



Sasakawa India Leprosy Foundation
Working Magic

GRANT GUIDELINES

Livelihood Projects

1. About SILF

Instituted in November 2006, and committed to the vision of mainstreaming the leprosy affected, Sasakawa India Leprosy Foundation is the brain-child of Mr. Yohei Sasakawa, Chairman of The Nippon Foundation and is also WHO's Goodwill Ambassador for the Elimination of Leprosy.

To attain the goal of eliminating the stigma against leprosy affected people, SILF's activities encompass a host of strategized initiatives, aimed at both enabling the leprosy affected and their families to gain access to sustainable and dignified lives through access to education, training and micro-finance opportunities. SILF partners with other NGOs and community based organizations. At the same time it also seeks to raise awareness about leprosy and to fight the stigma against it. In areas of need other than education and livelihood creation and support, SILF acts as a catalyst and a facilitator bringing together the leprosy affected and the service providers.

In view of the above, SILF invites proposals for the creation and enhancement of income generating activities of leprosy affected people and their families living in self settled colonies.

2. Purpose of Grant Making

To overcome the stigma and to bring about the comprehensive integration of persons affected by leprosy and their families into the mainstream, through the socioeconomic rehabilitation.

3. Guiding Principles of Grant Making

SILF invites proposals for the creation and enhancement of income generating activities of leprosy affected people and their families, living in self settled colonies.

- a. *SILF's initial target groups are the self settled colonies.* In order to not spread itself too thin as it begins its work; SILF Board has decided that in the initial years SILF will undertake projects which benefit people in the self settled colonies.
- b. *SILF will in the initial years focus exclusively on livelihood creation projects.* The objective of its grants and assistance will be to create and enhance opportunities available to leprosy affected people and their families living with them in these colonies to undertake sustainable income generating activities.
- c. *SILF will give priority to project proposals that are put up by leprosy affected people themselves.* It believes that its work should respond to the felt needs of the leprosy affected people as expressed and understood by them.
- d. *SILF will consider only those proposals that forwarded by colony associations.* These may be either individual or group projects. SILF believes that this will help to strengthen the colony associations as well as provide the collective ownership and oversight of the projects.
- e. *SILF will give greater priority to projects by and/or women.*
- f. *SILF will consider proposals for, either an individual or group project.* An Individual project is one where a single individual or family is the beneficiary. In a Group project, several people/families are participants in the activities and the benefits too accrue to the group.

4. Who can get the Grant

In order for a project proposal to be considered for funding it **must** fulfil the following requirements:

- a. The target beneficiaries must be
 - i. Leprosy affected people from self settled colonies

AND / OR

 - ii. Their families (not affected) living in the colony
- b. The project proposal must be for
 - i. The creation or enhancement of income earning opportunities.

AND / OR

 - ii. Vocational training directly linked to either self or wage employment.
- c. The project proposal must be endorsed by and routed through the leader of the colony association.
- d. The endorsing colony association will be answerable for the project to SILF. It will therefore be expected to assist and monitor the implementation of the project.

5. **Purposes that are excluded from the purview of financing-**

SILF will not be able to fund the following:

- a. Projects for infrastructure – buildings, water and sanitation, roads etc.
- b. Projects in the area of education.
- c. Projects concerning medical rehabilitation.

6. **Priorities for Selection of Projects-**

While attempting to reach out to as many people as possible, SILF will in its selection of projects give priority to proposals from:

- a. Self-Help-Groups in the colonies.
- b. Individuals, residing in self settled colonies.
- c. SILF recognizes the importance of working with **partners** be they other NGO's, CBOs or committed individuals working or wanting to work in the area of social and economic empowerment of leprosy affected people.
- d. Role of NGOs & Mentors is to, fortify research & realistic inputs so that the project becomes feasible and viable to generate progressive & sustainable income, *(The Board has approved the suggestions gave on Capacity building,)*
- e. Project proposals may be drawn up by these NGO's, CBO's and individual in consultation with the colony association and its leadership **but** these projects must be submitted by the colony associations if they are to be taken up by SILF.
- f. Once the project is under consideration, SILF would work out project details in consultation with the colony association and the concerned NGO/ CBO/ Individual
- g. Criteria for the selection of Partners would include:
 - i. They share values of SILF toward socio-economic rehabilitation and integration of people affected by leprosy.
 - ii. They have experience in livelihood creation and SHG development
 - iii. In case of NGO's and CBO's, they are viable and transparent organisations preferably those rated by agencies like Give India etc.

7. Method of Application:

Project Proposal has to be sent in three stages.

- a. Stage 1: A brief outline of the essential elements of project proposal as given in *Annexure 1- CONCEPT NOTE* is to be sent by the applicants routed through the colony leader.
- b. Stage 2: The applicants will be informed if the proposal falls within the purview of SILF.
- c. Stage 3: Submission of detailed project proposal as outlined in Annex 2- PROJECT DETAILS if the Concept Note is approved by SILF.

8. Process for Selection of Projects after receiving the Project Details-

- a. Step 1: The detailed project proposal will be evaluated internally by SILF's Programme Selection Committee, and then verified in consultation with parties concerned such as National Forum and/or field visits. Modifications, if needed, will be communicated to the applicant.
- b. Step 2: The reworked proposal must include modifications as suggested by SILF.
- c. Step 3: The frequency of the selection committee meetings will be decided by the board but could be three times a year.

NOTE: guidelines for the detailed grant proposal are given in *Annexure 2*

9. Project Funding

Project funding will have two major components

- a. **Beneficiary's own contribution.**
 - i. Some contribution will have to be made by the beneficiaries themselves.
 - ii. The share of the total seed money to be put up by the potential beneficiaries will be decided in consultation with the beneficiary, the colony leadership, the partner NGO or mentor and SILF, called the Core Group. The share of own contribution will depend on a realistic assessment of the ability of the beneficiary as well as the life cycle and potential income generating capacity of the project.
 - iii. The share decided by the Core Group will be mandatory and further negotiation on the amount will not be entertained.
- b. **Funds provided by SILF**
 - i. The funds provided by SILF will be in the form of a loan.

- ii. The start and period of repayment will be decided by the same Core Group of four stakeholders viz the beneficiary, the colony leadership, the partner NGO or mentor and SILF.
- iii. There will be a community charge on the loan. The charge will be range from 6-8 percent of the total loan. The start and repayment of the same will be along with repayment of the loan.
- iv. The money returned will be held by SILF in the name of that colony.
- v. In the case of small loans, SILF will at least double the amount of money returned and may sometimes be even able to give more, when all the money and the community charge is paid.
- vi. The community charge on the loans will form the income for the colony to be used for the benefit of the colony itself. The purposes for which it is utilized will have to be democratically decided by the colony association and its members with oversight of SILF or the National Forum or another mutually agreed third party.
- vii. Failure to return either the loan or pay the community charge will amount to default and will jeopardize the chances of more funding to the family and the colony.
- viii. If the grant amount for any individual proposal is less than INR 20,000 per person, the Executive Director- SILF will have the authority on approval & financing such projects but maximum up to 5 such proposals from a single colony amounting to INR 100,000. Any proposal beyond the above mentioned amount will be put up to the project selection committee along with other fully developed group projects. *(As per approval from Board Members in the 4th Board Meeting held in Nov 2008 in New Delhi)*

CONTACT US:

Contact Person : Dr. Vineeta Shanker

Address : S-260, Panchshila Park, New Delhi - 110017

Contact No : 011-26013439

Tele fax : 011-26013440

Website : www.silf.in

E-mail : vshanker@silf.in

CONCEPT NOTE- Outlining the essential elements of the proposed project.

1. Title of the project-

2. Name of the applicant-
(incase of an individual project)

3. Name of the organisation/
Colony association-

4. Mailing address-

5. Email-id-

6. Contact number-

7. Contact person-

8. Colony Leader/ President-

9. The problem addressed-

10. Objectives-

11. Duration of the project-

12. Who are the beneficiaries?

13. Outcome expected-

14. Total cost expected-

15. Grant request-

A1: PROJECT DETAILS-

1. Title of the project-
2. Summary of the project-
(in not more than 5 lines)
3. History of the project-
(is this a new project or
an ongoing programme)
4. What is the problem being
addressed by the project?
5. Objective of the project-
6. How will the project contribute
to the solution of the problem?
7. Project duration -
(Expected starting and end dates)
8. Location of the project-
9. Colony leader/ President-
10. Project beneficiaries-
 - a. No. of applicants-
 - b. No. of beneficiaries-
 - c. How will the beneficiaries
be involved in the activities-

11. Activities planned-

a. Activities already conducted-

Description of the Activity-	Purpose of the Activity	Time Duration	Expenses	Outcome
1.				
2.				
3.				
4.				
5.				
6.				

b. Activities to be undertaken-

Description of the activity	Purpose of the activity	Time duration	Expected expenses	Expected outcome
1.				
2.				
3.				
4.				
5.				
6.				

12. Any human/material resources
required to implement the project-

13. Implementation arrangements-
(roles and responsibilities of all actors)

14. Requirements to be fulfilled
before the project starts-

15. Difficulties anticipated in the execution of the project-

Description of the problem/difficulty	At what stage of the project is the problem anticipated	What can be done to overcome the problem/difficulty
1.		
2.		
3.		
4.		
5.		

A2. BUDGET DETAILS

1. Total project cost-
2. Financial assistance requested-
3. Grant History-
 - a. From SILF :
Year _____ Amount Rs _____ Purpose _____
 - b. From Others:
Year _____ Amount Rs _____ Purpose _____
Year _____ Amount Rs _____ Purpose _____
4. Initial cost of the project-
 - a. Fixed cost-
 - b. Variable cost-
 - c. Others
 - d. Total cost
5. Duration of the grant request-
(expected starting and end dates)
6. Expected earnings/income from the project-
 - a. Monthly-
 - b. Yearly-
7. Any other local funding-

8. Bank details-

a. Bank name-

b. Branch address-

c. Account no.-

9. BUDGET BREAKUP-

Budgeted Item	Budgeted Cost	Amount Request
1 Fixed cost		
Travel		
Equipments		
Others-		
Publicity		
Communication		
Meetings		
2 Administrative Cost		
• Professional staff		
• Consultants		
• Support staff		
• Local personnel		
3. Overhead Costs		
GRAND TOTAL-		

B1. PERSONAL DETAILS OF THE APPLICANT/APPLICANTS-

1. Name-

2. Date of birth-

3. Address-

4. Contact no.-

5. Email-id

6. Economic status-

a. Monthly income of the applicant-

b. Source of income of the applicant-

c. Any other source of income-

d. Total income of the family-

e. No. of dependents , if any-

f. Ownership of assets –

i. LAND-

Y

N

ii. CAR/BIKE/CYCLE

Y

N

iii. UTENSILS

Y

N

iv. HOUSE/ANY OTHER ASSETS

Y

N

If yes, please name-

7. Demographic data-

a. Age-

b. Sex-

c. Occupation-

d. Education-

e. Marital status-

f. Language-

B2. DETAILS OF THE COLONY-

1. Name of the colony-
2. Address-
3. President of the colony-
4. Total no. of households in the colony-
5. Total no. of people in the colony-
6. Total no. of children in the colony-
(under 14 years)
7. Contact person-

7. OTHER OFFICIAL DETAILS-

- a. FCRA No.-
- b. Society/Trust Reg.No.-
- c. PAN Card No
- d. 80 G No.-
- e. 35 A C No.-

B3. DETAILS OF THE NGO-

1. Name of the organisation-
2. Address-
3. Phone no.-
4. E-mail address-
5. Contact person-
6. Mission of the organisation-
7. Nature of work-
(in not more than 5 lines)
8. Principal source of funding-
9. **OTHER OFFICIAL DETAILS-**
 - a. FCRA No.-
 - b. Society/Trust Reg.No.-
 - c. PAN Card No
 - d. 80 G No.-
 - e. 35 A C No.-