Proposal submission guidelines

Important instructions for the agencies, institutes and organizations interested in becoming partner of project implementation under SUNIL programme

- Programme encourages the involvement of stakeholders such as CBOs, Community Groups, FPOs, SHGs & Social ventures during implementation of project. However, direct funding to these groups of project partners will not be supported.

- Specific role and budgetary requirement of each project implementing partner should be clearly specified in the project proposal itself.

- FPOs should have record of promotion/support by Government Departments, Corporates and Domestic & International Aid Agencies, National Bank for Agriculture and Rural Development (NABARD), Small Farmers Agribusiness Consortium (SFAC) or registered on e-NAM (Electronic National Agriculture Market) platform and having formal working space/ office, bank account and Aadhar details etc.

- SHGs should be guided/supported by Khadi & Village Industries Commission (KVIC), Common Service Centre (CSC), NABARD and a saving bank account in the name of SHG may be verified.

- Social Start-ups/entrepreneurs including private as well as state sponsored incubators who offer accelerated technological and innovation growth etc. with socio-economic development of target community under project area.

Points to consider before applying a proposal under SUNIL programme

- PI/ organization must ensure to maintain maximum two number of ongoing projects supported to Host Institution (HI) by SEED division at a time.

- Experience in handling projects having focus on S&T with support from scientific departments of Govt. of India will be encouraged.

- NGO should come with legal status or as a society registered under the Societies Registration Act 1860 or a trust registered under the Indian Trusts Act 1982 or Charitable or Religious Act 1920 or under the corresponding State Act. Details of NGO will be verified through DARPAN portal of NITI Aayog **https://ngodarpan.gov.in** .

- NGOs/VOs Should submit foreign contribution regulation Act (FCRA) certificate (to access international funding, if any).

Identification of EWS

- EWS includes small and marginal farmers, landless laborer, workers in non-farm sector, traditional artisans (e.g. blacksmiths, mason, weavers, carpenters etc.) and skilled & semi-skilled rural/urban population working in unorganized sector (including construction, workers transgender and prisoners) etc.
- More than 50% of the target beneficiaries under the project should belong to EWS and implementing institute/organization/agency will ensure to produce the income & asset certificate of the beneficiaries selected as and when required by DST.

- It is desirable to consider Indigenous Knowledge (IK)/ Traditional Knowledge (TK), skill & practices, socio-economic status and demographic details of target population including their present livelihood conditions, present average income level and occupations of the target beneficiaries.
- A base-line survey on the above should be conducted before submission of project proposal.

Identification of geographical coverage area

- The proposed geographical area should be identified on the basis of preliminary assessment of the people, availability of minimum infrastructural facilities particularly roads, water & sanitation, health centers, communication medium, marketing facilities, electricity and potential for irrigation; climate, land use pattern, crops & cropping patterns, natural resources & raw materials, availability of special skills/ trades etc.;
- There should be presence of local organizations like Panchayats, cooperatives, voluntary groups, FPOs, SHGs etc.

Instructions to be Followed & Documents/Enclosures Required to be Submitted along with the Project Proposal

- The applicants, after assessing their eligibility and suitability as per the eligibility conditions of the programme, shall be required to apply in fresh 'call for proposal' initiated through e-PMS Portal (https://onlinedst.gov.in/) (Open in Google Chrome or Mozilla Firefox for better results), attaching required documents with the signatures and rubber stamps of the concerned persons/ officials, failing which will reject the proposal. *Proposal submitted through email will not be considered*.

- DST will not be responsible for the non-submission of proposal by PI due to any personal reasons, regional festivals, poor network speed, natural calamities, etc. All the incomplete applications will be summarily rejected. However, the rejected candidates will have the option to apply in the next call for proposal.

- **Count minimum 9-12 months from submission of the proposal to arrive at expected time point for final decision on the proposal for financial support. Please site file number/TPN number received from e-PMS portal in all future correspondence.**

- Please keep ready with a copy of the following documents (formats available on ePMS portal):
  - Copy of 'Endorsement from Head of Institutions' (**Annexure-I**)
  - Certificate from PI & Co-PI (**Annexure-II**)
  - Copy of signed 'Terms & conditions' (**Annexure- III**)
  - Signed copy of 'Conflict of Interest' (**Annexure- IV**) (https://dst.gov.in/sites/default/files/DST-Conflict-of-Interest-Document%20-Approved-Final%20Version-07062016.pdf)
  - Memorandum of Understanding/ Consent between project partners.
  - Authenticated copy of valid registration certificate (for NGO/society/trust etc.).
  - Memorandum of Association, Rules and Bylaws (for NGO/society/trust etc.).

Balance sheets, statement of Accounts and Annual report of the organization for the last 3 financial years (for NGO/society/trust etc.).