

KOL -05

Community Hall with Micro –Entrepreneurial Package

This project has been developed by Community Development society 1 & 2 of Konnagar Municipality. The goal of the project is to provide opportunity for economic development to women from poor families in ward no.5 of Konnagar Municipal Area.

The project will be implemented by Community Development society 1 & 2.

Project objectives

- The community hall building to be constructed with a hall on the first floor & 3 small shops on the ground floor.
- Selected women in ward no. 5 to be trained to carry out the designated micro-entrepreneurial initiatives.
- Enterprises related to catering, beauty parlor & flower decoration to be fully functional in the three shops built on the ground floor.

Finally community people can start renting the community hall on the first floor for various functions & programmes & also start utilizing the services such as catering decoration & those of the beauty parlor available at the ground floor.

Project cost: 10, 00,000

Funds requested under CPF: 9.5 lakhs

PROPOSAL CHECKLIST

Name of the Implementing Agency: Community Development society 1 & 2

Project Identification code: KOL-05

Project title: Community Hall with micro-entrepreneurial package.

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? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Part 943/1671
no:
140
&
141 | |
| 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 |
| 10. Does the proposal have the Cover Page as per format? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11.. 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 |

* 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.

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:

Konnagar Municipality

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			

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

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 - (1999 for CDS -2 & 2001 for CDS 1)

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) Private tutor

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 poor/ Slum dwellers 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: Rs 10,00,000

Remarks: Support sought from GoI under CPF is 9.5 lakhs.

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

- Yes No.

Remarks: 50,000/- (as the project is for BPL populace)

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

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: Community Development society 1 & 2

Proposal Title: Community hall with micro-entrepreneurial package.

Project Cost: Rs. 10,00,000

Support Sought under CPF: 9.5 lakhs

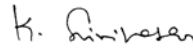
Proposal Code: KOL-05

Objectives: The goal of the project is to provide opportunity for economic development of poor & marginalized women in ward no 5 of Konnagar Municipal area through building of 3 shops and a party hall where they can carry out micro-entrepreneurial activities.

Proposal suitable for consideration under CPF.



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