

**REASON FOR CHOOSING VITH 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.

**WHO CAN PARTICIPATE VITH IFT ● CERTPPP?**

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

**MODULE OF VITH IFT ● CERTPPP**

Tentative module of Vith IFT is as under:

**Day.1: 21 May [11.00 am – 6.00 pm]**

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

**Day.2: 22 May [9:30 am – 6.00 pm]**

- Tips 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: 23 May [9:30 am – 5:30 pm]**

- Field Visit to villages and Practical Exercise for participatory planning
- Presentations of Practical Exercises and Open Discussions

**Day.4: 24 May [[9:30 am – 3:00 pm]**

- Preparation of Log Frame
  - Essential Precautions before Submission
  - Funding Agencies and their Operational Areas
  - Tips of Networking with Support Agencies
- \*The module is subject to change.

**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 VITH IFT ● CERTPPP**

Kohinoor Heritage Resort  
Naggar Castle, Manali-175130 (Dist. Kullu) HP  
Tel: +91-1902-248517  
Web: [www.kohinoorheritageresort.com](http://www.kohinoorheritageresort.com)

**ACCOMMODATION & LOGISTICS**

Place of training, Hotel Kohinoor Resort, is one of the nicest locations in tourist city of Manali.

Participants will be provided with the accommodation on DOUBLE SHARED basis. Rooms are equipped with linen, quilt, chair, table, attached toilet-bath, etc. Daily cleaning of rooms is ensured. 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 in the mountains. Electricity supply is plenty, with generator facility. LCD projector available.

#### COST OF VITH 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), and (v) general guidance.

A non-refundable fee of Rs. 7,200 per participant (for Indians) or INR 9,500 per participant (for South Asian nationals) or US\$ 250 per participant (for foreign nationals) 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 can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Head of Operations before depositing the fee.

#### DEADLINE FOR APPLICATION & PAYMENT

Application Submission: 10 May 2012  
Payment of Training Fee: 15 May 2012

#### TRAVEL FOR VITH IFT ● CERTPPP

The travel and transport expenses to Manali/Kullu 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, train or air.

#### MEDIUM OF VITH IFT ● CERTPPP

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

#### 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 Training Fee only.

#### AVAILABILITY OF PLACES

Vith 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?

Mr. Chuni Lal (Head of Operations)  
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Exclusive Trainings  
offered by: