



NATIONAL CSR HUB
PROJECT PROPOSAL BANK
TATA INSTITUTE OF SOCIAL SCIENCES

The National CSR Hub at Tata Institute of Social Sciences has initiated the ‘Project Proposal Bank’ in order to acknowledge outstanding flagship project proposals of the empanelled development partners of the Hub.

The Project Proposal Bank serves as a mechanism that would help better connect companies doing CSR with flagship projects of development partners. On the one hand, the Companies seeking to fund outstanding and highly credible projects through their CSR, can discover such projects by accessing the Project Proposal Bank. On the other hand the process would also facilitate the empanelled Development partners, who have developed innovative flagship projects, to find CSR funding for their proposed projects. Such funding would allow innovative social sector models to be implemented, replicated and/or scaled up.

Review and screening of project proposals:

The proposals submitted towards the Proposal Bank undergo an intensive process of scrutiny. The scrutiny is done by the concerned team members of National CSR Hub, also drawing on the advice and inputs of select faculty members of TISS who are sectoral experts. The objective of the review process is to identify the most suitable, innovative, sustainable, outcome-oriented proposals.

The review and scrutiny of proposals are based on the following major parameters:

- a) Legal parameters: Consistency with CSR provisions of Companies Act (especially Schedule VII) and the relevant CSR Rules/MCA clarifications
- b) Outcome orientation
- c) Project mode implementation
- d) High innovativeness/originality along with potential for replicability
- e) High sustainability and specification of exit mechanism/plan
- f) Robust project financials: financial sustainability, sound budgeting and financial estimates
- g) Project scale and/or scalability
- h) Targeting at the most vulnerable groups in society and focus on the capacity building, welfare and rights of such groups.
- i) Sound evidence of community need for the intervention
- j) Participatory with high potential for community ownership
- k) Targeting at challenging social and geographical contexts, such as remote areas, conflict affected areas and communities.
- l) Social value relative to financial investment
- m) Addressing of sectoral needs and issues and other parameters as considered appropriate by the faculty experts and review team.

The process of selection of proposals for placing in the bank is highly selective - only outstanding proposals are shortlisted, the best of which are finally placed in the bank.

A processing fee of Rs. 3000/- is chargeable per application. Applicants are requested to note that the processing fee is payable even if the proposal is not eventually placed in the Proposal Bank, and this amount is non refundable.

Demand Draft should be drawn in favour of:

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI

UNDERTAKING (to be compulsorily filled in by the applicant):

On this (DATE) of (MONTH) of (YEAR), I hereby agree and accept that all information given above is true to the best of my knowledge. I also confirm that a demand draft numbered _____ and dated _____ has been attached for processing the application.

Signature: _____

Date: _____

Name: _____

Designation: _____

Contact Details: _____

Organization: _____

Dear Applicant,

Greetings from the National CSR Hub at the Tata Institute of Social Sciences! Kindly read the guidelines carefully and you are requested to follow the instructions given below.

The National CSR Hub at TISS does not assure funding for projects placed in the Proposal Bank, but will play a proactive role in connecting potential funders with the projects accepted in to the Proposal Bank.

Best wishes,

Head

Project Proposal Bank

National CSR Hub, Tata Institute of Social Sciences

IMPORTANT GUIDELINES FOR APPLICANTS

1. The organization submitting a proposal should be already empanelled with the National CSR Hub.
2. Each development partner is allowed to submit **only one proposal**, for the thematic and geographical area for which it is empanelled (**the empanelment certificate that mentions the geographical and thematic area of empanelment must be attached with the application**). Proposal along with scans of supporting documents may please be sent **in soft copy form to csrprojectobservatory@gmail.com and in hard copy** (envelopes for hard copy submission may kindly be labelled “Project Proposal Bank Submission”). Hard copies should be sent to:
Ms Rajisha Vineet, National CSR Hub, Tata Institute of Social Sciences, Room 1007, 10th Floor, G-10 Building, Naoroji Campus, V.N.Purav Marg, Deonar, Mumbai – 400088. Please note that the proposal hard copy should be accompanied by the financial documents (list specified in Annexure II of this proposal template).
3. Each and every applicant organisation will be sent relevant communication from National CSR Hub. At the end of the first stage of review (tentatively expected to last one month), if a proposal is found suitable for the next stage of intensive scrutiny, then applying organizations will be requested to respond to the areas of concern/points of clarification raised **within two weeks**. Proposals that are found to possess significant shortcomings will not proceed to the next stage of scrutiny, and the concerned organization will be informed about non-acceptance into the Bank with reasons.
4. The second stage of review (tentatively to last one and a half months from the date of submission of clarifications by the applying development partner) will be one of intensive scrutiny, drawing on the expertise of select Faculty Experts of TISS for the programmatic scrutiny. In this stage, financial scrutiny of the Proposals will also be done by select financial advisor/s of TISS. Applying organizations may, during this stage, be requested for further clarifications or modification of proposal. Proposals meeting the exacting standards followed in this stage of review will be placed in the Project Proposal Bank at the end of this stage, and the concerned organization will be informed about the outcome. Organizations whose proposals are not accepted into the Bank will also be informed about the outcome with reasons.

5. The National CSR Hub at TISS, may also, at its discretion, conduct field verification visits during the second stage of intensive scrutiny of the submitted proposals. The applying development partner may be asked to bear a part or the entirety of the expenses incurred on the same.
6. Applicants are requested to note that the scrutiny of proposals submitted towards the Bank is a time-consuming process. No timeline is guaranteed for the processing of proposals, but National CSR Hub is committed to fully completing the processing of proposals within 3 months from submission. The applying organizations are requested to revert, with requested details, in timely manner to communication sent during the review/scrutiny process to enable timely processing of proposals.
7. Only completed application forms will be processed. Applicants are requested to carefully ensure that all fields in the application form are completed. Only those forms that are fully completed will be processed by the review team.
8. **The National CSR Hub shall place in the Proposal Bank those projects that are people-centric with particular emphasis on the welfare and rights of the vulnerable groups in society, have potential of scalability, possess viability and alignment with sectoral needs, give evidence of sustainability and provide creative and innovative models of intervention in challenging geographical and social contexts.**
9. **The decision of the National CSR Hub on acceptance/non-acceptance of a proposal into the Proposal Bank shall be final and binding.** All forms will be thoroughly scrutinized by the review team in consonance with the criteria formulated, which shall be in sync with the larger objectives and goals of the Tata Institute of Social Sciences (TISS).

PROJECT PROPOSAL BANK APPLICATION – ORGANIZATION DETAILS

1) Name of the Organization:	
2) Address: a) Registered office- b) Field office –	
3) Status of the Organization: Whether NGO/ Trust/ Society/ Section 8 Company/Any other?	
4) Status viz. Registration & Income Tax Exemption :	

5) Year of registration :	
6) Contact person, designation and contact details :	
7) Geographical area/s of empanelment	
8) Thematic area/s of empanelment	

PROJECT PROPOSAL BANK APPLICATION: PROJECT PROPOSAL DETAILS

1) Name/ title of Project :

2) Project description/ Abstract of the project (in 250-500 words):

3) Background of Project :

a) The issue/problem of concern :

b) Methodology used to study the problem and discover its nature and extent (including type of stakeholder consultation used):

c) Supporting statistics/data and source (*mandatory*) :

- d) Details of proposed/already done baseline study (research questions, parameters, methodology (including sampling) thematic and geographical scope, timeline) [note: if baseline survey is already done, please present major findings of the same below and attach the survey report].

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- 4) Location of project (State, District, Block, village/s/town/city) :

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- 5) Very briefly state why your organization is best suited to receive funding for implementing the proposed project.

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- 6) Project objectives (SMART-Specific/ Measurable/ Achievable/ Relevant/ Time Bound):

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- 7) What parameters will be used for prioritizing/selecting the project beneficiaries?

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- 8) Number of beneficiaries proposed :

- a) Direct beneficiaries (total and location-wise and year-wise breakup)

Year	Location 1	Location 2	Location 3	Total
Total Beneficiaries				

b) Indirect beneficiaries-

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9) Program Approach, Strategies and Implementation Mechanisms (theory of change, if known/developed, may also be included here).

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10) Major milestones and project activities (with timelines) of the project [note: the logic model-based table of activity-output-outcome-impact may also be filled up, if possible]:

Project Activity/Milestone	Description	Timeline

Activity	Output	Outcome	Impact

11) Program Implementation Schedule (please mark relevant boxes with tick mark)

Activity Phase/Timeline	quarter/year 1*	quarter/year 2	quarter/year 3	Brief Description of activity	Resources (in-house/external)
Hiring programme staff					
Orientation and training of staff					

for project					
Community Mobilisation					
Needs Assessment					
Baseline survey					
Core Activity 1					
Core Activity 2					
Core Activity 3					
Core Activity 4 etc.					
Monitoring					
Evaluation study					
Reporting					
Impact assessment (if applicable)					

*Please select whichever time category is applicable (quarter or year)

12) Details of human resource requirement, available human resource capacity, and proposed capacity building of human resources (from the point of view of the **capacities needed for this project**)

Engagement type	Required Number	Available Number	Number planned to be recruited
Full time paid staff			
Part time paid staff			
Total staff strength			
Volunteers			

List of capacity building workshops/programmes proposed for project functionaries

Sr. No.	Topic

13) Indicators for measuring output and expected output for each indicator

Output Indicator	Expected output

14) Outcome parameters (social, economic, cultural and environmental etc). [Note: these must be specific and preferably measurable. Wherever possible, quantified and time bound outcomes could be given].

- Short term (___ month/years):

- Medium term (___ months/years):

- Long term (___ years) (here, expected impact may also be specified):

15) If this model has been implemented before, please specify the outcomes and results achieved:

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16) Assumptions and Risks, and Mitigation measures for risks/unintended consequences:

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17) Project Monitoring Mechanism [Note: narrative and table required]

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Parameter	Methods/tools	Data sources	Periodicity/freq uency	Actors (Who will monitor?)

18) Project Evaluation study

[Note: narrative and table required]

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Parameter	Methodology	Data sources	Periodicity/freq uency/timeline	Actors (Who will conduct?)

19) Impact Assessment Plan [Note: narrative and table required]

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Parameter	Methodology	Data sources	Periodicity/freq uency/timeline	Actors (Who will conduct?)

20) Details of proposed documentation and knowledge creation and dissemination

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21) Give details of sustainability mechanisms and substantiate the sustainability of this project (evidence of past sustainability may be given, if available) :

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22) Exit policy/plan/mechanism

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23) List of stakeholders of project with specific roles and responsibilities of each stakeholder

Stakeholder	Responsibility

24) Please specify partnerships with other organizations (NGO/Government agencies etc.), if any, for implementing this project

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25) Define the innovative approach/strategy adopted by the proposed project in addressing the existing problems/gaps specific to the sector.

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26) Substantiate the uniqueness of the proposed project in comparison to the existing sector specific initiatives:

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27) SWOT ANALYSIS OF THE PROPOSED PROJECT:

STRENGTHS (Internal factors)	WEAKNESS (Internal factors)
OPPORTUNITY (External factors)	THREAT (External)

28) Financial Information:

Sr.	Particulars	Amount (Rs.)
1.	Detailed Budget of the Project with line items: I) Capital Expenditure II) Program Expenditure III) Personnel Cost IV) Administrative Expenditure V) Monitoring Expenditure VI) Others	
	Total budget amount	
2.	Loans/Debts already held by the Organisation	
3.	Projected Cash Flow Statement for project period	
4.	Statement of Accounting Policies Followed	
6.	Expected Grant from other Sources (In Rs.) for project period	
7.	Expected Internal Revenue Generation (In Rs.) for project period	

29) Describe the Organisation’s accounting and financial controls and MIS functions (financial and programmatic MIS).

30) Benefits of the project to the corporate donors (in general or with reference to specific expected donors):

Name of corporate donor (if known):

Sector (if known):

Thrust area of company (if known/anticipated):

Benefits expected to corporate donor:

ANNEXURE I:

Details on **three** current projects by the organization:

PROJECT AND NAME	STATUS (ongoing/proposed)	BLOCK, DISTRICT, STATE	THEMATIC AREA	TARGET POPULATION	TENURE OF PROJECT	INTERNAL/EXTERNAL HUMAN RESOURCES AVAILABLE	TOTAL PROJECT AMOUNT/ GRANT AMOUNT AVAILABLE	IF ANY FUNDER HAS EXPRESSED INTEREST IN COLLABORATING , then PROVIDE DETAILS ON TENURE, AREAS AND AMOUNTS

ANNEXURE II:

Financial Documents

- a) Copy of Registration Certificate of the entity.
- b) Copy of Registration Certificate u/s 12AA of Income Tax Act 1961.
- c) Copy of exemption certificate u/s 80G of Income Tax Act, 1961.
- d) Copy of Registration certificate under FCRA.
- e) Copy of Audited Financial Statements viz. the Auditors Report, Balance Sheet, Income and expenditure A/c.
- f) Receipt and Payment A/c, All schedules and notes forming part of accounts, for the latest three years.
- g) Copy of Utilization Certificate of any previously undertaken projects which are identical to/resemble the project proposed for the proposal bank.
- h) Copy of Income Tax Return for the latest year and any Income Tax Assessment Orders/Intimation received in the last three years.
- i) Detailed Budget and Cash flow Statement (for the project period) of the project proposed for the proposal bank.