

TEMPLATE – I (A)

(Basic information to be submitted by Implementing Agency to State/ Divisional Office of KVIC while submission of proposal for Revised SFURTI cluster)

1.	Cluster Category	<input type="checkbox"/> Heritage	<input type="checkbox"/> Major	<input type="checkbox"/> Mini
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2.	Name of Cluster			
3.	Location	State District Block Villages		
4.	Industry	<input type="checkbox"/> Khadi	<input type="checkbox"/> Village Industry (Specify)	
5.	Current Product Portfolio			

6.	Name of Implementing Agency (IA)	
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7.	Project objectives	
8.	Key Gaps Identified	
9.	Area to be covered by the cluster i. No. of villages to be covered ii. Name of the villages & artisans available	

Sr.	Village Name	Artisans available							Male	Female
		SC	ST	OBC	Minority	Others	Total			
1										
2										
3										
4										
5										
	Total									

iii. (Enclose details in an Annexure in tabular Form):

Sr. No.	Name of the Artisan	Contact no.	Adhar Card/ Election IDNo.	Skills	Details of Bank A/c.	Livelihood Levels	Existing Employment(No. of working hours/No. of days in a month)	Average Income of Artisan (p.m.)
1								
2								

10.	<p>Details of Artisans in respect of following documents</p> <p>i. Bank Passbook</p> <p>ii. Identity card</p> <p>iii. Health Insurance</p> <p>iv. Janshree Bima Yojana</p> <p>v. Pension coverage</p> <p>vi. Educational benefits availed for children under JBCRY</p>	<p><u>Yes</u> <u>No</u></p> <p><u>Yes</u> <u>No</u></p> <p><u>Yes</u> <u>No</u></p> <p><u>Yes</u> <u>No</u></p> <p><u>Yes</u> <u>No</u></p> <p><u>Yes</u> <u>No</u></p>
11.	<p>Whether the cluster is existent/ functional? give details: Present Activities of the cluster</p> <p>A. (In case of Khadi Institution)</p> <p>Spinning activities : Weaving activities : Processing activities : Products etc. :</p> <p>B. (In case of activities under V.I. Institution)</p> <p>Processing activities : Products etc. :</p>	
12.	Name of other associated institutions who are willing to take part in the cluster; (applicable to only Khadi Clusters)	

Sr. No.	Name & address of the associated IA	Affiliated to KVIC/KVIB	Contact no.	e-mail ID
1		Yes/No		
2		Yes/No		
3		Yes/No		

(All the associate institutions should submit information as per Template I (B))

13.	Proposed Interventions				
		a) Hard Interventions (New)			
	Hard Interventions	Infrastructure Facility	Constructed Area	Machinery/ Equipments	Cost (Rs.)
		CFC/RMB/Marketing infrastructure			
		b) Replacement/ upgradation of Charkhas/looms/tools			
		Replacement/ upgradation of Charkhas/looms/ tools	No. of beneficiaries	Unit cost (Rs.)	Total cost (Rs.)
	Soft Interventions	Interventions	Proposed activities	No. Of Beneficiaries	Cost (Rs.)
		a) Skill training			
		b) Capacity Building			
		c) Market Promotion			
14.	Total Project cost (Rs.)				
15.	Detailed Project cost (Rs.)				
16.	Source of Funds (Rs.)				
17.	Phasing of the Project				
18.	Project Implementation Framework/ Proposed SPV Structure	<input type="checkbox"/> Whether the I.A. is considered to be the SPV (give details) <input type="checkbox"/> Whether an SPV is being separately registered If yes, give details along with proposed SPV structure:			

19.	<p>Mobilisation of Working Capital</p> <p>20% of hard interventions cost will be utilized towards working capital corpus as per the guideline. Provide the projection of Working Capital based on related activities on annual basis.</p>	
20.	<p>Details of the existing Cluster and the infrastructure facilities available with I.A.</p> <p>A. Existing infrastructure available with the I.A.</p> <p>i. Land Area</p> <p>ii. Built up area</p> <p>iii. Machineries</p> <p>iv. Tools available with the artisans namely</p> <p>v. Charkhas</p> <p>vi. Looms</p> <p>vii. Others</p> <p>B. Source of raw materials within the cluster area</p>	<p>..... (sq. ft.)</p> <p>..... (sq. ft.)</p> <p>.....</p> <p>.....</p> <p>NMC.....</p> <p>Traditional</p> <p>Improved.....</p> <p>Traditional</p> <p>.....</p>

Sr. No.	Particular of the raw materials	Source institution/ Artisans/ Local	Annual Quantity (approx)	Cost (Rs.)
1.				
2.				
3.				
4.				

21.	Indicate the "Product" to be manufactured under the cluster and projection of Sale value and margin etc.				
Sr. No.	Name of the Product to be produced	Quantity	Overall Production Cost (Rs.)	Proposed Sales Value	Margin /Profit on monthly basis
1.					
2.					
3.					
4.					

22.	Projection of Artisan wages over the duration of the cluster:	
23.	Availability of Forward Backward Linkages (with assured target)	
24.	Key Impacts	
25	Resolution of Implementing Agency: (Enclose specific resolution approving the functions of the cluster along with all the target proposed as brought out in the proposal under Template-I (A) and I (B))	

Treasurer (I.A.)

Secretary (I.A.)

Chairman (I.A.)

Supporting documents as under should be enclosed:

1. Balance Sheet and Statement of Accounts for the last 3 years (2011-12, 2012-13, 2013-14).
2. Registration Certificate of the Institution & its validity.
3. Details of land records owned by I.A.
4. Details of SPV registration

TEMPLATE – I (B)

B. Profile of the Implementing Agency (I.A.)

I	Institutional Structure/Registration Details	
B.1	Legal Status	<input type="checkbox"/> Central/State Governments Institution <input type="checkbox"/> Society (Under Societies Registration Act, 1860) <input type="checkbox"/> Co-operative Society (Under appropriate Statue) <input type="checkbox"/> Registered as Trust <input type="checkbox"/> Proprietary firm/partnership <input type="checkbox"/> Registered Under Companies Act, 1956 <ul style="list-style-type: none"> <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Company under Section 8 <input type="checkbox"/> Producer Company under Section 581C <input type="checkbox"/> Other (Specify)
B.2	Date of Incorporation/ Registration	Attach Certificate of Incorporation.
B.3	Registered Address	
B.4	Office Address/Locations	
B.5	Affiliated to KVIC	Yes/No If yes, provide Certificate No. _____ Validity of Certificate _____

II	Governance Structure						
B.6	Composition of the Executive Board/ Trustees/Governing Body/Managing Committee and	#	Name of Member	Designation	Background/ Profile	Contact Number	Email

	Background of Members						
		Not Available					
B.7	In case, IA is registered under Companies Act, provide shareholding pattern	#	Name of Member	Background/ Profile		Shareholding (%)	
		Not Available					

III	Operational Profile	
B.8	Major Objectives-Vision, Mission, Goal of the Organization	
B.9	What are focus areas of operational	
B.10	Provide key projects/activities being undertaken by the IA-Brief description including the project scope, size and duration (mention specific experience in the area/sector of the proposed project)	
B.11	Mention key clients/donors associated with for project implementation along with details on the nature of association	
B.12	Mention key partnerships/alliances (if any)	

IV	Management Profile	
B.13	Background of key Personal (Professionals and others) with brief profile of the senior management personnel)	

V	Financial Position		
B.14	Key financials of the Organization (Provide copy of the audited financial statements for last 3 years)	Fixed Assets	
		Current Assets	
		Current Liabilities	
		Revenue trend for last 3 years	
		Profit/Loss for the last 3 years	
		ISEC availed in case of KVIC/KVIB Inst.	Yes No
		Amount of ISEC availed during last three years	
		Any other	

VI	Bank Account Details	
B.15	Name of Bank	
B.16	Branch Name	
B.17	Bank Account Number	
	IFSC code	

VII	Contact Details	
B.18	Name of Contact Person	
B.19	Designation of Contact Person	
B.20	Correspondence Address	
B.21	Contact Number	
B.22	E-mail Address	