

TRAINING BACKGROUND

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 THE TRAINING

- ▶ 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.

WHO CAN APPLY FOR INTENSIVE FIELD TRAINING

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

VENUE OF INTENSIVE FIELD TRAINING

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

MEDIUM OF INTENSIVE FIELD TRAINING

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

LEARNING STRATEGY & FEATURES

- ▶ 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

LAST DATE OF REGISTRATION

Deadline for Application: 10 May 2012
Deadline for Fee amount Receipt: 15 May 2012

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

AVAILABILITY OF PLACES

Total no. of seats in each Batch: 24

The places will be filled on first come first served basis. Having < 15 participants registered the IFT may be postponed further.

MODULE OF INTENSIVE FIELD TRAINING

Tentative module of the training 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.*

ELIGIBILITY TO PARTICIPATE INTENSIVE FIELD TRAINING

You are eligible if you fulfill the following criteria:

- (i) You have habits of planning and writing;
- (ii) You implement, coordinate or manage the development project;
- (iii) You have at least 2 years of field experience;
- (iv) You have adequate knowledge of English or Hindi 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).

FOOD & REFRESHMENTS

During the training vegetarian food will be served. From 21 May 2012 till 24 May 2012, breakfast, lunch and dinner (except on 24th May) will be served everyday. Morning bed tea will be served on 22, 23 and 24 May 2012. Tea will also be served twice during 4 days of the training sessions.

ACCOMMODATION

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

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 21 May 2012 till 4 pm of 24 May 2012. Before or after this duration, the accommodation will not be availed by the organizers. Residing in Hotel Kohinoor Resort before or after the specified timings will be the responsibility of the participant at his/her own cost. To see the glimpses of Hotel Kohinoor Resort, please look [website](#).

CONTRIBUTION TOWARDS IFT COST

For Indian Participants

A non-refundable Training Fee of Rs. Rs. 7,200 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 \$ 250 per participant (for Foreign nationals other than South Asians) or INR 9,500 (for South Asian 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 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> and submit it by e-mail 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 contribution through Demand Draft drawn in favour of GRASSROOTS INSTITUTE payable at Delhi. 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) to: *Mr. Chuni Lal (Head of Operations)*, 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 Kullu-Manali 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 or Airport of Kullu-Manali. It will be the responsibility of the participants to reach the venue of training.

HOW TO REACH THE PLACE OF TRAINING ?

There is no train route to Kullu-Manali. However, the trains go upto Chandigarh. You can reserve your rail tickets through your booking agent or by visiting: <http://indianrail.gov.in/> .

Best way to reach the place of training is to catch bus from Delhi. Regular buses are available from ISBT Kashmere Gate in Delhi to Kullu-Manali. Buses are of several types: ordinary state buses, semi-deluxe state buses, deluxe state buses, deluxe luxury buses, or Volvo buses. One can get buses from Chandigarh also. From the bus one has to get down at Patlikuhl or Kullu. Please note that it is better to book buses well in advance due to rush of tourists.

Bookings for different modes of transport may be made by contacting the following:

|| Bus from Delhi to Kullu (13 hours journey)
HP Tourism: +91-11-23325320, 23324764
TCIL: +91-11-23416081-85, 23418023

|| Bus from Chandigarh to Kullu (8 hours journey)
*all types of buses are frequently available from Sector-17 Bust Station in Chandigarh (no need of reservation)

|| Flight Connectivity

Various domestic flights are available to Kullu. Kullu airport is located in Bhutar which is 4-5 km away from main Kullu city. Please see the schedule of flights at the link: <http://wikitravel.org/en/Kullu> and <http://wikitravel.org/en/Manali> . Indian Airlines, Deccan Air and Jagson Airlines operate from Delhi and Chandigarh to Bhuntar (Kullu)

*Reserve your return ticket from your travel agent in your city/town.

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 .

CONTACT FOR FURTHER ENQUIRY

MR. CHUNI LAL (*Head of Operations*), **GRASSROOTS INSTITUTE**
PO Building, Banjar - 175 123 Kullu (HP), India Tel: 01903-200202, 09418133427
E-mail: info@grassrootsinstitute.in Websites: www.grassrootsinstitute.in

TOURIST ATTRACTIONS OF KULLU & MANALI

Manali is hot destination for tourists as it lies on silk route going to Ladakh and Hindukush-Himalayas connecting the Central Asia. There are more than two dozens of attractions in Manali and Kullu for the tourists. Further information can be accessed from the following websites:

<http://wikitravel.org/en/manali>
<http://himachaltourism.nic.in/kulu.htm>
<http://www.touristplacesinindia.com/manali/tourist-attractions.html>
<http://himachaltourism.nic.in/shim.htm>
<http://himachaltourist.com/shimla/index.htm>
www.greathimalayannationalpark.com

Progress of our past trainings on may be seen by visiting the link:
<http://www.grassrootsinstitute.in/previous-training.html>