

ANNEXURE

Annexure-1

Cover Page

1. Title of the project:
Location (Name of the ULB)
2. Details of the Applicant CBO/Area Sabha:
Name/No. :
Address:
Telephone with STD Code:
E-mail, if any:
3. Authorized person(s)/ office bearer(s) :
4. Name and designation of Nodal Contact
Person:
Address:
Telephone with STD Code:
Mobile No. (if any) :
5. Name of the Support Agency/NGO, if any:
Address:
Telephone with STD Code:
Mobile No. (if any) :
6. Project Duration (Months):
7. Total Project Cost (Lakh Rs.):
8. Funds requested from CPF:
9. Date of Submission :

Proposal Format

SECTION A: TECHNICAL

1. Executive Summary

An Executive Summary not exceeding 2 pages, should be provided. The purpose is to provide a snapshot of the community needs and the project to the reader. It should contain the major highlights of the project, major activities, project area, timelines and major outcomes and outputs.

2. Information on Implementing Agency (CBO/Area Sabha) (not needed if ULB is the implementing agency)

Please give brief information on background and primary area of focus (area of activity)

- Target group addressed:
- Who are the main target group of the CBO's/Area Sabha's programme interventions? For e.g. Urban poor, slum dwellers, people below the poverty line, children, women, Schedule Tribe, Schedule Caste, Backward Classes, Dalit, Labour, etc.
- Involvement with community
- Support Agency/NGO (if any):
Specify the nature, purpose and periodicity of support
- Systems in place for technical and financial management
- Brief description of the systems in place for collection, analysis and storage of project and programme information
- Capability to handle funds
- Reliable accounting system and internal control
- Compliance to audit/ other laws

3. Project Information

- Project Background

Give brief description of the project area and location (provide a sketch map and approach to the site).

- Project Planning and Conceptualization

Please write about the present situation/context of the project, need of the project intervention (e.g., limitation or absence of intervention by ULB), specific needs/ issues to be addressed by the project, details of project planning process including involvement of the project beneficiaries, linkage of the project with CDP, and proposed role of ULB in the project.

- Project Design:
 - ◆ Project Goal : Write about what the project seeks to achieve at the end of the period. The goal description should not exceed three sentences.
 - ◆ Project Objectives :
 - ◆ The project proposal should address the identified needs through a set of three to four broad objectives.
 - ◆ How would these objectives help in addressing the problem of the community and in achieving the ultimate project goal?
 - ◆ Activities : Project work plan and deliverables for the proposed duration (activities & milestones and project activity scheduling & implementation chart).

4. Project Implementation :

Specify whether the Implementing Agency would be helped by any support agency, e.g., NGO, educational institution, professional expert in project formulation and implementation. If the answer is affirmative, please specify the support agency is an existing one or a newly established.

Describe the process that will be used to implement the project. Please be specific about the role of the community and the methods to be used to facilitate and encourage broad community participation. Describe the community members involved in the project, indicating how many have already announced support for the project.

Provide composition of the project team and their assigned role in the project

5. Outcomes :

- Major outcomes of the project including aim to achieve by the end of the project.
- Outcomes must be tangible and measurable, to the extent possible.

6. Project Duration :

The project proposals must be minimum of 6 months and maximum 12 months duration.

7. Target Group :

Target group (size and type of target group) which are expected to benefit from the activities. The proposed initiative should engage communities and / or have a direct impact on them. The initiatives should be collective and / or have institutional backing and not be centered on individual efforts.

8. Roles and Responsibilities :

- Roles and responsibilities of community.
- Roles and responsibilities of various other stakeholders.

9. Project Monitoring and Documentation :

Please specify the following :

- Internal and external review mechanisms during the implementation of the project and assessment of their impact.
- Indicators for monitoring progress.
- Reporting the progress of the project and its duration (Reporting has to be on a quarterly basis)
- Plan for documentation of project interventions during the entire project duration i.e. through video film, photographs, articles, documentaries, case studies, baseline, etc.
- Ensuring quality in delivery of project activities.
- Sharing of experience and documentations of project learning's.

10. Project Limitations and Risks :

Please indicate the following :

- External factors that may affect the project success.
- Measures for minimizing the risks.

11. Project Sustainability and Replicability :

- Please describe whether the proposed project or the elements of it would be sustainable and how would it be replicated once this funding is over.
- How would external factors, if any, such as laws and regulations, social obstacles or local financing, affect sustainability and replicability?

SECTION B: FINANCIAL

1. Budget Requirements

Give details of a budget with total project income and expenses and list proposed community contribution, including costs to be incurred on project activities, administration, overheads and recurring expenses.

2. Demarcation of responsibilities for Operations and Maintenance:

(Also indicate costs involved in maintenance and mechanisms for meeting these costs)

Annexure-3

Format for Endorsement/Consent of the Community

This is to certify that the proposal has been endorsed by the majority of the members of Area Sabha(s)/ voters of the project area. We nominate (name of the CBO/No. of Area Sabha) as the Implementing Agency for this project. A resolution to this effect (vide meetings held on) bearing signatures of the majority of the members of Area Sabha(s)/ voters of the project area is attached.

(Signed by the designated
Office Bearer of the CBO/Area Sabha)

(Signed by the elected representative
of
Ward/Area Sabha)

Format for CVs

Sl. No.	Particulars	Details
1	Name of Proposed Person/ Office Bearer	
2	Proposed position and tasks	
3	Name of the organization	
4	Profession	
5	Year of birth	
6	Years of experience	
7	Years with the CBO/ Area Sabha	
8	Nationality	
9	Membership of professional bodies	
10	Narrative description of select experience	
11	Details of education (Degree, Year of passing, Name of University and location)	
12	Employment record (Name of organization, position held, tenure)	
13	Languages known (proficiency in Read/Write/Speak)	

Annexure-5

Urban Local Body Endorsement Format

Name of the Project:.....

Name of the Implementing Agency:.....

Approved Disapproved

*Reason for Endorsement/ Disapproval

*A certificate stating that the projected work in the proposal is not included in the proposed works of the ULB.

(Signed by the competent authority of
Municipal Corporation)

Addresses of concerned Urban Local Bodies (Municipalities)

(For an updated list of the addresses, kindly visit our website: <http://www.jnnurm.nic.in>)

Sl. No.	State / Municipal Corporation	Address
(1)	Andhra Pradesh	
	i. Hyderabad	Commissioner, Municipal Corporation of Hyderabad Tank Bund Road, Hyderabad. Phone : 040-23225267 Fax : 040-23220430
	ii. Vishakhapatnam	Commissioner, Greater Visakhapatnam Municipal Corporation Tenneti Bhavanam, Aseelametta Junction, Visakhapatnam-530 002. Phone : 0891 2746300 Fax: 0891- 2568545, 2758585
	iii. Vijayawada	Commissioner, Vijayawada Municipal Corporation Jawaharlal Nehru Building Vijayawada. Phone : 0866-2421058 Fax : 0866-2423022
(2)	Arunachal Pradesh Itanagar	Chief Executive Officer, Itanagar Municipal Council, Itanagar. Phone : 0360-2212540 Fax : 0360-2212446
(3)	Assam Guwahati	Commissioner, Guwahati Municipal Corporation Pan Bazar, Kamrup, Guwahati. Phone : 0361-2360470 Fax : 0361-2361800
(4)	Bihar i. Patna	Commissioner, Patna Municipal Corporation Patna- 800001. Phone : 0612-2222205 Fax : 0612-2230788, 2222098

ii. Bodh Gaya	Commissioner, Gaya Municipal Corporation, Gaya. Phone : 0631-2423001 Fax : 0631-2423003 , 2227903
(5) Chandigarh Chandigarh	Commissioner, Chandigarh Municipal Corporation 30, Bays Building, Sector 17-B Chandigarh – 160017. Phone : 0172- 2708765, 2701235 Fax: 0172-2721234
(6) Chhattisgarh Raipur	Commissioner, Raipur Municipal Corporation, Raipur. Phone : 0771-4040415
(7) Delhi Delhi	Commissioner, Delhi Municipal Corporation, Town Hall , Delhi. Phone : 011-23312652, 23739363 , 23961012
(8) Goa Panaji	Commissioner, Panaji Municipal Corporation, Panaji. Phone : 0832-2237160 Fax : 0832- 2426998
(9) Gujarat i. Ahmedabad	Commissioner, Ahmedabad Municipal Corporation Sardar Patel Bhavan Danapith, Ahmedabad – 380001. Phone : 079-25352828, 25391811-30 Ext.654/27545061 Fax: 079-25354638, 27551299
ii. Surat	Commissioner, Surat Municipal Corporation Muglisara, Surat 395003 . Phone : 0261-2422244, 2423751 to 56 Fax : 0261- 2422110
iii. Vadodara	Commissioner, Vadodara Municipal Corporation Khanderao Market, Muglisaraj Mahal Road Vadodara – 34000. Phone : 0265-2433344, 2433116, 2433345, 2433131 Fax : 0261 – 2433060

iv. Rajkot	Commissioner, Rajkot Municipal Corporation Dr. Ambedkar Bhawan, Dhebar Road Rajkot – 360001. Phone : 0281-2229940, 2224133 Fax : 0281-2224258
(10) Haryana Faridabad	Commissioner, Faridabad Municipal Corporation Opp. B.K. Hospital, B.K. Chowk NIT Faridabad, Haryana. Phone: 0129-2416464-65 Fax : 0129-2416465, 2410892
(11) Himachal Pradesh Shimla	Commissioner, Shimla Municipal Corporation The Mall, Shimla – I, Himachal Pradesh. Phone: 0177-2812899 Fax : 0177-2802346, 2812899
(12) Jammu and Kashmir i. Jammu	Commissioner, Jammu Municipal Corporation Jammu-180001. Phone : 0191-2547846 Fax : 0191-2542192, 2547846
ii. Srinagar	Commissioner, Municipal Corporation, Karan Nagar, Srinagar. Phone : 0194-2470466 Fax : 0194-2476931
(13) Jharkhand i. Ranchi	Commissioner cum Administrator, Ranchi Municipal Corporation, Ranchi. Phone : 0651-2203469 Fax : 0651-2211777
ii. Jamshedpur	Special Officer, Jamshedpur Notified Area Authority Jamshedpur. Phone : 0657-2423280
iii. Dhanbad	Special Officer , Dhanbad Municipality, Dhanbad. Phone : 0326-2306366 Fax : 0326-2301925

<p>(14) Karnataka i. Bangalore</p>	<p>Commissioner, Bangalore City Corporation N.R. Square Bangalore-560002. Phone : 080-22221286, 22237455, 22975550 Fax : 080-22223194 , 2223194</p>
<p>ii. Mysore</p>	<p>Commissioner, Mysore City Corporation Sayajio Rao Road Post Box No. 27 Mysore-570024. Phone : 0821:2418803 Fax : 0821-2529033</p>
<p>(15) Kerela i. Cochin</p>	<p>Secretary, Kochi Municipal Corporation Kochi. Phone : 0484-2351211, 2369007 Fax : 0484-2369023</p>
<p>ii. Thiruvananthapuram</p>	<p>Secretary, Trivandrum Municipal Corporation Trivandrum. Phone:0471-2332085, 2320821 Fax : 0471-2332083</p>
<p>(16) Madhya Pradesh i. Bhopal</p>	<p>Commissioner, Bhopal Municipal Corporation Bhopal. Phone : 0755-4286239 , 2542070 Fax : 0755-2539806</p>
<p>ii. Ujjain</p>	<p>Commissioner, Ujjain Municipal Corporation Kshtrapati Shivaji Bhavan, Agar Road Ujjain-456006. Phone : 0734-2550659 & 4013106 Fax : 0734-2560200</p>
<p>iii. Indore</p>	<p>Commissioner, Indore Municipal Corporation Indore. Phone : 0731-2431610, 2546009 Fax : 0731-2434489</p>

iv. Jabalpur	Commissioner, Jabalpur Municipal Corporation, Jabalpur. Phone 0761-2400262 Fax : 0761-2407977
(17) Maharashtra i. Nashik	Commissioner, Nashik Municipal Corporation Nashik-422002. Phone : 0253-2578206 Phone : 0253-2575631 to 34 Fax : 0253-2577936, 2315704
ii. Pune	Commissioner, Pune Municipal Corporation, Pune. Phone : 0212-25501103 , 25501105 (o) 25652416 Fax : 0212-25501104
iii. Nagpur	Commissioner, Nagpur Municipal Corporation Civil Line Nagpur. Phone : 0712-2562001 Fax : 0712-2561584
iv. Greater Mumbai	Commissioner, Brihan Mumbai Municipal Corporation, Mumbai. Phone : 022-2620525. Fax : 022-2655927
v. Nanded	Commissioner Nanded Waghala city Municipal Corporation Nanded- 431601. Phone : 0242-234710, 234577, 234404 Fax : 02462-232071
(18) Manipur Imphal	Commissioner (MAHUD), Secretary to C.M. Manipur, Imphal. Phone : 0385-2220151 , 2450048
(19) Meghalaya Shillong	Commissioner & Secretary, Urban Affairs Government of Meghalaya, Main Secretariat Building Shillong-793001 Phone : 0364-2225669, 2210359 Fax : 0364-2226424, 2222464, 2220202

<p>(20) Mizoram Aizwal</p>	<p>Director, Local Administration Department Government of Mizoram, Aizwal. Phone : 0389-2322446, 2322815</p>
<p>(21) Nagaland Kohima</p>	<p>Chief Executive Officer, Kohima Municipal Corporation Old Secretariat Complex, Kohima. Phone: 0370-2270051 Fax : 0370-2291771</p>
<p>(22) Orissa i. Bhubaneswar</p>	<p>Commissioner, Bhubaneswar Municipal Corporation Vivekananda Marg, Gautam Nagar-14, Bhubaneswar. Phone : 0674-2431403 Fax : 0674-2432895</p>
<p>ii. Puri</p>	<p>Executive Officer, Puri Municipal Council, Puri. Phone : 06752-222122 Fax : 06752-223791</p>
<p>(23) Pondicherry Pondicherry</p>	<p>Commissioner, Pondicherry Municipality, Pondicherry. Phone : 0413-:2334074 Fax : 0413-2336469</p>
<p>(24) Punjab i. Amritsar</p>	<p>Commissioner, Amritsar Municipal Corporation Amritsar-143001. Phone : 0183-2545155, 2535499 Fax : 0183-2545155</p>
<p>ii. Ludhiana</p>	<p>Commissioner, Ludhiana Municipal Corporation Ludhiana. Phone : 0161-2740551</p>
<p>(25) Rajasthan i. Jaipur</p>	<p>Commissioner, Jaipur Municipal Corporation, Jaipur. Phone : 0141-2742823 Fax : 0141 2742823</p>

<p>ii. Ajmer-Pushkar</p>	<p>Commissioner, Ajmer Municipal Council Ajmer. Phone : 0415-2429920 , 2429971 Fax : 0145-2429953</p>
<p>(26) Sikkim Gangtok</p>	<p>Principal Secretary ,UD &Housing Dept. Govt. of Sikkim Gangtok-737101. Phone : 03592-222726 , 202726, 202349 Fax : 03592-205087</p>
<p>(27) Tamil Nadu i. Chennai</p>	<p>Commissioner, Chennai Municipal Corporation Ripon building, 16 Periyar E.V.R Salai Chennai-600003. Phone : 044-25381330, 25383783, 25384510, 25384231 Fax : 044-25383962</p>
<p>ii. Madurai</p>	<p>Commissioner, Corporation of Madurai Annamali High, Thallakulam Madurai- 625002. Phone : 0452-2530521-26 Fax : 0452-2533272</p>
<p>iii. Coimbatore</p>	<p>Commissioner, Coimbatore City Corporation Big Bazar Street Coimbatore-641001. Phone : 0422-2396026 Fax : 0422-2390167</p>
<p>(28) Tripura Agartala</p>	<p>Chief Executive Officer, Agartala Municipal Council Agartala. Telefax : 0381-2325149</p>
<p>(29) Uttar Pradesh i. Lucknow</p>	<p>Commissioner, Nagar Nigam, Triloknath Road Lalbagh, Hazratganj Lucknow. Phone : 0522-2622440 Fax : 0522-2620297</p>

ii. Varanasi	Commissioner, Varanasi Municipal Corporation Varanasi. Phone : 0542-2221702 Fax : 0542-2221702
iii. Agra	Commissioner, Agra Municipal Corporation, Agra. Phone : 0562-2850670 Fax : 0562-2850499
iv. Kanpur	Commissioner, Kanpur Municipal Corporation Kanpur. Phone : 0512-2546194 Fax : 0512-2531662
v. Allahabad	Commissioner, Allahabad Municipal Corporation Allahabad. Phone : 0532-2422538 Fax : 0532-2603833
vi. Meerut	Commissioner, Meerut Municipal Corporation Meerut. Phone : 0121-2515133
vii. Mathura	Executive Officer, Nagar Palika Parishad, Mathura. Phone : 0565-2406229 Fax : 0565-2505070
(30) Uttarakhand	
i. Dehradun	Mukhya Nagar Adhikari, Dehradun Municipal Corporation Dehradun. Phone : 0135-2653572, 2657884 Fax: 0135-2651060
ii. Nainital	Commissioner, Nainital Municipal Board, Nainital. Phone : 05942-235153, 237084 Fax : 05942-231741
iii. Haridwar	Executive Officer, Haridwar Municipal Board Haridwar. Tel-Fax : 01334-227006

<p>(31) West Bengal i. Asansol</p>	<p>Chief Executive Officer, Asansol Municipal Corporation Asansol. Phone : 0341-2202491, 2209478 Fax : 0341-2202491</p>
<p>ii. Kolkata</p>	<p>Commissioner, Kolkata Municipal Corporation 5, S.N. Banerjee Road Kolkata-700013. Phone : 033-22861034, 22861334 Fax : 033-22440201/2564</p>