

Proforma for applying Grant under AGP Scheme for NI/CRC/RC

Please submit the following form duly filled-in, in accordance with scheme guidelines atleast 30 days prior to start of the event:-

Name of NI/CRC/RC (CRC/RC to process through respective NI)		
Name of Nodal Officer & Contact no.		
Type of the Event	Seminar ☐ Rally ☐ Workshop ☐ Cultural Event ☐ Parents meet ☐ Others ☐ Specify----- -----	
Date & Duration		Venue- (Specify, Rural/Urban/Aspirational District/Block)
Objective of the event		
Details of activities Planned (Activities details with timeslots). Upload documents.		
Type of target audience/beneficiary	PwDs ☐ Caregiver ☐ Any other ☐ (Specify -----)	
Expected No. of Participants		
Intended impact of the Event for PwDs (in min 25 words)		
Contribution from other Source	If yes, Details of amount including name of organization.	
Details of similar events organized in last 3 years, if any (Date,Venue, Impact, etc.)		

Item-wise Fund Requirement

Sl. No.	Item	Rate per unit Cost (in Rs.)	Quantity	Total Cost (in Rs.)
1.	Venue (total sq. ft./mtr.) (incl. Stage Decoration and other requirements)			
2.	Refreshments			
3.	Publicity material incl. Banners etc.			
4.	Transportation (if required)			
5.	Honorarium for Resource Person *			
	TA/DA of Resource Person, <i>if justified</i>			
	Resource person details reg. expertise & sector/field and justification of not using own resources.			
6	Honorarium for Sign Language Interpreter, <i>if required</i>			
7.	Any other items/requirements (Provide details)			
8.	Miscellaneous & Contingency (<i>5% of Total Expenditure</i>)			
	TOTAL			

* Resource person must be local/nearby of the place of event and of event theme specific.

Note: The proposal should only be approved/signed by Head of the NI/CRC/RC.

Date:

Signature

Name :

Designation:

Stamp:

Points for strict compliance

- (i) NIs/CRCs/RCs must procure item **through GEM Portal** in accordance with applicable procurement rules.
- (ii) Ceiling amount recommended by Screening Committee must be strictly adhered to.
- (iii) Participants should primarily be local residents and not repeated from previous events.
- (iv) As far as possible, utilize local Purple Ambassadors, artists, social media influencers, and PwD anchors for the event.
- (v) For awareness-related programmes, it is **mandatory** to share the awareness **material/PPT** with the Department prior to the event.
- (vi) The Organization/Institute shall inform the Department at **least one day in advance** about the scheduled event. The Department may conduct a video conference during the event to assess its impact and verify the claims made in the proposal under the AGP Scheme.
- (vii) After successful completion of the programme, it is **mandatory** to submit a **detailed report**, along with photographs, videos, and original bills/vouchers.
- (viii) For all AGP events, the NIs/CRCs/RCs may utilize the services of their **own Sign Language Interpreters**. Local **PwDs should be appropriately mobilized** for participation and performance. Participation of **outside performers** shall be kept to a minimum.
- (ix) Proposals must be submitted at least one month prior to the proposed date of the event.
