

Executive Summary

KOL-06 **Construction of a Community Hall**

This project has been developed by the CDS -2 of North Dum Dum Municipality.
(CDS were set up under SJSRY).

The intention of taking up this project is to cater to the various social needs of the community living in abject poverty along with their economic empowerment through market oriented training programmes.

The newly constructed community centre will consist of

- Function Hall
- Non-formal coaching centre,
- Vocational training centre (for tailoring)
- Information outlet

Where BPL women as well the community at large will have access to basic facilities, information & appropriate guidance.

The rent income coming from hiring of the community hall will help in its maintenance, also initially this centre would be controlled by the ULB but eventually it will be handled by CDS-2 under the supervision of the ULB.

Total Project Cost: 10, 00,000

Funds demanded: 9, 50,000

PROPOSAL CHECKLIST

Name of the Implementing Agency: CDS-2

Project Identification code: KOL-06

Project title: Construction of Community Centre in ward no.30 of North Dum Dum Municipality.

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 | 2291/4486 | | |
| | no.100 | | | |
| | to 104 | | | |
| 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 |
| 15. Is the proposal initialed on all pages by the authorized person/applicant? | <input type="checkbox"/> | Yes | <input checked="" 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.

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:

North Dum Dum 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 | | | |

DESK APPRAISAL

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

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

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 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/-(project is for BPL families)

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.

Remarks:

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 of North Dum Dum Municipality.

Proposal Title: Construction of Community Centre in ward no.30 of North Dum Dum Municipality.

Project Cost: Rs. 10,00,000

Support Sought under CPF: 9.5 lakhs

Proposal Code: KOL-06

Objectives: Through building up of a community centre promote multipurpose development initiatives as well as ensure consistent financial benefits to the poor in the area.



(Rakesh K Singh)
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