

---

## GUIDELINES FOR RESIDENTIAL TRAINING PROGRAM

[http://www.grassrootsinstitute.in/ift\\_programs.html](http://www.grassrootsinstitute.in/ift_programs.html)

Application Deadline: 30 September 2011

---

### TRAINING BACKGROUND

During the implementation of development projects various case studies and stories and success stories generate that can not only reveal the processes of execution but also give rise to many learnings. But these stories remain undocumented due to the lack of necessary skills at the part of organization.

Usually the NGOs, CSR groups, INGOs, support agencies or Government agencies keep on depending on external consultants for documenting the case stories/studies, but strengthening own capacities is sustainable and cost-effective way. This residential IFT program is to impart skills among project executives of how to write case studies and success stories and to publish them. This residential IFT program will focus more on practice than the theory, and would be participatory.

This IFT program will focus more on practice of planning and writing the proposal for getting financial support. The training is fit for NGO managers, government executives and all others who are involved in project management.

### WHO CAN APPLY FOR IFT ► CERTCSS

- NGO workers & managers
- Development (Government) projects executives
- Executives of support/funding agencies
- Executives of CSR groups

- Students interested in project development
- Others involved in project management

### VENUE OF IFT ► CERTCSS

Hotel Goverdhan Tourist Complex  
Shahcoolie, Fatehpur Sikri (AGRA) -283110  
Tel: +91-5613-282643  
Web: [www.hotelfatehpursikriviews.com](http://www.hotelfatehpursikriviews.com)

### MEDIUM OF IFT ► CERTCSS

The medium of instructions will be mix of Hindi and English. Participants can speak and write in English or Hindi. Having the habits of writing will be helpful in doing practice.

### LEARNING STRATEGY & FEATURES

- Participatory learning methodologies
- Substantive reflections of participants' own personal capacities
- Group deliberation and experiential activities
- Field visits and group work
- Handouts and reading materials
- Visuals and pictorials
- Residential venue and learning practice without formal time limits

### LAST DATE OF REGISTRATION

Deadline for Application: 30 September 2011  
Deadline for Receipt of Fees: 5 October 2011

Early applications will be given priority. The moment the seats are full, accepting further applications will be stopped. Applicants whose fees towards cost is received will only be confirmed with the places.

## AVAILABILITY OF PLACES

Total no. of seats: 24

The places will be filled on first come first served basis.

## MODULE OF IFT ► CERTCSS

Tentative module of the training is as under:

### Day.1: 17 October [11.00 am – 6.00 pm]

- Introduction
- Brief of Process Documentation
- What is Case Story
- What is Case Study
- Techniques of Case Story Writing
- Success Stories & Problem Stories
- Peer Review and Learning Exercise
- Local Field Work for data collection
- Workshop of Case Story Writing

### Day.2: 18 October [9:30 am – 6.00 pm]

- Case Study Research
- Composition of Case Study
- Peer Review and Learning Exercise
- Field Visit to Villages
- Workshop of Case Study Writing

### Day.3: 19 October [9:30 am – 5:30 pm]

- Workshop of Case Study Writing (continued)
- Presentation and Analysis of Written Case Stories
- Presentation and Analysis of Written Case Studies
- Photo Story Writing
- Video Documentation of Case Studies & Stories
- Local Field Visit and Workshop of Photo Story Writing

### Day.4: 20 October [[9:30 am – 3:00 pm]

- Photo Presentation with Case Story/Study
- Publishing of Case Story
- Publishing of Case Study
- Linking the Case Story/Study in other Documents/Reports

\* *The module is subject to change.*

## ELIGIBILITY TO PARTICIPATE IFT ► CERTCSS

You are eligible if you fulfill the following criteria:

- (i) You have habits of writing;
- (ii) You implement or coordinate the development project;
- (iii) You have at least 2 years of field experience;
- (iv) You have adequate knowledge of Hindi or English language;
- (v) Your application is approved by your Head of Institution; and
- (vi) You agree to follow the rules of participating the training and sign the declaration (given in application form).

## ACCOMODATION & LOGISTICS

Place of training, Hotel Goverdhan Tourist Complex, is renowned ethnic resort in historic town of Fatehpur Sikri (Agra). Hotel Goverdhan Tourist Complex, since its establishment in 1991, has been a top choice of travelers to stay in the town, situated in the down town and offers ultra modern facilities keeping the balance of gadgetry and basic features of a hotel. It's strategic location and close distances from the prominent tourist spots makes it a distinctive accommodation option. The accommodation at the hotel comprises finely furnished rooms. All are spacious with attached bathrooms, running hot & cold water, telephone, etc.

Accommodation in standard rooms will be provided on TWIN SHARED basis. Rooms are equipped with linen, quilt, chair, table, attached toilet-bath, etc. Daily cleaning of rooms is ensured. TV is available in the room. Service is prompt.

Water supply is generally adequate in the hotel. However, the possibility of occasional interruption in water supply cannot be ruled out, viewing the scarcity of water all over.

Accommodation for participants will be available from 9 am of 17 October 2011 till 4 pm of 20 October 2011. Before or after this duration, the accommodation will not be availed by the organizers. Residing in Hotel Goverdhan Tourist Complex before or after the specified timings will be the responsibility of the participant at his/her own cost.

To see the glimpses of Hotel Goverdhan Tourist Complex, please look [website](#).

## FOOD & REFRESHMENTS

During the training vegetarian food will be served. From 17 October 2011 till 20 October 2011, breakfast, lunch and dinner (except on 20<sup>th</sup> Oct) will be served everyday. Morning bed tea will be served on 18, 19 and 20 October 2011. Tea will also be served twice during 4 days of the training sessions.

## TRAINING FEES FOR IFT ► CERTCSS

### For Indian Participants

A non-refundable Training Fee of Rs. 10,000 per participant is to be paid through DD once the Application is approved.

The DD should be made in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Receipt for fee amount will be produced. The fee amount can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Coordinator Training before depositing the amount.

Above nominal fee is towards the cost of (i) accommodation, (ii) food, (iii) reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) training facilitation, and (vi) general guidance.

### For Foreign Participants

A non-refundable Training Fee of US \$ 400 per participant is to be paid through DD once the Application is approved. DD should be made in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Receipt for fee amount will be produced. The fee amount can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Coordinator Training before depositing the amount.

Above nominal contribution is towards the cost of (i) accommodation, (ii) food, (iii) reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) training facilitation, (vi) release of official offer letter to facilitate visa process, and (vii) general guidance.

## HOW TO APPLY AND REGISTER?

### Step-I:

Applicants should fill in the Application Form which is attached separately or can be downloaded from [http://www.grassrootsinstitute.in/ift\\_programs.html](http://www.grassrootsinstitute.in/ift_programs.html), and submit it by e-mail [info@grassrootsinstitute.in](mailto:info@grassrootsinstitute.in) quickly to the Grassroots Institute. In case of difficulty, one can request Application Form through e-mail.

### Step-II:

If the applicant is found eligible, he/she will be immediately informed and asked to send the amount of requisite training fee through Demand Draft drawn in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Along with the payment, the applicant should also send the hard copy of Application Form duly approved by the Head of Institution and signed by the applicant himself/herself. The DD is to be sent by SPEEDPOST (from India) or AIRMAIL (from outside India) to: *Mr. Chuni Lal (Coordinator Training)*, GRASSROOTS INSTITUTE, PO Building, Banjar – 175 123 Distt. Kullu (HP), Tel: 01903-200202, +91-9418133427

### Step-III:

After dispatching the DD and hard copy of the Application Form, the

applicant is expected to inform Mr. Chuni Lal, Grassroots Institute on his mobile telephone (+91-9418133427).

*\* Please note that the candidature for this training is non-transferable. No other candidate would be accepted in place of the applicant.*

## TRAVEL & TRANSPORT EXPENSES

The travel and transport expenses to Agra (and Fatehpur Sikri) and back would be taken care of by the participant or sponsoring organization. The organizers will not be responsible for any travel or transport expenses and or arrangements. Applicant is required to make his/her own bookings etc. Moreover, the organizers cannot arrange for receiving the participants at Bus Stand, Railway Station or Airport of Agra. It will be the responsibility of the participants to reach the venue of training.

## HOW TO REACH AGRA & FATEHPUR SIKRI

There are many trains, buses and flights connected to Agra from where Fatehpur Sikri is nearly 45 km away and accessible by bus.

### By Air

Many flights are available to Agra, which are operated by various domestic airlines in India. From airport of Agra to Fatehpur Sikri, there are lot many buses and taxis available.

### By Rail

Agra is connected to all major cities of India through extensive rail network. Agra is about 2-3 hours away by train from India's capital city of Delhi. You can reserve your rail tickets through your booking agent or by visiting: <http://indianrail.gov.in/> from anywhere in India or the world. From Agra's railway stations, there are frequent buses and taxis available to Fatehpur Sikri.

### By Road

Fatehpur Sikri is situated 45 km west of Agra city. There are various buses available both from Agra as well as Bharatpur.

## ABOUT THE GRASSROOTS INSTITUTE

Grassroots Institute aims to strengthen the grassroots action for social transformation through mainstreaming innovative learnings. Grassroots Institute was established by Grassroots India to support the grassroots action for change through training, research, skill upgradation and professional education. Presently, the Grassroots Institute is an independent institution that is in evolution phase being operated from Banjar (Kullu) in Himachal Pradesh. For further information about the GI, please contact: [info@grassrootsinstitute.in](mailto:info@grassrootsinstitute.in).

## CONTACT FOR FURTHER ENQUIRY

MR. CHUNI LAL

*Coordinator Training*

**Grassroots Institute**

PO Building, Banjar - 175 123 Kullu (HP), India

Tel: 01903-200202, 09418133427

E-mail: [info@grassrootsinstitute.in](mailto:info@grassrootsinstitute.in)

Websites: [www.grassrootsinstitute.in](http://www.grassrootsinstitute.in)

*Mr. Dinesh Kumar Singh*

**GRASSROOTS INSTITUTE**

National Liaison Office:

Post Box 9726, New Friends Colony

New Delhi – 110 025 India

Tel: 011-26955452, +91-9910188948

E-mail: [info@grassrootsinstitute.in](mailto:info@grassrootsinstitute.in)

Websites: [www.grassrootsinstitute.in](http://www.grassrootsinstitute.in)

## DOWNLOADS

[IFT CertPPP Brochure](#)

[IFT CertPPP Application Form](#)

Progress of our past trainings on may be seen by visiting the link:  
[http://www.grassrootsinstitute.in/previous\\_training.html](http://www.grassrootsinstitute.in/previous_training.html)

## TOURIST ATTRACTIONS OF AGRA

Agra is the third largest city in the state of Uttar Pradesh in India and a prominent tourist destination in the country. Millions of tourists visit Agra from all across the world every year to see the beauty of majestic Taj Mahal and other historical monument lying every where in the city. Agra is primarily witness of Mughal architectural excellence and their love for structural designs. Agra is also a prime center of rich cultural heritage and art in India. Agra hosts the most beautiful wonder of the world the great Taj Mahal. This is a mausoleum of the King Shah Jahan's beloved wife Mumtaz Mahal. The construction of Taj Mahal was begun in 1630 and took 23 years to complete in the year 1653. Made up of white marble, Taj Mahal Agra changes its shades throughout the day with the sunlight. The Red Fort Agra is also located on the other side of the river Yamuna and the top of the Fort presents a beautiful view of Taj Mahal. The Red Fort was constructed by the great Mughal King Akbar between 1565 and 1574 but most of the beautification work was done by his son Shah Jahan. Etmad-Ud-Daulah and Sikandra are other two important sites to be visited in Agra.

Further information can be accessed from the following websites:

<http://www.up-tourism.com/destination/agra/agra.htm>  
<http://www.agraindia.org.uk/>  
<http://agra-india.com/>  
<http://wikitravel.org/en/Agra>  
<http://www.aviewoncities.com/agra/fort.htm>  
<http://agra.nic.in/tourist.htm>

## TOURIST ATTRACTIONS OF FATEHPUR SIKRI

Fatehpur Sikri is the former capital of India and the city built by Mughals. It was built between the years 1571-1585 AD. Due to the lack of water resources, the capital of Mughals was shifted from here to Agra in 1585 according to the history. Fatehpur Sikri mainly has two attractions which include the Buland Gate, Mosque of the Saint Chisti in one Premise and the palace of all the queens of great Emperor Akbar in the other. Though, It has many other small sites to be seen but they are not properly accessible. Fatehpur Sikri is gradually becoming a top choice

of travellers to stay for 3 or more days so as to visit Taj Mahal and Red Fort in Agra and Keoladev Ghana Bird Sanctuary in Bharatpur from here as the day trips. Few travelers feel that Fatehpur Sikri is much quieter and cleaner than the Agra and Bharatpur.

Further information can be accessed from the following websites:

<http://whc.unesco.org/en/list/255>  
<http://taj.ind.in/fatehpur-sikri>  
<http://www.taj-mahal-india-travel.com/monuments-places-to-visit/fatehpur-sikri.html>  
<http://www.sscnet.ucla.edu/southasia/Culture/Archit/Fateh.html>  
[http://asi.nic.in/asi\\_monu\\_whs\\_fatehpursikri.asp](http://asi.nic.in/asi_monu_whs_fatehpursikri.asp)  
<http://www.agraindia.org.uk/fatehpur-sikri/index.html>  
[http://www.pbase.com/yarbird/india\\_uttarpradesh\\_fatehpur](http://www.pbase.com/yarbird/india_uttarpradesh_fatehpur)

## TOURIST ATTRACTIONS OF BHARATPUR

Bharatpur- The 'Eastern Gateway to Rajasthan', was founded by Maharaja Suraj Mal in 1733 AD, it was once an impregnable well fortified city, carved out of the region formerly known as Mewat. The trio of Bharatpur, Deeg and Dholpur has played an important part in the history of Rajasthan. The place was named as Bharatpur after the name of Bharat, the brother of Lord Rama, whose other brother Laxman was worshipped as the family deity of the Bharatpur. The legends say the rulers Laxman's name is engraved on the state arms and the seals.

Further information can be accessed from the following websites:

<http://bharatpur.nic.in/>  
<http://www.bharatpursanctuary.com/>  
<http://ugconnect.net/~zzhsoszy/ips/b/bharatpur.html>  
<http://www.indianwildlifeportal.com/wildlife-sanctuaries/bharatpur-wildlife-sanctuary.html>

Grassroots Institute would be happy to facilitate your travel plans before and after the IFT Program. On receiving the payment we may also book the train or bus tickets for the participants coming from outside India.