

## GENERAL INSTRUCTIONS FOR SUBMITTING PROPOSAL.

All proposals must be in the prescribed format (Annexure-2) including a cover page (Annexure-1). All sections must be submitted together, with each section clearly marked. Please read the guidelines carefully before filling the formats. Proposals not as per the prescribed format or instructions shall be liable for rejection.

1. All information provided in the proposal should be correct. In case any misrepresentation or wrong information is provided, the proposal shall be liable for rejection.
2. Project proposals to be submitted by the communities (Area Sabhas/ Community Based Organizations) must have an endorsement/consent of the majority (at least 51%) of the voters in the polling booth locality (localities) of the project area, either directly or with the help of the local NGOs and signed by the elected representative of the Ward/Area Sabha.
3. The consent of the voters should be for the CPF Project as well as for the Implementing Agency (i.e. CBO/Area Sabha).
4. Project proposals in duplicate should be prepared in English, neatly typed in single lined space on A4 white paper and be sent to
  - the concerned Urban Local Body/ Municipality (Addresses as given in Annexure-6);
  - the Project Appraisal Committee (Address: Joint Secretary (UD) / Mission Directorate (JNNURM), Ministry of Urban Development, Nirman Bhavan, New Delhi -110 001).
5. The project proposal should be neatly bound with consecutive page numbering
6. The entire document should not exceed 20 pages (excluding the enclosures).
7. Project proposals along with all enclosures should be put in two separate envelopes (meant for concerned ULB and the Project Appraisal Committee) and marked “Proposal for Community Participation Fund” on the envelopes.
8. All enclosures should also be submitted in two copies. The Project Appraisal Committee may also be sent a disk version (soft copy) of the proposal fully readable by MS Word for Windows.
9. The language must be simple, clear and to the point.
10. Hand written proposals will not be accepted.
11. Proposals sent by fax will not be accepted.
12. The project proposals must be of minimum 6 months duration and not exceeding beyond 12 months.

13. The proposal should be signed on each page by the authorized person (Resolution authorizing the person should be attached as Enclosure).

*(For more information, please visit our website: <http://www.jnnurm.nic.in> , or email us at [jnnurm-tag@nic.in](mailto:jnnurm-tag@nic.in) or call us on 011-2306 1375 )*

## CHECKLIST OF ENCLOSURES

Before submitting the proposals, please ensure that the following enclosures are attached. All enclosures should be signed in original and “Certified as True Copy”. To the extent possible, enclose English versions of the enclosures or a translated version in English.

1. Copy of CBO (RWA/ Neighbourhood Groups/Youth Club/ Marketing Committees)/ Area Sabha formation/ registration, if any (Enclosure-1)
2. Copy of CBO Bye Laws/ Memorandum and Articles of Association (Enclosure-2)

*Incase the ULB is the implementing agency then the above mentioned are not required.*

3. Process documentation of consultative process adopted in project formulation. (Enclosure-3)
4. Endorsement/consent letter by the community (Annexure-3), signed by the majority (at least 51%) of the voters in the polling booth locality (localities) of the project area and by the elected representative of the Area Sabha / Ward. (Enclosure-4).
5. Copy of resolution authorizing a person to sign the proposal and submit all necessary papers including amendments, sign agreements and make representations before Project Appraisal Committee with respect to CPF. (Enclosure-5).
6. Brief CVs of key project personnel nominated by the Community to work in the project. The CV should not be more than two pages per CV. (Enclosure-6) (Annexure-4).

The following documents of the NGOs supporting the community/ Implementing Agency in project formulation is required:

1. Copy of Society/Organisation/Company Registration/ Incorporation Certificate (Enclosure-7)
2. Copy of Organisation Bye Laws/ Memorandum and Articles of Association (Enclosure-8)
3. List of Governing Body members (Name, Designation, Address, Phone Number, Relationship with Chief Functionary, if any) (Enclosure-9)
4. Copy of Audited Financial Statements for the last three years along with Auditor's Certificate/ Report. (Enclosure-10)