



Government of West Bengal

**Scheme for Financial Assistance to
NGOs implementing projects for
Developments & Welfare of Minorities**

**Minority Affairs and Madrasah Education
Department**

**SCHEME FOR FINANCIAL ASSISTANCE TO NGOs IMPLEMENTING
PROJECTS FOR DEVELOPMENT & WELFARE OF THE MINORITIES.**

(Effective from _____)

**Government of West Bengal
Minority Affairs & Madrasah Education Department**

MINORITY AFFAIRS AND MADRASAH EDUCATION DEPARTMENT

**Scheme for Financial Assistance to NGOs implementing projects for Developments
& Welfare of Minorities**

(Issued Vide GO No. 459-MD/15M-8/07 dated 27 March 2008)

Background :

Government of West Bengal is committed to the accelerated development of the minorities with a view to uplifting their socio-economic and educational status. Pursuant to this commitment, several new schemes and activities have been taken up by the government. Many Non-Governmental Organizations (NGOs) are also working towards development and welfare of minorities. Such NGOs would be supported by the State Government to enhance their effectiveness and reach.

Objective:

The objective of the scheme is to provide financial support to NGOs working for development and welfare of minorities, particularly in the area of health, education and skill development to meet their critical resource and infrastructure gap so as to enhance their effectiveness and reach. While the focus will be on providing one time non recurring grant for creation of infrastructural facilities, however innovative projects would be encouraged and considered for support beyond infrastructural facilities in special cases.

Amount and purposes of grant

The amount of financial assistance provided for one activity / project / scheme at particular location by an NGO shall not ordinarily exceed Rs. 5 lakh only. No NGO shall be eligible for more than one grant in a single financial year except in cases where an NGO works at more than one location. The purpose of the grant shall ordinarily be restricted to development of infrastructure like rooms for use in teaching or imparting job-oriented skill / training, medical consultation, patient's waiting rooms, laboratories, hostels, library room, drinking water and toilet facility, purchase of library books, laboratory equipments, medical equipments, furniture equipment for use in vocational / technical training or skill development, etc. Assistance for operational cost could be considered for innovative projects by promising NGOs.

Eligibility Criteria :

- a) The NGO should be registered as a Trust / Society /Company with the appropriate registering authority.
- b) The NGO must have at least two years experience in implementing Minority related projects on Education, Health and Skill Development. Alternately, if the NGO is seeking to start a new project / expand its existing projects to minority-concentrated areas, then the NGO must have at least 5 years of experience in the relevant field.
- c) The NGO must have minimum administrative infrastructure of its own to run the project.
- d) The Economic status of the NGO must be viable.
- e) The scheme or unit benefiting must be located in the vicinity of the habitation of minority people, so that the majority of the beneficiaries of the scheme are people from the minority community.

Procedure

Application should be made in prescribed format and submitted to the Director, Minority Development & Welfare with the following documents.

- a) Attested copy of all documents relating to registration, objectives, by laws, governing body along with audited annual accounts for last 2 years.
- b) Copy of the last annual return submitted to the registering authority.
- c) If running, project is to be funded : Highlights of last two years performance and achievement. If new project / scheme : Experience in operating similar schemes, and highlights of major schemes over past two years.
- d) Details of the project for which funding is sought.
- e) Estimate of the work for which grant is prayed for. The sources of own funds – amounting to 10% of total estimated cost-should be indicated.
- f) Time schedule showing progress of project and funds required
- g) Copy of statement of bank Account for last six months
- h) Any other credential of appreciation or document that is relevant.

Funding pattern and utilization :

- a) Funding will be made in participatory mode. At least 10% of the estimated cost of the work for which grant is prayed for should be borne by the NGO and remaining 90% will be provided by the Department subject to availability of fund.
- b) Before the sanctioned amount is released the NGO should produce evidence of availability of 2.5 percent of the estimated cost, and indicate sources of remaining 7.5 percent of its own contribution.
- c) The assistance extended by the *Minority Affairs Department* will take the form of a 5 year cumulative loan with the physical assets created out of the assistance as guarantee. After five years of operating of the projects, the Department will convert the loan to grant by writing-off the loan. On the other hand, if the NGO winds up the project funded, and shifts the funds to a non-minority concentrated area, repayment of the loan will be sought. This will effectively tie the funds to minority-concentrated areas.
- d) Copies of utilization certificate should be submitted with audited annual accounts of the concerned year to the Director, Minorities Development & Welfare by the end of April of the next financial year.
- e) Photographs of the assets created duly authenticated by the NGO should be submitted with the utilization certificate.

Sanctioning of grant :

- a) Applications will be properly scrutinized in the Minority Affairs and Madrasah Education Department particularly with respect to credibility of the NGO. A list of selected NGOs with amounts of grant will be finalized by a Committee headed by the Secretary, MA & ME Department with Director (MDW) as convener. The committee will have an eminent person working on welfare of minorities and an officer of the Finance Department as other members.
- b) List of selected NGOs will be prepared on the basis of need based activities and their functioning in the Minority concentrated areas and availability of fund.
- c) After the sanction is made, the amount will be allotted to the Director, MDW for those NGOs which are functioning in Kolkata Municipal Corporation area. Allotment of fund for NGOs in districts will be sent to the respective District Magistrate or the District Minority Development & Education Officer when such post is created, for drawing and disbursing the same.
- d) NGOs will, after completion of work, submit utilization certificate to the DDO who will transmit the same to the Director, MDW.

Review & Monitoring .

- a) Progress of utilization and the performance of the NGO will be reviewed by the District Level Committee already constituted for Minorities Development & Welfare.
- b) In Kolkata Director, MDW will review the progress from time to time.
- c) District Minority Development & Education Officer will monitor utilization of the grant for benefit of the target group in the district.
- d) NGOs will submit to the Director, MDW every year the details of students admitted and of those who completed the concerned course.
- e) Rural and urban local bodies shall be kept informed of the NGOs working their in their jurisdiction so that they can oversee the implementation of the project and thus avoid duplication in regard to allocation of funds.

i.

FINANCIAL ASSISTANCE

- i) Total cost-estimate (in case of construction works, the plan estimate should be as per PWD schedule and vetted by appropriate authority)
- ii) Contribution of the NGO
- iii) Amount of assistance sought

ii. **DOCUMENT TO BE ENCLOSED** (as required in the procedure section of the scheme guidelines)

- a)
- b)
- c)
- d)
- e)

OTHER INFORMATION IF ANY

Signature and Designation with Seal
of President / Secretary