (SHG) dealing with micro-finance activities? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| 5 | Does the proposal have a religious focus? | <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. | Has a soft copy been provided? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| 1 0 | Does the proposal have the Cover Page as per format? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 1 1. | Have both technical and financial proposals been submitted? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 12. | Is the technical proposal as per the prescribed format and does it contain all relevant sections? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 13. | Is the financial proposal as per format? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 14. | Is the proposal in English? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 15. | Is the proposal initialed on all pages by the authorized person/applicant? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 16. | Are the technical and financial proposals within the page limit of 20 pages? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 17. | Are the enclosures signed in original and certified as true copy? | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | 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

B. Year of Registration - 2002

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

Yes

No.

C. FINANCIAL ASSESSMENT

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

Yes

No.

Total Project cost: 10,44,000

Remarks: **Support sought from GoI under CPF is 9, 00,000**

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? **NON**

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: Khargulli hills housing tenant Association, Guwahati.

Proposal Title: CPF PROPOSAL of polling station no.132 (ward 37)

Project Cost: Rs. 10,44,000

Support Sought under CPF: 9,00,000

Proposal Code: GUW-03

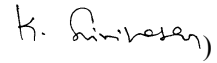
Objectives: Construction of roads, steps, Multi-purpose community hall & putting up of street lights & community dustbins to help improve the overall condition of the Bapuji Ngr Housing Colony in ward no.37.

Proposal Approved on 19th August, 08.



(Nitika Arora)

Project. Coordinator (TAG Sect.)



(K.Srinivasan)

(Assistant NURM-I)