

New Guidelines for Gram Shree Melas (GSMs)/ Buyer Seller Meets (BSMs)

I.

1.1 Introduction

CAPART directs a substantial part of its efforts towards income generation activities through production of marketable goods in rural areas. To provide these goods marketing outlets, and to make their presence felt in urban markets, marketing division of CAPART decided to give this work of rural artisans a distinct identity under the name of **“Gram Shree”**.

‘Gram Shree’ which literally means ‘wealth of villages’ provides an opportunity to rural producers to sell their products directly in major markets, to interact with the buyers, to study and comprehend the latter’s tastes, preferences and choices. Thus it helps them to upgrade and tailor their products, hone marketing skills and provide better services to the consumers while benefiting from larger marketing opportunities.

1.2 Objectives of GSM

- To provide opportunity for rural producers including SGSY beneficiaries supported by DRDAs and NGOs to sell their products in urban markets and through this process sensitize the urban consumer to rural India.
- To create opportunities for producers to interact directly with urban buyers to understand their tastes, preferences and choice.
- To upgrade marketing skills of producers as well as staff of supported organizations by providing opportunities to interact with marketing, design and packaging professionals in the workshops organized during the melas.

- To enable producers to negotiate bulk orders through buyer-seller meets organized at melas.
- To provide opportunities to producer groups from various parts of the country to interact amongst themselves and learn from each other.

The Gram Shree Melas across the country are organized through Voluntary Organizations, identified and selected for the purpose.

1.3 Number of GSMs in the states

The endeavour of the Council will be to organize at least one Mela for every one crore of rural population in every State/union territory to ensure even spread and equal opportunity. The Melas will be organized around popular local events/festivals. CAPART will prepare a tentative list of GSMs and their location (States) to be organized during the financial year as a part of the action plan. This list will be uploaded on the CAPART website.

1.4 Decision of DG to sanction more Melas

In addition to the number of Gram Shree Melas given above against a State, CAPART may include more melas. This will be decided by DG, keeping in view the suitability of the proposal. But this number will be limited to 10% of the total Gram Shree Melas to be held in a year.

In earlier circular no 1/2009 dated 16/02/2009 of CAPART, some places other than State Head Quarters had been identified for organizing state level GSMs either due to the importance of the place or due to some significant cultural/ social/ religious event. Details of such places are as follows:

Wherever specific occasions, festivals, events etc. have been mentioned against a place (in column 3), there State level GSM can be organized only during such events, otherwise only a district level Mela can be organized. In places where nothing is mentioned in column 3, then State level GSM can be organized throughout the year.

(1)	(2)	(3)
State	District	Occasions/ Festivals/ Events
Andhra Pradesh	Tirupati	-----
Bihar	Saran	Sonepur Mela
Chattisgarh	Durg Bilaspur	Haryali Kora, Navakhani
Haryana	Gurgaon	-----
Jharkhand	Deoghar	Tirhut Mahotsav
Karnataka	Mysore	-----
Kerala	Alappuzha	-----
Madhya Pradesh	Indore	-----
Maharashtra	Pune, Nagpur, Kolhapur	-----
Orissa	Puri	Rathyatra
Punjab	Amritsar	-----
Rajasthan	Ajmer	Pushkar fair
Tamilnadu	Madurai	-----
Uttar Pradesh	G.B. Nagar (Noida), Allahabad	----- (Magh Kumbh Mela)
Uttarakhand	Haridwar	-----
West Bengal	North 24 Parganas	Sundarban Grameen Mela

II.

2.1 Criteria for selection of the VO organizing the GSM

- The VO must be a registered organization under the Societies Registration Act 1860 or a state amendment thereof, the India Trust Act 1882 or the Religious or Charitable Institution Registration Act 1920.
- Should have completed 3 years with proven track record.

- VOs organizing Melas should have undertaken projects/activities in income generation/production/marketing of rural crafts etc.
- VO should be financially sound and should have had an average annual turn over (income and expenditure) of at least Rs 15 lakhs per year during the preceding three years for organizing State level Melas and Rs. 7 lakhs per year during the preceding three years for the Melas for organizing District level Melas. Thus for this purpose the total turnover (income and expenditure) of 3 preceding years shall be taken and then divided by 3 to get the average. This average should be Rs. 7 lakhs for District level mela and Rs. 15 lakhs for a state level mela.
- Should have organizational ability to handle events such as workshops, seminars, market promotion activities, publicity and public relations.
- Should have adequate manpower and resources to undertake the responsibilities.
- Have a cordial and effective working relationship with the local government, line departments of the state/district and enjoy a good reputation with the local people and the groups.
- The NGO should have some physical presence in the State/Union Territory where the Mela is proposed to be organized.
- VO shall not be sanctioned more than two Melas in a block period of five years anywhere. However in places where good NGOs with requisite experience and turn over are not available, this may be relaxed to two melas in a block of 3 years with the approval of Director General, CAPART.

For organizing GSM, the Council will invite Expression of Interest from voluntary organizations of the area where melas are proposed to be held. The VOs will be finalized in a manner that they have a lead time of

at least 3 months to prepare for the Melas. Such Expression of Interest will be evaluated by a Committee set up for the purpose.

CAPART will sanction up to Rs. 10,00,000/- for organizing a State Level Mela and Rs. 4,50,000/- for a District Level Mela.

III. Responsibilities of the Nodal Agency (NGO)

3.1 Identification of location

- The site of the GSM apart from the State Capitals, can be organized in any major town/city of the state or any prime rural location also.
- Efforts should be made to synchronize dates of Melas with local festivals/major traditional Melas.
- The Gram Shree Mela can coincide with major religious occasions or social/ cultural events, adding a fillip to the objective of organizing the Mela.
- Depending upon the appropriateness of timing of the event a place authorized for organizing a State level GSM can be sanctioned a District level GSM if the respective Regional Committee deems fit.

3.2 Dissemination of information about CAPART Schemes

At least 20% of the space in every Mela will be reserved for display of rural technologies and for panels etc. for dissemination of information about schemes of CAPART and the Ministry of Rural development. For this purpose CAPART will put together a modular kit of exhibits and models that can be carted to the venue of the exhibition.

3.3 Publicity

The Gram Shree Mela (GSM) must receive adequate publicity prior to its commencement and also during the Mela. It should be widely publicized that entry to the Mela is free. The proofs of publicity of the

event e.g. newspaper cuttings for the days when press releases were made, supporting bills and samples, and bills of banners, brochures and hoardings etc. have to be shown to the monitor deputed by CAPART to visit the Gram Shree Mela.

- Press advertisements
- Posters
- Banners
- Brochures
- Hoardings
- Pamphlets
- Newspaper advertisements
- Community Radio/All India Radio

The name of CAPART as the sponsoring organization has to be given prominence in all the publicity material.

3.4 Facilities to be provided to the participating agencies/SHGs etc

The voluntary agency must provide the following amenities to the participating NGOs/DRDAs/SHGs in the Mela:

1. CAPART supported voluntary agencies will be provided expenses incurred by them on the freight of the material for onward journey. It would be limited to the actual amount paid not exceeding Rs. 3000, to the railways/road transport and would be payable only on the production of the original/ photocopy receipt. The expenses on local transport will not be paid by CAPART.
2. Two persons from each voluntary agency/DRDA will be provided dormitory style simply furnished accommodation free of cost. The participants would also be free to make alternative arrangements at their own cost.

3. In case of CAPART supported voluntary agencies, daily allowance of Rs. 100/- (Rupees One Hundred Only) per day per person for the duration of the mela will be paid to a maximum of two representatives of each participating agency.
4. Each participating organization shall be provided with a stall measuring approximately 75 sq ft with two long tables for display of products and two chairs.
5. Proper security arrangements at the Mela site.
6. Proper sanitation facilities and temporary toilets.
7. Safe drinking water
8. Fire Safety
9. First aid facilities to meet with emergencies like minor accidents/mishaps/ailments etc.
10. Few stalls exclusively for local cuisine/ethnic food items.

3.5 Buyer Seller Meets (BSMs)

The organizing voluntary agency must take steps to organize **Buyer Seller Meets (BSMs)** with local/district/state level manufacturers involving emporia displaying/selling such products and district/state level line department government officials during the mela event. The Buyer Seller Meets (BSMs) must be organized at least **one-1-day of the GSM** at the mela site only. Adequate importance must be given to the BSMs for making it a success, thus helping the cause of the rural producers/artisans. Prior coordination with concerned officials of the government and local/state level manufacturers must be made to ensure that such meet(s) yield results in orders/commitments, in writing.

3.6 Product Development Workshop

The host voluntary agency should organize at least one Workshop during the Mela at the Mela site to discuss the potential new products and improvements in displayed products. The participants in the workshop may be participant groups, government departments working in design development, emporia representatives and manufacturers. The idea behind the workshop is to encourage and promote the participant groups to come up with quality products in future.

3.7 Miscellaneous

Regular meetings may be held during the mela as informal gatherings of the participants to discuss the problems and possible solutions should be organized, and the outcomes of these meetings should be reflected in the Mela report to CAPART.

3.8 For the workshop, invitation letters to designers, bulk buyers, exporters, government officials, experts of the concerned fields, representatives of the financial institutions etc should be sent well in advance.

3.9 Competitions like best stall in terms of decoration, sales, salesmanship, orders booked etc. should be organized to create interest and healthy competition amongst participants. Award/Prizes may be given to the VOs/SHGs exhibiting innovative ideas/ Products/ themes in the various Melas.

3.10 No claims for any excess expenditure over and above the sanctioned budget will be entertained.

3.11 In case the arrangements are not as per the specified norms as prescribed in paras 3.4, 3.5 and 3.6 the final installment will be withheld and the organization will not be given any chance for holding Melas for three years.

3.12 All organizing VOs must send their final mela reports and audited statements of accounts at the earliest but in no case later than two months from the date of conclusion of the Mela.

3.13 For promotion of independent artisans, the nodal agency may be requested to provide space equivalent to two stalls where local artisans can display and demonstrate their local products in consultation with the local administration.

3.14 Visitors book should be kept during the Gram Shree Mela for identification of potential buyers and visitors to the Mela.

3.15 The Mela would be sanctioned subject to the condition that the VO will furnish a certificate that the concerned GSM has not received, is not receiving and will not receive or apply for receiving any funding either completely or partially from any other govt./nongovernmental/international or any other agency for the same mela and location.

IV. **Participating groups in the Gram Shree Mela**

4.1 Eligibility/Criteria for the selection of participating agencies in GSM-BSM:

1. Only CAPART supported voluntary organizations (CSVOs) that have received support from the Council under an income generation scheme during the preceding five years as well as organizations nominated by District Rural Development Agencies (DRDAs) will be eligible for participation in GSMs. The participating organization will be required to produce the original letter of invitation (in case of DRDA/Govt. nominated organizations) at the time of the registration.

2. Organizations failing to participate in the Mela after confirmation without valid reasons or displaying products not manufactured by their own beneficiaries will be debarred from participating in the future Melas.
3. Only two persons from an organization (from which one should essentially be an artisan and the other representative of NGO) would be permitted. The participants who bring in additional members will have to bear their expenses including accommodation on their own.
4. An organization will ordinarily be permitted to participate in one Mela every year. However, this can be increased to a maximum of two Melas in a year.
5. For the State Level Melas, the concerned state RR & MC should take a list of about 20% agencies from the neighboring states. All North-Eastern States and Jammu & Kashmir will be regarded as neighboring states for the purpose.
6. For the District level melas, larger representation to crafts persons of the region and neighboring states should be given.

4.2 Product Profile, Pricing & Related Details

There should be a Board displaying the name and location as well as specialized products of the artisans in each stall.

- Stock of products brought to the GSM.
 - The participants should display their price list in their respective stalls. At the end of the day, the sales figures and balance stock figures should also be given to officials of the voluntary agency organizing the GSM.
 - All the items meant for sale should have price tags.
 - The participants should bring their own bill books and other required stationery. No agency will be permitted to sell without issuing cash memos/bills.

- Except for the products brought for sale by participating agencies, no other product should be sold in the GSMs. The idea is to promote marketing of products prepared under income generation schemes of CAPART/DRDA. If found guilty, the participants will be asked to vacate and also be debarred from participation in future Melas.
- Use of plastic/polythene bags will not be permitted.

V.

5.1 Budget for GSM-BSM

The tentative budget will be as follows:

- a) Gram Shree Melas at places away from State Capitals

No of stalls= 40-50

Duration = 10 days

Budget will be about Rs. 4,50,000/- inclusive of ground rent.

- b) Gram Shree Melas at State Capitals

No of stalls= 90-100

Duration = 10 days

Budget will be about Rs. 10, 00,000/- inclusive of ground rent.

Note:-

1. Ground for organizing Gram Shree Mela should preferably be owned by village panchayat/town area committee/state.
2. While the requests of NGOs for reimbursement of expenditure incurred over and above the sanctioned amount will not be entertained, reappropriation of funds under budget heads not exceeding 10% of the sanctioned budget will be accepted.

NGOs organizing GSM-BSM should indicate the budget break-up under the following heads:

Sr. No.	Expenditure Head
1)	Ground Rent
2)	Honorarium (Rs.70,000/- for State Capital melas and Rs. 50,000/- for non-State capital melas)
3)	Tentage (gate, lighting, stage, electricity, table, chair, decoration, security)
4)	Accommodation (dormitory style)
5)	Publicity (Posters, Banners, Hoardings, Advertising, Local Cable Network, Press Conference, Newspapers, Pamphlets etc.)
6)	DA/Freight Charges
7)	Transport
8)	Insurance
9)	Cultural Programmes
10)	Inauguration/closing functions
11)	Drinking Water
12)	Postage/Stationery
13)	Telephone
14)	Workshop/Seminar (BSM & PDM)
15)	Audit Fee
16)	Miscellaneous/Unforeseen

5.2 Releases of the sanctioned amount to the NGO

The releases will be made in three installments as under:

1st Installment: 50% - After receipt of terms and conditions of sanction duly accepted by the NGO.

2nd Installment: 25%- Completion of erection of stalls and rest of the Arrangements.

3rd Installment: 25% - On submission of mela report as per format along with audited statement of accounts, utilization certificate by the NGO and evaluation report by the monitor.

VI.

6.1 Monitoring

Monitoring GSM has to be performed either by deputing regular CAPART officials or Institutional Monitors. A copy of such report must invariably be sent to CAPART Head Quarters for perusal and record. RR& MC must record his satisfaction on file before release of final installment to the VO that: (a) Monitoring was done while the GSM was in progress and (b) A copy of the report has been mailed to the Marketing Division at CAPART Head Quarters.

Surprise checks can also be done by CAPART Head Quarters.

The NGO will be expected to produce all the records pertaining to organizing GSM from the preparations prior to commencement and daily events and records of sales and other proceedings.

VII. Annexure

Annexure 7.1

Tentative Budget for GSM

A: Number of Stalls 40-50 for Regional Committees 80-100 for State Level

B: Duration 10 days

Sr. No.	Expenditure Head	Percentage Allocation	Headquarters (Budget of Rs.10 lakh for 100 stalls)	Regional Committees (Budget of Rs.4 lakh for 40-50 stalls)
1	Ground Rent		As per actual demanded by the concerned authority(preferably a Govt. owned ground)	As per actual demanded by the concerned authority(preferably a Govt. owned ground)
2	Honorarium		70,000/-	50,000/-
3	Tentage (gate, lighting, stage, electricity, table, chair, decoration, security)	35%	3,50,000/-	1,40,000/-
4	Accommodation (dormitory style)	8%	80,000/-	30,000/-
5	Publicity(posters, banners, hoardings, advertising, local cable network, press conference, newspapers, pamphlets etc.)	10%	1,00,000/-	40,000/-
6	DA/Freight Charges	20%	2,00,000/-	1,00,000/-

7	Transport	2.5%	20,000/- to 25,000/-	10,000/-
8	Insurance	1%	7,00/- to 10,000/-	4,000/-
9	Cultural Programmes	2.5%	20,000/- to 25,000/-	10,000/-
10	Inauguration/ Closing Functions	1%	5,000/- 10,000/-	5,000/-
11	Drinking Water	0.5%	3,000/- to 5,000/-	3,000/-
12	Postage/Stationery	1%	10,000/-	4,000/-
13	Telephone	0.3%	3,000/-	1,500/-
14	Workshop/Seminar (BSM & PDM)	1%	5,000/- to 10,000/-	4,000/-
15	Audit Fee	0.3%	3,000/-	1,500/-
16	Miscellaneous/Unforeseen	2%	20,000/-	8,000/-
			8,96,000/- to 9,21,000/- Ground Rent	4,11,000/- + Ground Rent

VIII. Forms

Form 8.1

FORMAT FOR PRESENTING THE PROPSAL ON GSM-BSM

A. Organization Profile

1. Name of the Organisation :
2. Address :
 - 1.1) Village :
 - 1.2) Post Office :
 - 1.3) Taluka :
 - 1.4) Police Station :
 - 1.5) District :
 - 1.6) State :
 - 1.7) Pin Code :
 - 1.8) Telephone No. :
 - 1.9) Fax No. :
 - 1.10) E-mail :
3. In how many villages does the VO operate? :
4. Objectives of the VO :
5. Details of Registration
 - 5.1) Registration No. :
 - 5.2) Date of registration :
 - 5.3) Valid Upto :
 - 5.4) If registered under FCRA indicate the No. :

(Attested photocopy of the Registration Certificate to be enclosed)

6. Details of Members of Executive/Governing Body:

6.1)

1 Sl.No	2 Name/ Address	3 Categor y	4 Designatio n	5 Qualification	6 Whether related to other office bearers/CAPART employee. If so whom?	7 Money value of all benefits from VO(in Rs. per annum)	8 Age	9 Occupation	10 Office held in other VOs with address

- 6.1.1 For Column 3: Category Code: Give SC for Scheduled Caste, ST for Scheduled Tribe and OBC for Other Backward Classes, D for Disabled and O for others.
- 6.1.2 For Column 6: Give details in format at
- 6.1.3 For Column 7: Salary/honorarium/any other perks/housing/transport
- 6.1.4 For Column 9: Write F for farmer/ B for business /G for Govt.

6.2) Details of functionaries

(This item is to be filled for each office bearer)

6.2.1) Name of Office Bearer:

6.2.2) State whether Office held, in any Other VO (s):

6.2.3) Details of the Offices held in Other VO (s)

(in case answer to 6.2.3 is Yes)

a) Name of the Organisation:

b) Address of the Organisation :

6.2.4) Details of Relationship with CAPART officials, if applicable.

a) Name of CAPART official :

b) Designation :

c) Official Address :

6.2.5) Are there any members of the family of the chief functionary who receive salary/honorarium from the organisation? If yes, give details.

6.2.6) Please submit details of personal assets of chief functionary.

6.2.7) Is the chief functionary the founder of the organisation? If not how many years has he been working in rural areas? (kindly attach his/her bio-data)

7. Details of people's representatives of the target area (Full name and address to be provided)

7.1 Lok Sabha Member (MP) i) _____

7.2 Vidhan Sabha Member (MLA) ii) _____

7.3 Village Sarpanch/Gram Pradhan iii) _____

7.4 The Collector & District Magistrate iv) _____

7.5. Project Director, District Rural Development Agency v)

7.6. Block Development Officer vi) _____

7. Activities undertaken and Experience:

8. Whether the VO has implemented any project under CAPART assistance in the past.
If
so give details and status:

Sl No.	Title of the Scheme	Amount(Rupees)	Completed/Ongoing

9. Main target group of the VO:

10. Details of bank accounts from which CAPART funds have been proposed to be operated

Sl. No.	Items	Details	Details	Details
1.	Name of the Bank			
2.	Full Branch Address			
3.	Branch Code			
4.	Account Number			
5.	Type of Account			
6.	Name of Signatory(1)			
7.	Post held in organization			
8.	Relationship with Chief functionary			
9.	Name of Signatory(2)			
10.	Post held in organization			
11.	Relationship with Chief functionary			
12.	Name of Signatory(3)			
13.	Post held in organization			
14.	Relationship with Chief functionary			

11. Has the VO ever been placed under funding restriction by any other Funding Agency:-

Certificate

All the above information is true to the best of my knowledge and belief. In case at any stage it is found that any of the above information(s) is incorrect, my application for grant of financial assistance may be liable to be rejected.

Place

Seal of the Organization

Signature of Authorized Signatory

Date

Name

Designation

B. Project Profile

1. Title of the project :
2. Do you fulfill all the conditions of eligibility of GSM-BSM as per Guidelines :
3. The criteria for identifying the site for GSM :
4. Experience related to Marketing Development of rural products :
5. How much sales, you are expecting from the aforesaid mela :
6. Any other items, which you would like to elaborate and highlight so as to strengthen and promote the producer groups :
7. Past experience in organizing GSM :
8. Copies of annual report, audited statement of accounts, income/expenditure accounts, receipt and payment accounts, balance sheet for last three years :

(Signature of the President)

Date:

REPORTING FORMAT FOR THE ORGANIZING VO

Part-I

1. Name & Address of the Organizer

2. Amount sanctioned : Rs. _____

Date _____

3. Amount Released : R1 _____ (Date _____)

: R2 _____ (Date _____)

: R3 _____ (Date _____)

4. No of Stalls : _____

5. No of participating VOs

i) CAPART supported : _____

ii) DRDA supported : _____

iii) Individuals : _____

iv) Others : _____

(A list of participant voluntary agencies, addresses and other communication details along with the products on display and sale has to be annexed)

6. Date of inauguration of the Mela/ period (furnish particulars of the significance of the period selected)

7. Inaugurated by whom

8. Mode of publicity adopted

(Enclose copy of each of the materials produced/used)

9. Daily sales proceeds

10. How many participant voluntary agencies have shown interest in replicating products displayed by others in GSM (in terms of training, availability of raw-material, marketing, potential etc.)

[A list of V.O.s along with the products may be attached

11. List of products displayed in major outlets like KVIC/TRIFED/State emporia.
12. The orders received during the GSM
 - During the Mela
 - Trade enquiries
13. List of persons with full addresses who participated in Buyer Seller Meet (Proceedings may be attached)
14. List of persons with full addresses in product development meet. (Proceedings may be attached)
15. Photographs taken during the Mela
16. Mode of publicity adopted
(Enclose a copy of each of the materials produced/used)
17. Suggest 3-4 potential locations in the State for organizing the GSM in future with reasons. (nearby districts)
18. Suggestions for improvement in organizing GSM.
19. List of the products that have export potential.

Part-II

1. How many stalls remained unoccupied during the period of the Mela, with reasons.
2. Furnish the particulars of the Buyer Seller Meets (BSMs) organized and their outcome.
3. Provide information of any attempt to facilitate interaction between the artisans from different States/ regions.
4. Did you arrange any live demonstrations at the site by the artisans (furnish details)
5. Did you obtain any feedback from the participants and if so, furnish their reactions.
 - On the location of the mela site
 - Facilities provided at the mela site

- On matters related to security
- On accommodation arrangements
- Impressions on the publicity arrangements made
- Problems if any, brought out

6. Whether the mela was affected by rains or any other unforeseen natural calamity during the period of the Mela, if so, furnish the dates including the loss suffered.

7. Your suggestions for improvement of arrangements.

Place

Date

(Signature of the Chief Functionary)

PROFORMA FOR REPORTING DAILY SALES BY PARTICIPATING
AGENCY

1. Name of the organization/SHG Group/ DRDA/Individual Artisan
2. Stall No –
3. Products brought/ exhibited/sold

Nature of Product Brought	Quantity Sold	Value Realized	Quantity in stock

4. Response of the Visitors:- Excellent/Very Good/Good/Fair/Not encouraging
5. Response of the Buyers Sellers Meet arranged: -
6. Furnish the particulars of orders, if any received: -
7. Furnish suggestion, if any, made by the visitors, buyers, sellers for the improvement of the quality
8. Others, if any, to report: -

(Signature of the participant representing VO/SHG)

9). Check List

The VO should necessarily submitted the following proformas and documents while applying for the Gram Shree Mela

1. Organization Profile and Project Proposal as per prescribed format.
(All the 11 documents should be attested by a Gazetted officer)
2. Registration certificate (authenticity of the registration certificate in case of amendments, if any, subsequent to the registration of the VO.)
3. By-laws of the VO (authenticity of the by-laws in case of amendments, if any, subsequent of the framing of bye-laws.)
4. Latest composition of the Managing Committee/Executive Body indicating certification from the registration authorities.
5. Annual Report of the VO for the last 3 years.
6. Audited accounts, viz., Receipt and Payment Account, Income and Expenditure Account and Balance Sheet along with Auditor's certificate and report for the last three years.
7. Documents relating to PAN number and exemption order under 12A obtained from Income-tax Department or request letters sent to Income-Tax Authorities for obtaining these documents.
8. Bank/Post office pass book reflecting the transactions for the last three years.
9. Certificate from the Bank Manager/Post Master stating that the account is operative for the last three years.
10. The project proposal should be forwarded to CAPART accompanied by a resolution of the organization duly signed by the sitting members of the Executive Body/Managing Committee of the VO. The photographs of all the sitting members of the Committee duly self-attested by the members with their complete, latest addresses should be mentioned in the resolution.

11. Other documents relevant to specific project proposal i.e. land pattas in respect of housing, land development programmes, NOC/permission from the owners of the common property etc. should accompany the proposal.

12. Certificate that the concerned project has not received, is not receiving and will not receive or apply for receiving any funding, either completely or partially, from any other Governmental, non-governmental, international or any other agency, for the same project covering the same beneficiaries.
