

-CONCEPT PAPER



**KOLKATA URBAN SERVICES FOR THE POOR (KUSP)
PROGRAMME**

Programme funded by Department for International Development (DFID), UK

CONCEPT NOTE

**INNOVATIVE/
CHALLENGE FUND**

**CHANGE MANAGEMENT UNIT
MUNICIPAL AFFAIRS DEPARTMENT
GOVERNMENT OF WEST BENGAL**

**GENERAL INSTRUCTIONS FOR SUBMITTING CONCEPT NOTE FOR
THE INNOVATIVE /CHALLENGE FUND (ICF)**

1. The Concept Note should not exceed 8 (Eight) pages. Please use the format provided (available in electronic form on request).
2. **Do not attach any document with the Concept Note**
3. The Concept Note should be submitted in two hard copies along with a soft version on CD. The Concept Note should be written in MS-Word Version 7.0
4. **The Concept Note should be in English or Bengali language only**
5. Any Concept Note not adhering to the prescribed format or instructions, shall be liable for rejection
6. **Submission of a Concept Note does not necessarily confirm a project. Selection will be based on this Concept Note and will be done by the Project Selection Committee. Once the Concept Note is approved, the applicant will be required to submit a Proposal detailing the proposed project, which will once again be put before the same committee for final short listing and selection.**
7. All information provided in the Concept Note should be correct. In case any misrepresentation or wrong information is provided, the Concept Note shall be liable for rejection
8. The applicant can either apply individually or form a consortium for the same. Details of the consortium partner/s should also be provided in the Concept Note
9. The language must be simple, clear and to the point. All pages of the hard copies of Concept Notes to be duly signed in by competent authority of the applicant.
10. **Hand written Concept Notes will not be accepted. In case the applicants cannot afford to produce printed Concept Note he/she should immediately contact the Fund Manager for support (Phone- 033-2337 8721).**
11. The thematic areas that will be funded through the Innovative Challenge Fund (ICF) are in line with the project objectives under KUSP. KUSP seeks to achieve three broad objectives i.e.:
 - a. Improving urban planning and governance in KMA
 - b. Improving access to urban services for the poor
 - c. Promoting an enabling environment for pro-poor economic growth
12. The themes and sub-themes that the Innovative Challenge Fund seeks to achieve are as follows:
 - a. Improving urban planning and governance in KMA
 - i. Micro level planning at local level
 - ii. Capacity building initiatives for stakeholders including elected representatives
 - iii. Fostering accountability and transparency
 - b. Improving access to urban services for the poor
 - i. Providing access to services to the most vulnerable, who otherwise typically get excluded from municipal services

- ii. Alternate / non-conventional service delivery mechanisms
 - iii. Research and development in improving service delivery mechanisms
 - c. Promoting an enabling environment for pro-poor economic growth
 - i. Skill building for sustained income generation activities
 - ii. New avenues for income generation and employment
 - iii. Encouraging cluster growth through common facilities and initiatives for small and micro-enterprises
 - iv. Addressing problems hampering growth of economic activities that engage significant numbers of poor persons.
13. The project duration must be for a minimum of six months and a maximum of eighteen months. In case the proposed concept is of a longer duration, it should be broken into phases or a pilot project evolved. The initial phase or pilot, to be carried out within the maximum time-period of 18 months, shall be funded through the ICF and, based on the performance in this initial phase, further funding can be provided. However further funding is not guaranteed and if made available, will be in the form of a new project and shall go through the same project selection cycle.
14. Activities not eligible for funding under project grant: (This list is indicative and actual allowance or disallowance will depend on a case-to-case basis)
- Projects solely concerned with capital expenditure; e.g. land, buildings, vehicles, plant and machinery. However, small tools and equipments are eligible for funding
 - Investment in large infrastructure and service delivery projects
 - Projects involving religious or political related activities
 - Disaster, humanitarian relief or rehabilitation initiatives
 - Unlawful in nature or use of violent means to achieve project objectives
 - Scholarships including educational scholarships
 - Sponsorship of individuals and families
 - Welfare activities e.g. distribution of food, clothes, equipments, etc.
 - Purely commercial ventures
 - Activities/ projects funded under existing schemes from central/ state government
 - Core funding (such as salaries of staff, and general running costs) which are not directly attributable to the project.
15. For more information on the Innovative /Challenge Fund, please refer to the brochure or visit us at www.changekolkata.org or contact the Fund Managers to ICF. (Ph: 033-2337 8721)
16. The Concept Note should be accompanied by a covering letter and addressed to:
- Project Director, KUSP**
Change Management Unit
ILGUS Bhawan, Block-HC, Sector III
Bidhannagar
Kolkata – 700106
Phone: 2337 8721
Email: kuspcmu@vsnl.net
17. The envelope should be sealed and marked as “Concept Note for Innovative/ Challenge Fund”



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APPLICANT	:	_____
ADDRESS	:	_____ _____ _____
Tel No. of Main Contact:	_____	Mobile: _____
BY FUNDS MANAGERS		
Theme:	_____	
Main Activities:	_____	
ULB:	CDS : 1	Non CDS : 2
Target Group:	_____	
Duration:	Total Cost:	ICF Funds:

CONCEPT NOTE : INNOVATIVE / CHALLENGE FUND

SECTION 1 : ORGANIZATIONAL PROFILE

1. Name of Applicant/Partner:																											
2. Full Address:	Tel No:																										
	Key Person's Name:																										
	Mobile:																										
	Email:																										
	Website:																										
3. Status: <i>(Non Government Organisation/ Cooperative Society/ Trade Union/ Welfare Society/ Community Based Organisation/ Resident's Welfare Association/ Community Development Society/ Academic Institution/ Research Institution/ Hospital or Health Centre/ Local or Youth Club/ Trader's Association/ Consultancy Firm/ Others)</i>																											
4. Registration No. Date:		Place:																									
5. Key persons of the organization and the proposed project:																											
<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width:25%;">Name</th> <th style="width:25%;">Position</th> <th style="width:25%;">Project Key Person (Tick)</th> <th style="width:25%;">Mobile Nos.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name	Position	Project Key Person (Tick)	Mobile Nos.																				
Name	Position	Project Key Person (Tick)	Mobile Nos.																								
6. Organization Vision and Objectives:																											
7. Organizational Infrastructure <i>(Staff strength, Facilities etc.)</i>																											

8. Details of Major Projects in the Past 3 years: *(Separately for each project)*. (Indicate a) *project activities b)beneficiaries c) location d) start/end dates e) current status f) total funds employed/to be employed g) funding agency and h) significant achievements*)

(Add pages if necessary – but not more than 1)

9. Annual grant receipts and grant expenditure for the last 3 years as per audited financial statements

Year	Total Gross Receipts	Total Gross Expenditure		
		Project Related Expenses	Administrative Expenses	Total
Year 1				
Year 2				
Year 3				

10. Whether registered u/s 12A of the Income Tax Act, 1961: Yes/No. If Yes, please provide the Registration No. and date of registration:

11. Details of any other Registration/Exemptions.

12. Whether accounts are duly audited by a Chartered Accountant: Yes/ No. If yes, provide name and address of Auditor

13. Two references with telephone nos. (must be notable persons who know the applicant professionally for at least 3 years).

1.

2.

14. Any other information related to the organization that you consider important.

SECTION 2 : PROJECT INFORMATION

1. Project Title and Project Location (Name of ULB):

2. Brief description of the proposed project: *(Goal, objectives, detailed and specific activities, methodology, projected impact, proposed role of the ULB, involvement of community/ beneficiaries, sustainability and replicability of the proposed project)*

(Add pages if necessary – but not more than 1)

3. Write-up on the innovativeness of the project: *(Mention what is unique and innovative in the project in terms of approach, target, etc. Also mention whether the same has been tested anywhere in the past)*

4. How does the concept fit into the objectives of KUSP/ICF and which thematic area is the proposed project addressing?

5. Estimated project cost: *(Mention indicative activity wise budget only)*

Particulars	Amount
Project Activities:	
<i>Activity 1</i>	
<i>Activity 2</i>	
<i>Activity 3</i>	
<i>Activity 4</i>	
<i>Activity 5</i>	
<i>Activity 6</i>	
<i>Activity 7</i>	
<i>Activity 8</i>	
<i>Activity 9</i>	
<i>Activity 10</i>	
Administrative Cost	
Total	

Also mention if the project will be co-funded/ part funded by another funding agency, organization, community, etc.

6. Duration:

7. Target Group / Beneficiaries and Target Population (number):

8. Whether the project is to be executed individually or through a consortium? If through a consortium, kindly provide details of consortium members

9. Any other details about the projects you consider important – but not already covered.