

SUPPORT TO TRAINING AND EMPLOYMENT PROGRAMME FOR WOMEN (STEP)

The STEP Programme aims to increase the self-reliance and autonomy of women by enhancing their productivity and enabling them to take up income generation activities. It provides training for skill upgradation to poor and assetless women in the traditional sector viz. agriculture, animal husbandry, dairying, fisheries, handlooms, handicrafts, khadi and village industries sericulture, social forestry and wasteland development.

Objectives

- ? To mobilise women in small viable groups and make facilities available through training and access to credit.
- ? To provide training for skill upgradation.
- ? To enable groups of women to take up employment-cum-income generation programmes by providing backward and forward linkages.
- ? To provide support services for further improving training and employment conditions of women.

Implementing Agencies

The scheme is implemented through Public Sector Organisations, District Rural Development Agencies, Federations, Co-operatives and Voluntary Organisation registered under the societies Registration Act, 1860 or under the corresponding State Acts. Recipients of financial assistance under STEP are required to be bodies, organisations or agencies working in rural areas, although their headquarters may be located in an urban areas.

Target Group/ Beneficiaries

The target group to be covered under the STEP Programme includes marginalised, assetless rural women and the urban poor. This includes wage labourers, unpaid daily workers, female headed households, migrant labourers, tribal and other dispossessed groups, with special focus on SC/ST households and families below the poverty line.

Pattern of Assistance

(a) 100 Per cent assistance

- ? Project staff and administrative cost.
- ? Training-stipend, training of trainers, skill upgradation reinforcement, training-cum-production centres and raw material for training.

- ? Support to members for formation of co-operative societies, producers, workers co-operatives leading to formal legal organisation.
- ? Support services-education, general awareness, health-care, sanitation, nutrition/creche facilities for dependent children, wherever convergence of these services are not available will be provided as part of the project cost.
- ? Marketing support - marketing/sales personnel, stock provision and buyers credit godowns, marketing outlets, quality control and managerial support;

(b) 50 per cent assistance

Construction of individual worksheds and production centres not related with training 50 percent of the total cost on this complement will be borne by the Government of India and 50 per cent will have to be borne by the implementing agency.

(c) Working capital/raw material requirements

Financial assistance will be provided for working capital and raw material in a phased manner starting with 100 per cent during the first year, 50 per cent in the second year and 30 per cent in the third year of the project.

In percentage terms funding pattern will be restricted in the following manner of the total project cost

	(In percentage)
? Administration and Project staff cost	6
? Training –technical skill training and orientation of beneficiaries & project functionaries	20
? Infrastructure including marketing support quality control and Managerial support	25
? Raw material for training including equipment and other material required for training	25
? Establishment of development co-operatives wherever required- mobilis aation and strengthening of field level set ups where such support is not available through the existing set up	10
? Support services	8
? Overriding cost	6

Under this programme, up to 90 per cent of the project cost is given by the Government of India. The remaining 10 per cent will have to be borne by the implementing agency from its own sources or through sources other than Government of India. Grants are released to the implementing agencies in two installments each year. The project should cover at least 500 beneficiaries and the maximum could be 10,000 beneficiaries.

Eligibility conditions

- ? The implementing agencies must be registered at least for 3 years.
- ? Experience/existence in the sector concerned.
- ? To identify and set up link agencies which would facilitate the implementation of the project through their expertise, resources and experience.
- ? While selecting a non-governmental organisation as an implementing agency. It would be ensured that the selected organisation has adequate infrastructure and technical expertise in the sector.
- ? Its financial position should be sound and it should have facilities, resources, experience and administrative capabilities for undertaking the project.
- ? The project will be for a period of 2-4 years depending upon the nature, kind of activities and number of beneficiaries to be undertaken.

Procedure for Applying

The proposal in the prescribed format should be send through the state Government to

The Director (STEP)
Ministry of Women and Child Developmnt
1st Floor, Jeevandeep Building
Sansad Marg, New Delhi-110 001
Tel No. 011-23743980

Document to be enclosed along with the application

- (i) A copy of Registration Certificate
- (ii) Article of Association & Constitution of the Organisation.
- (iii) List of members of the Executive Committee with their occupation and background.
- (iv) Audited statement of accounts i.e. Receipts & Payments, Income & Expenditure and Balance Sheet for the last 3 years
- (v) Annual Report of the activities of the organisation for the preceding 3 years
- (vi) Outline Map of the project area
- (vii) State Govt. recommendation

Application Form

Support to Training and Employment Programme for women (STEP)

- Note: 1. The Application should be submitted in triplicate to the Child Development Programme Officer (CDPO) of the project area.
2. Applications either incomplete or without all enclosures will not be entertained.
3. Parts A & B should be completed by the applicant organisation and part 'C' by the CDPO and part D by the State Government.

Part -A- THE ORGANISATION

Sl. No.		
1.	Name and full Postal address of the head office of the Organisation District State Pin Code	
2.	Telephone No. With STD code	
3.	Fax No.	
4.	Do the bye laws of the NGO permit it to receive Govt. grants and implement women's Programme in the proposed project area?	
5.	Objectives of the Organisation	
6.	Brief History of the Organisation	
7.	Whether registered under Indian Societies Registration Act (ACT XXI of 1860) if so, give the number and date of registration	
8.	Whether the organisation is of all India character: if yes, give the address of its branches in different States including the State Branch which will run the short Stay Home with Phone No. Fax No. etc	
9.	Whether organisation is located in its own/rented building	
10.	Major activities of the Organisation in the last 2 years:	

Name of activity	Coverage			Expenditure
	Men	Women	Children	

16. Details of Managing Committee members of the Organisation:

Sl. No.	Name & Address	Male/ Female	Age	Occupation	Profession	Monthly Income

Part-B- Project Details

Sl. No.		
1.	Name of the project:	
2.	Duration of the Project:	
3.	No. of beneficiaries to be covered:	
SELECTION OF PROJECT AREA		
4.	Please furnish names of Districts and Blocks proposed to be covered and their type in the following table:	

TABLE-1

DISTRICTS	BLOCKS	RURAL/ URBAN	HILLY/ PLAIN	TRIBAL/ NON TRIBAL	DESERT/ FLOOD ZONE	COASTAL/ INTERIOR	IN- ACCESSIBLE /WELL CONNECTED

5.	What was the criteria used for selection of the above mentioned Districts and Blocks?	
6.	Does your organisation have its main office or branch office in the project area? If yes, please furnish the full postal address.	
7.	What is the distance between the Head-Office of your organisation and the project area?	
8.	Has the organisation implemented any project in the project area earlier? If yes, please furnish details in the following table:	

TABLE-2

Name of Block	Name of Project	Year of implementation	No. of Beneficiaries	Source of Funds	Expenditure (Rs. Lakhs)

9.	Please list out the main occupations of the people of the project area indicating the approximate percentage of population engaged in each occupation.	
10.	Are the Blocks proposed to be covered contiguous.	

Selection of Beneficiaries

11. Year-wise number of beneficiaries to be covered and cooperative to be formed

TABLE-3

Year	No. of beneficiaries	No. of Co-operatives
1 st year		
2 nd year		
3 rd year		
Total		

12. What was the criteria used for selection of beneficiaries? Whether a general assessment was made or a benchmark survey was conducted in the project area?

13. Please furnish the findings in the following table:

TABLE-4

Name of the block	Total Population	No. of Women in eligible category willing to join the project	No of them already covered etc.	No. of Women not yet covered (3-4)	Out of column 5, no. women with basic knowledge in the proposed activity
1	2	3	4	5	6
Total					

* No of women covered under similar programmes funded by central/State Government, Government agencies, private agencies or international agencies in the past 5 year may be furnished in the column.

14. Details of similar programmes implemented in the project area in the past 5 years:

TABLE-5

Name of Programme	Year of implementation	Implementing agency	Cost of Project	Source of funding	No. of beneficiaries covered

15. If no benchmark survey was conducted, when will the same be done?

EXPERIENCE

16. Has your organisation implemented similar projects earlier? If yes, please furnish details in the following table:

TABLE-6

Name of the Project	Project Area	Year of implementation	No. of beneficiaries	Source of funds	Expenditure (Rs. In Lakhs)

PHYSICAL PHASING OF THE PROJECT

Physical phasing of the project may be furnished in the following table:

TABLE-7

	Items	PHYSICAL TARGETS			
		1 st year	2 nd year	3 rd year	Total
1.	Administration (Appoint of staff)				
2.	Establishment of Co-operatives				
3.	Skill Upgradation Training				
4.	Raw material &				

	Equipment for training (Qty).				
5.	Infrastructure				
6.	Raw material & Equipment for production (Qty)				
7.	Marketing(Qty)				
8.	Others				

18. Detailed physical targets for each of the above 8 items may be furnished in the following table:

TABLE-8

Items	PHYSICAL TARGET			
	1 st year	2 nd year	3 rd year	Total

19. Year-wise cost of the project

Table-9

	Items	Cost of Project (Rs. in lakhs)			
		1 st year	2 nd year	3 rd year	Total
1.	Administration				
2.	Establishment of Co-operatives				
3.	Skill Upgradation Training				
4.	Raw material & Equipment for training				
5.	Infrastructure				
6.	Raw material & Equipment for production				
7.	Marketing				
8.	Support Services				
9.	Contingency				
	Total				

12.	Skill Upgradation Training								
13.	Raw material & Equipment for training								
14.	Infrastructure								
15.	Raw material & Equipment for production								
16.	Marketing								
17.	Support Services								
18.	Contingency								
	Total								

COST BENEFIT ANALYSIS

23. Total Production per beneficiary per annum, the selling rate and total income may be furnished in the following table:

TABLE-13

Year	Quantity	Rate	Total Income	Cost of Production	Net Income (4-5)
1	2	3	4	5	6
1 st year of Production					
2 nd year of Production					
3 rd year of Production					
4 th year of Production					
5 th year of Production					

* Information for one beneficiary for one year may be furnished.

Note: The net income of beneficiaries from the project should justify the investment proposed under this project. In case the rate of return is lower, the cost of the project should be reduced proportionately.

(Signature)

Date:

Part-C-Proforma for Pre-sanction Appraisal Report

Part -D-Recommendation by State Government

**PART-C-PROFORMA FOR PRE-SANCTION APPRAISAL
REPORT**

(Guidelines may be referred to before pre-sanction Appraisal)

1.	Name, Designation and full Address of the inspecting Officer	
2.	Date & time of visit	
3.	Name & full postal address of NGO	
4.	Is a name board prominently displayed by the NGO?	
5.	Have you inspected the original Registration Certificate of the NGO and is it satisfactory?	
6.	Are any managing committee members related to each other? If yes, names of members and their relationship*	
7.	Are the office bearers of the NGO associated with any other NGO? If yes, names of the NGO(s)*	
8.	Does the NGO have staff as mentioned in the application form? If not, please indicate the shortfall:	
9.	Are copies of the audited accounts submitted by the NGO true copies of the original?	
10.	What is the present bank balance of the NGO	
11.	Whether credit entries are available in the passbook for various income of the NGO mentioned in the audited account? If yes, what amount have been credited in the passbook for the following income?	
		199 -9 199 -9
	Donations	
	Members contribution	
	Sale of goods	
	Income from activities	
	Grants	
	Loan from members	
12.	Name the activities taken up by the NGO for which evidence was available	
13.	Is there any ongoing activity of the NGO? If yes, please visit some of them and report on proformance	
14.	Name the activities included in the audited accounts and annual report for which no evicence was available	
15.	Name the assets included in the Balance Sheet but not available for physical verification	
16.	Are the local people aware of the NGO and its	

	activities?	
17.	What is the opinion of local people about the NGO?	
18.	Have you come across any instance of misutilisation of funds or complaint involving the NGO? If yes, please give details*	
19.	In your opinion is the NGO capable of implementing the project applied for? Please give reasons	
20.	In your opinion, is there genuine need for project in the proposed project area? Please give reasons	

21. Has the NGO furnished details of beneficiareies proposed tobe covered? If yes, please visit a few of them and furnish the following information:

Name of Beneficiary	Whether Below Poverty Line	Whether genuinely in need of assistance under the project?

22. Any other information about the NGO

(Signature)
Name:

*Opinion of local people also may be obtained before filling these columns.

PART-D-RECOMMENDATION BY STATE GOVERNMENT

(To be sent within 90 days from date of appraisal report by CDPO. If no reply is received within the time-frame, it will be presumed that the State Govt. supports the proposal)

1.	Name and full address of the Organisation	
2.	Name of scheme for which application is made	
3.	Name and designation of the Officer who inspected the organisation	
4.	Do you agree with the report of the inspecting officer and if not reasons therefore	
5.	Does the organisation fulfill all eligibility grants in the grants under the scheme?	
6.	Will the Stte Government recover sanctioned grants in the event of mis-utilisation of funds?	
7.	Is the Organsation capable of implementing the project applied for?	
8.	Is there any complaint of mis-utilisation of funds or other irregularities by the organisation?	
9.	What is the justification for the project applied for?	
10.	Is the proposal recommended for sanction grants?	

(Signature)

Name:

Designation:

GUIDELINES FOR CDPOs FOR PRE-SANCTION APPRAISAL

Vide Department of Women and Child Development letter No. 12-25/98-MSY date 22-7-99, CDPOs have been designate as Nodal Officers for all schemes of Department of Women & Child Development which are given at the end of this book (Page 169)- NGOs are required to submit all proposals for grant-in-aid for women and child development schemes to CDPOs.

On receipt of proposals for grant-in-aid from NGOs, the CDPOs are required to take the following steps:

1. Check whether **3 copies** of the propasal have been submitted.
2. Check whether the **proforma prescribed** under the relevnt scheme has been used by the NGO.
3. Check whether **all columns** in the application form have been filled.
4. Check whether **all the annexure** to be attached with the application form have been actually attached. Ensure that audited accounts and Annual report are for the **last 2 years**.
5. Visit the NGO with prior intimation and fill up the inspection proforma. While sending intimation to the NGO about visit, ask the NGO to keep all documents such as **registers, audited accounts, passbook, documents not attached with application from**etc. ready.
6. During the visit, **obtain missing information/documents** etc. as the case may also be so that the applications are complete.
7. **Send one copy** of the inspection report and the complete application to the officer concerned as mentioned in the book. **Department of Women & Child Development**, Govt. of India, Jeewandeep Building, Parliament Setreet, New Delhi-110001. The **second copy** of proposal and inspetion report should be sent to DPO/DY. CEO for onward transmission to the **State Government**. The third copy may be retained by CDPO for office record. **This should be done 30 days of receipt of application from NGOs.**

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