

REASON FOR CHOOSING VTH IFT ● CERTPPP

Project planning or plan making is essential step before submission of a written proposal to an agency. Planning and writing of the proposals are critical components of project management. Today perhaps there is no agency that does not seek written proposal before sanctioning a project. Thus project planning and proposal writing are extremely important for NGOs and Government agencies that wish to seek sponsorship, funding or just support from national or international support agencies.

Usually the NGOs or Government agencies keep on depending on external consultants, but strengthening own capacities is sustainable and cost-effective way. It is not only the NGO personnel who are generally weak in preparing proposals but the Government personnel also lack necessary skills in writing grant proposals.

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.

OBJECTIVES OF VTH IFT ● CERTPPP

- To sharpen the skills of NGO managers, government executives or alike on 'project planning and grant writing'; and
- To develop professional competence of participatory planning processes and steps of a

project among the project managers and field executives especially belonging to development sector.

MODULE OF VTH IFT ● CERTPPP

Tentative module of Vth IFT is as under:

Day.1

- Introduction
- Participatory Planning of Project
 - › Participatory methods for situational analysis
 - › Analysis of problems and opportunities
 - › Analysis of objectives to be addressed
 - › Preparation of Action Plan

Day.2

- Factors to Consider before Writing Proposal
- Structure of Project Proposal
- Techniques of Writing of
 - › Summary
 - › Introduction
 - › Problem/Need
 - › Objectives
 - › Activities and Methods
 - › Time Plan/Schedule
 - › Outcomes/Results
 - › Monitoring and Evaluation
 - › Sustainability
 - › Risks and Risk Management
 - › Other Aspects
- Preparation of Budget

Day.3

- Field Visit to villages and Practical Exercise on participatory planning of project and writing the proposal accordingly
- Presentations of Practical Exercises and Open Discussions

Day.4

- Preparation of Log Frame
- Essential Precautions before Project Submission
- Funding Agencies and their Operational Areas
- Tips of Networking with Funding & Support Agencies

*The module is subject to change.

WHO CAN PARTICIPATE VTH IFT ● CERTPPP?

- NGO workers & managers
- Development (Government) projects executives
- Executives of support/funding agencies
- Others involved in project management

MEDIUM OF VTH IFT ● CERTPPP

The medium of instructions will be English and Hindi mix. Knowing English or Hindi is essential for participating the Vth IFT.

LEARNING STRATEGY & METHODS

- Combination of theory and practice (more)
- Critical and substantive reflections of participant's own personal capacities

- Group deliberation and experiential activities
- Handouts and reading materials
- Visuals and pictorials

PLACE & VENUE OF VTH IFT ● CERTPPP

The place of training is fixed to be in Kathgodam, Nainital. The Venue of Training would be communicated a week before the training is scheduled to begin.

ACCOMMODATION & LOGISTICS

During the training vegetarian food (breakfast, lunch, dinner) and tea will be served. The accommodation will be provided on Sharing basis.

COST OF VTH IFT ● CERTPPP

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

For Indian Participants

A non-refundable Training Fee of Rs. 9000 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 contribution amount will be produced. The

training fee 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 contribution.

For Foreign Participants

A non-refundable Training Fee of US \$ 300 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. Receipt for contribution amount will be produced.

DEADLINE FOR APPLICATION & PAYMENT

Application Submission: 16 August 2011
Payment of Contribution: 20 August 2011

TRAVEL FOR VTH IFT ● CERTPPP

The travel and transport expenses to Kathgodam, Nainital (and venue of training) and back would be taken care of by the participant(s) or sponsoring organization. The organizers are unable to support for any travel or transport expenses and or arrangements. Applicant is required to make his/her own bookings etc. to travel by bus or train. The organizers may only guide.

HOW TO REGISTER?

Applicants should fill in the Application Form that can be downloaded from our website, and should submit by our e-mail quickly to the Grassroots Institute. Registration will be done on receipt of Contribution only.

AVAILABILITY OF PLACES

Vth IFT has vacancies for 24 persons only. The places will be booked on first come first served basis. Having < 15 participants registered the IFT may be postponed further.

WHOM & WHERE TO CONTACT?

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