

## National Medicinal Plants Board

### PROFORMA FOR PROJECTS RELATING TO IEC, CAPACITY BUILDING AND OTHER PROMOTIONAL ACTIVITIES

#### PART – I

1. Title of the project.
2. Name of the organization with full address, telephone, fax and e-mail ID.
3. Status.
4. Registration number and data (for NGO, Trusts and Companies). NGOs and companies should also send the Articles of Association, Memorandum of Association and Annual Report.
5. Name of the Principal Investigator/Project Leader and Co -PIs and their full address.
6. Brief introduction of concept and justification of the project (detailed project to be enclosed. The detailed project report should contain the profile of the project area, objectives, problem identification, suggested solutions and alternatives along with anticipated physical and financial benefits, preliminary investigation if any carried out, assumptions made, outcomes both in terms of products and process, likely impact on the adjoining area/society, sustainability, activities, target population, beneficiaries, expertise available with the organization, ).
7. Project period.
8. Detailed infrastructure available
9. Physical targets and financial outlays.
10. Benefits from the project (both tangible and intangible).
11. Internal monitoring and evaluation mechanism.
12. Summary of the work particularly in medicinal plants sector undertaken by the organisation /PI in the last 3 years.
13. Other sources of financial assistance received by the applicant/organization if any so, furnish details.

14. Details of financial assistance already received from the Board, if any may be given in the following proforma:

Year	Amount of grant	Purpose in brief	Total expenses incurred
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Amount of grant utilized	Has utilization certificate been accepted by the Board	Remark	
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15. Detailed Bio-data (including details of published work) of PI & CoPI

Note :

- i) Proof of land ownership/leasehold and market mechanism (wherever applicable) to be submitted.
- ii) Costing pattern to be provided in the form of schedule of rates as applicable.
- iii) Supporting documents including map (where applicable) must be attached.

16. Certified that:

- i) The organization shall abide by all the 'Terms and Conditions' of the grant stipulated in the operational guidelines of the scheme of NMPB, Department of AYUSH, Government of India.
- ii) All records and reports related to the project have been maintained separately and shall be shown and furnished as and when required by the Department of AYUSH or its authorized representatives.
- iii) Project shall be open for evaluation of physical progress and utilization of funds at the discretion of Department of AYUSH.
- iv) The undersigned shall be responsible for the authenticity of the information and documents furnished in the application and proposal.
- v) Department of AYUSH shall have the right to recover the grant or take legal action against the organization for any default or deviation from the terms and conditions of sanction of grant.
- vi) No financial assistance/grant has been sought and or obtained from any Central or State Govt. organization.

**Date:**

**Signature of Authorised Authority**

**PART – II:- TECHNICAL DETAILS OF THE PROJECT**

1. Description of the problem.
2. Alternatives strategies possible.
3. Objectives of the project
4. Suggested solutions.
5. Project coverage in geographical spread, demography and socio – economic profile of the area (wherever required).
6. Work Plan
7. Physical targets, six monthly milestones (for training and capacity building the target group to be trained , the duration and number of training programmes and the subject matter of the training programme be clearly mentioned)
8. Financial outlays (recurring and non-recurring along with detailed break up of recurring and non-recurring components).
9. Expertise available with the organization. (If certain expertise/skills are to be outsourced namely institutions/experts along with their concurrence).
10. Outputs and outcomes (both tangible and intangible), incremental incomes, employment, number of beneficiaries, gender development etc. (Wherever applicable)
11. Likely impact on the adjoining area and society.
12. Exit strategy/sustainability.
13. Suggested parameters for monitoring during and after the project.

**Signature of the Project Leader**

**Signature of the Head of the Organisation**