

PROFORMA



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NATIONAL ENVIRONMENT AWARENESS CAMPAIGN 2016 - 2017

**THEME: "SWACHH BHARAT MISSION, GANGA
REJUVENATION AND RIVER CLEANING"**

REGIONAL RESOURCE AGENCY

**DR. NANDITHA KRISHNA
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**MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
GOVERNMENT OF INDIA**

NATIONAL ENVIRONMENT AWARENESS CAMPAIGN (NEAC) - 2016 - 17

PROFORMA FOR PROPOSALS

**National Theme: SWACHH BHARAT MISSION, GANGA REJUVENATION
AND RIVER CLEANING**

(Please read instructions carefully before writing the proposal)

1. Details of Implementing Agency:

Name and Postal Address of the Organizing Agency	Telephone/Mobile/ Email Address (Mandatory Requirements)	Name of the Contact Person and his Contact details (Phone nos., fax no. and Email address) (Mandatory Requirements)

2. Name of Agency: NGO / Government Institution / Autonomous Institute

a. Government: Yes/No
(Please tick)

b. NGO / Society / Trust / Mahila Mandal / Private Schools / Private Colleges / Others:
(If others, please specify)
(Please Tick)

c. Registration number and date of registration / renewal (In case of NGO / Society / Trust / Mahila Mandal)

d. Affiliation details (if private school / governmental aided institutes)

e. Unique ID No. (Issued from planning commission in case of NGOs / Societies / Trust)

3. Previous Experience in conducting Environment Education and Awareness programmes. (At least three years information).

NEAC		NGC		Other Grants			Own Projects grants and private		
Year	Amount	Year	Amount	Year	Amount	Funding Agency	Year	Amount	Activity

4. Project Details:

a. Theme and sub themes (Sub themes preferably addressing local environment issues).

I. Theme:

II. Sub-Theme:

(Sub Themes should focus on the main theme)

b. Objectives of the project.:

c. Target Group:

d. Activities with financial details.

I. Awareness Activities proposed (Please attach detail budget)

S.No	Activity (Some of the suggested activities. The activities may be altered)	Place & Date	Unit/ Nos	Expected No.of Participants	Amount (Rs.)
1	Lecture / Workshop / Training programme				
2	Public meeting / Rallies / Jatha / Yatras				
3	Film Show / AV Show				
4	Drama / Street Theatre / Other Folk Media / Skit (Specify)				
5	Advertsiement / Posters / Banner Campaign				
6	Painting / Slogan Writing / Poster Designing				
7	Exhibition / Demonstration / Competition				
8	Resource Material Procurement / Publication / Distribution				
9	Others (Specify)				
	Total				

II. Action Activities / components proposed suggested list

S.No	Action Activity	Place & Date	Unit/ Nos	No.of Partici- pants	Amount (Rs.)
1	Documentation of local traditional knowledge /practices related to farming, water conservation, weather forecasting etc.				
2	Establishment of green belt of traditional plants.				
3	Practising water harvesting techniques, development of soak pits, conservation of local water bodies etc.				
4	Preparation and promotion of bio-pesticides, bio fertilizers, vermi-compost etc.				
5	Establishment of trenches, bunds, soak pits etc.				
6	Including the water budgeting habits through community discussion, workshops etc.				
7	Others				

5. Details of resources provided by the implementing agency for undertaking activities.
(Material, Machinery, Finances, Resource persons, Resource material, man power, etc.)

6. Bank Account Details:
 - a. Name of Bank with Address:

 - b. Branch Number:

 - c. Account No:

 - d. MICR number

 - e. IFSC code.

 - f. Type of bank account:

**Name and Signature of the Head of the Institution
Office Seal of the NGO/Institution**

Place:

Date:

Application without signature and seal of the Organization will not be considered.

NATIONAL ENVIRONMENT AWARENESS CAMPAIGN (NEAC) - 2016 - 2017

MANDATORY REQUIREMENTS FOR SUBMISSION OF PROPOSALS BY ORGANIZING AGENCIES (OAS) TO REGIONAL RESOURCE AGENCIES (RRAS)

(If any one of the item is not fulfilled the proposal may not be considered for further recommendations)

S.No.	Document	Previous year participated agency	New Agency	Y / N / NA	Page No.	
					From	To
1.	Legible copy of application form (preferably typewritten)	Compulsory	Compulsory			
2.	Documentary evidence for experience in environmental activities	NA	Compulsory			
3.	A legible photo copy of valid Registration Certificate duly attested by Gazetted Officer / Notary Public	NA	Compulsory			
4.	A legible copy of Memorandum of Association with Bye-law / Trust Deed attested by Gazetted Officer / Notary Public	NA	Compulsory			
5.	Legible copies of audited statements of NGO for last three preceding years	Latest Audited Statement of accounts to be submitted	Compulsory			
6.	Copies of Utilization Certificate and Statement of Expenditure of previous year NEAC	Compulsory	NA			
7.	Seal and Signature of the Authorised Signatory of OAs in the Application form with name and designation	Compulsory	Compulsory			
8.	UID of planning commission	Compulsory	Compulsory			
9.	List of Donars	Compulsory	Compulsory			

GUIDELINES FOR CREATING UNIQUE ID

- Visit the web site - **planningcommission.nic.in** and **Click** the button - **Data and Statistics**.
- **Click** - **NGO**.
- **Click** - **Non-Governmental Organizations partnership system** and follow the below instructions.
- All VOs / NGOs which are already registered as trusts / societies / private limited non profit companies are invited to Sign Up on the NGO Partnership System (NGO-PS).
- Inside the box with **“New Users”** Heading, a **“Sign Up”** button is available.
- On clicking **“Sign Up”** button, an **online form** will appear which you are required to fill.
- While filling in the form, you are required to make a **User ID** (can be any word or name which you can remember and use in the future for Logging in to your account) and a **Password**.
- Once you click on the submit button after entering all your details, you will get a message on the screen, saying **“You are Successfully Registered”**. And you will be shown a **Unique Id**, which you are required to **note down** very carefully (or **print** the page or **save** the page) at that time. It would be something like **AB/2010/0001234**.
- An Email with a link for **activation** will be sent to your email Id, which you have given in your Contact Details in the portal. You are required to click on the link ‘Activate your account’.
- After clicking on the link, you would be asked to provide the **Unique ID** which was shown to you earlier (ie something like **AB/2010/0001234**).
- After thus Activating your account you can use your UserID and the Password to Login into the website and avail the facilities.