

MODEL FORMAT FOR SUBMISSION OF PROPOSALS

I. INSTITUTIONAL PARTICULARS

- i) (a) Name of the Institution/Organisation
(b) Mailing Address
- ii) Title of the Project with scope and coverage of area/field.
- iii) Status of the Institution/Organisation
Professional organization/social service research organization/
autonomous bodies/ registered body of
professionals/University/ Deemed University (to be stated
specifically)
- iv) Nature and functions of the Institution/Organisation was
established.
- v) Manner in which the Institution/Organization was established.

(Act of Parliament/Act of State Legislature/Registered under
Societies Registration Act, 1860)
- vi) (a) In case established under any Act of Parliament/State
Legislature, the name of the Statute, No. of Act and year

(b) In case established under the Societies Registration Act, the
place, registration No. and date of registration.
- vii) If semi-Government Institution/Organization, the name of the
Government Department to which it is attached.
- viii) (a) Whether Institution/Organisation has regular source of
income.

(b) Whether it runs on no profit no loss basis.
- ix) Brief History of the Institution/Organisation, its objective and
activities/academic pursuits in case of individuals.

- x) (a) Whether the Institution/Organisation has any previous experience in the field of welfare of Minorities in the country/or undertaken similar activities;
- (b) If so, detail thereof.

II. PROJECT OUTLINE

- i) Objective.
- ii) Justification.
- iii) Relevance of an action Programme.
- iv) Approach and Methodology.
- v) Details of Data collection and analysis
- vi) Project duration
- vii) Staffing pattern
- viii) Budget
- ix) Institution's/organisation's own contribution.

III. (1) STAFFING PATTERN

- i) Name of the Project Director
- ii) Position held by the Project Director in the Institution/Organisation mentioned in Item 1(i) and elsewhere, at present.
- iii) Major Positions held by Project Director previously.
- iv) Curriculum vitae of the Project Director (to be attached).
- v) Field of specialization of Project Director.
- vi) Projects completed by Project Director previously and organization for which undertaken.
- vii) List of publications in last 3 years period (to be attached).
- viii) Names of other Projects in hand of the Project Director and names of their commissioning agencies.

(2) OTHER STAFF

(Number of persons to be employed, designation, pay, duration of employment to be specified); in case of senior staff, bio-data may be attached.)

IV. BUDGET ESTIMATES

ITEMS OF PROPOSED EXPENDITURE

1. REMUNERATION

Research and other staff category-wise

Job tasks to be done	Monthly remuneration	Duration	Amount in Rupees
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- (a) Project Director Honorary
- (b) Research/Survey Staff
- (c) Field Staff
- (d) Secretariat staff

Total _____

2. Travel

3. Data processing including computation/Computer work.

4. Stationery, printing, photocopying, postage, etc.

5. Any other (to be specified)

Total (1 to 5)

6. Overheads

Total (1 to 6)

V. LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM

- 1. Memorandum of Association and Rules/Constitution
- 2. Composition of Board of Governors/Executives or Governing Body
- 3. Latest available annual report.
- 4. Copies of the reports published in the period of last three years.

(Name and Signature of the Head of the Institution/Organisation)

Telephone No.

Place:

Date: