

Template for inviting proposals for funding from State Innovation Fund:

A project proposal is a document that presents a logical process of solving a problem. It provides a detailed description of the problem, the intended plan of actions towards tackling the problem and the budgetary requirement for implementing the same. This document is to be submitted to the Planning Department for consideration for funding the same from State Innovation Fund. A funding proposal forms the basis for approving/rejecting proposals for funding from said fund and therefore should be developed with utmost care and diligence. ***Providing information on this template is mandatory. Any proposals received on format other than this would not be considered for funding from State Innovation Fund.***

A Screening & Monitoring Committee has also been constituted under the purview of State Innovation Council for scrutinizing & ascertaining the eligibility of proposals received for funding from State Innovation Fund. The said committee would also monitor implementation of schemes/project funded from the said fund for ensuring their replicability and propagation.

1. Basic Details:

1. Title of Proposed Innovative Intervention

Please provide a title for your innovative intervention

2. Name of implementing Department/Agency

Please provide the name of the department or agency through which department proposes to implement the intervention.

3. Innovative Intervention Start and End Dates

Please provide the start date and duration of innovative intervention with projected end date.

4. Contact Details

Provide the name, title/designation, address, phone number and email address of the individual who is submitting the intervention.

(a) Project Specific Contact

A - Lead: Please provide contact information viz. Name, Designation, Agency, Mailing Address, Phone Number, Email Address of the person(s) having the substantive position in implementing the project.

B – Partners, if any: Public, State, local and not for profit NGO etc. Please provide Name, Type of Entity, Mailing Address, Phone Number, and Email Address for each partner.

(b) Administrative Contact

Please provide contact information viz. Name, Department, Mailing Address, Phone Number, Email Address of the Administrative Secretary of department concerned.

Note: Innovative interventions received directly without inputs or recommendation of concerned Administrative Secretary would be rejected straightway.

II. Project Description:

1. Problem Identification

(May elaborate why intervention is required)

2. Expected Outcome

(In terms of process change, enhanced benefits, resource efficiency etc.)

3. Resource Requirement- Financial & Manpower

(Whether these can be internalized within departmental resources, if not, justification for the same)

4. Outcome based Phasing of Funds Required

(Breaking down the funds requirement into phases, funds for next phase to be released only on the basis of the achievements of outcomes of previous phase)

5. Intervention Proposed

(Activities/process modifications proposed through said intervention, target beneficiaries etc.)

6. Intervention Timelines

(Duration of intervention, period after which desired results/outcomes are expected to be achieved, timelines for completion report & impact assessment report)

7. Monitoring & Concurrent Evaluation

(Elaborate mechanism for concurrent evaluation as well as final monitoring & evaluation under proposed intervention)

8. Innovative Elements

(Process, replicability, efficiency, practicability, scalability, sustainability- all dimensions may be elaborated separately)

Note: All these aspects will be captured in the proposal.