

Annexure II B

Format of Proposal to be submitted by Institutions promoted by Agricultural Universities, ICAR, KVKs, etc., to function as a Cluster-Based Business Organization (CBBO) under the Central Sector Scheme for Formation and Promotion of Farmer Producer Organizations (FPOs)

I	Particulars of the Applicant Institution	
1.	Name of the Institute	
2	The Institute is promoted / established by / under the overall control of...	
3.	Date / Year of establishment	
4	Address for Correspondence	
5	Contact details of the Institute in connection with present Application (i) Name of the Person (ii) Designation (iii) Contact No. (iv) e-mail ID of the Contact Person (v) e-mail ID of the Institute	
6	Objectives, Mission and Vision of the Institute	
7	Please indicate whether the extant Articles / Rules of the Institute allow to implement programmes of other organizations, Departments, etc., and also to receive funds.	

8	Briefly indicate the major areas of work and achievements of the Institute in the past 3 years (A separate write up may be attached)	
II Management of the Institute		
1	Discuss briefly about the Management of the Institute (a separate write up may be attached)	
III Infrastructure & Human Resources		
1	Whether the Institute has facilities for conducting training programmes in the Clusters / programme area where it proposes to work now	Yes / No
i)	If yes , please furnish information on the following:	
(a)	Address / location of the facility	
(b)	No. of persons who can be trained in one programme	
(c)	No. of class rooms available	
(d)	Availability of facilities for dining (Yes / No)	
(e)	Availability of lodging facility for trainees If yes, indicate the total number of rooms and the number of participants who can be accommodated therein.	Yes / No
ii)	If “No” for availability of any training facilities , briefly indicate the arrangements available in the Cluster(s) proposed, for conduct of training / capacity building programmes to the programme stakeholders	
2	Infrastructure available for mobility of Project Personnel for ensuring successful implementation of the Programme (i) No. of 4-Wheelers (ii) No. of 2-Wheelers	

3	Infrastructure related to Computerization of Operations / Data Management, etc. owned by the Institute, and specifically in the Clusters / Programme area proposed																			
(a)	Availability (number) of Desktop Computers/laptops																			
(b)	Others, if any, related to data management (please specify)																			
4	Human Resources available with the Institute																			
A	At the Institute level																			
(a)	Total number of manpower / staff																			
(b)	Of them, number of permanent staff																			
(c)	No. of Staff on Contract, if any (contract period exceeding one year)																			
(d)	No. of Ad-hoc staff, if any (including staff having less than one year contract)																			
B	Availability of Expert Staff / Specialists \$ with the Institute (as on the date of application)																			
	<table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Domain / Area of Specialization</th> <th>No. of Experts</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Crop Husbandry</td> <td></td> </tr> <tr> <td>(ii)</td> <td>Agri-Marketing / Value Addition / Agro-Processing</td> <td></td> </tr> <tr> <td>(iii)</td> <td>Social Mobilization</td> <td></td> </tr> <tr> <td>(iv)</td> <td>Information Technology / MIS</td> <td></td> </tr> <tr> <td>(v)</td> <td>Law / Accounts</td> <td></td> </tr> </tbody> </table>	Sl. No.	Domain / Area of Specialization	No. of Experts	(i)	Crop Husbandry		(ii)	Agri-Marketing / Value Addition / Agro-Processing		(iii)	Social Mobilization		(iv)	Information Technology / MIS		(v)	Law / Accounts		
Sl. No.	Domain / Area of Specialization	No. of Experts																		
(i)	Crop Husbandry																			
(ii)	Agri-Marketing / Value Addition / Agro-Processing																			
(iii)	Social Mobilization																			
(iv)	Information Technology / MIS																			
(v)	Law / Accounts																			
	\$ for details please refer to para 3 A (f) of Advertisement																			
C	Whether the Institute will provide an Undertaking to recruit the Experts / Professionals having the minimum qualification and experience in the domains, as per the minimum eligibility criteria, where they are not presently available, if considered as a CBBO in the State?	Yes / No																		

D	<p>Particulars of the Experts/Professionals available with the Institute and who may be associated with implementation of the Programme in the Cluster/s proposed</p> <p>The Institute shall provide the particulars of professionals / experts in at least 3 of the following 5 domains at the time of application. However, it shall need to give an undertaking to NABARD/NCDC to recruit experts with the requisite experience from the remaining domains upon selection.</p>					
	Sl No	Domain / Area of Specialization	Name of the Expert	Qualification	Experience in the relevant area (years)	Major programmes / projects associated with so far, and specifically with FPOs / Producer Cooperatives
	1	Crop Husbandry				
	2	Agri-Marketing / Value Addition / Agro-Processing				
	3	Social Mobilization				
	4	Information Technology / MIS				
5	Law / Accounts					
<p>Please enclose curriculum vitae of all the above Experts.</p>						
IV Operations of the Institute						
1	Geographical Area(s) of Operations of the Institute					
Sl. No	Name of the District	Major Agriculture / agri-related programmes projects implemented in the district (including formation and promotion of FPOs/ Producer Cooperatives) in the past 3 years				
1						
2						
....						

	Note: Please attach soft / hard copies of last 3 years' Annual Reports of the Institute, if published								
2	Three (03) Major Programmes/ Projects implemented by the Institute during the past 3 years								
	2019-20			2018-19			2017-18		
	Name of the Programme / Project	% of Annual Fund utilization	Name of the Programme / Project	% of Annual Fund utilization	Name of the Programme / Project	% of Annual Fund utilization			
	Total Utilization of Funds and the 3 Major Programmes/ Projects in which the Institute <u>utilized the Funds</u> in the past 3 years (in terms of % to the total funds utilized in the year) (Amount Rs. lakh)								
			Year	Amount of Funds Utilized					
			2019-20						
			2018-19						
			2017-18						
3	Three (03) Major Donor / Funding Agencies in the past 3 years (in terms of sanction of funds / grant amount to the Institute)								
	(Amount in Rs, lakh)								
	2019-20			2018-19			2017-18		
	Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned	Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned	Name of the Donor / Funding Agency	Name of the Programme / Project	Amount Sanctioned

4	Financial aspects of the Institute					
	(Amount in Rs. lakh)					
	Year	Total amount of funds/grant sanctioned to the Institute by the donor/sponsor agencies during the year	Total amount of funds/grant utilized/ incurred by the Agency during the year	Of the total funds utilized, amount utilized towards formation / promotion of FPOs / Producer Cooperatives, if any	Indicate whether the accounts for the year audited or not? (Yes / No)	
	2019-20					
2018-19						
2017-18						
V	Experience and Achievement in Formation and Promotion of Farmer Producer Organizations (FPOs) / Producer Cooperatives/ Large Farmer Groups (LFGs) *					
1	A. FPOs / Producer Cooperatives					
Total No. of FPOs formed so far	Out of (B), No. of FPOs registered	No. of FPOs registered as			Total Membership of all the Registered FPOs	Avg. Membership per registered FPO / Producer Cooperatives
(A)	(B)	Producer Companies	Producer Cooperatives	Other forms	(F)	(G)=(F)/(B)
B. Large Farmer Groups (LFGs)						
Total No. of LFGs formed so far	No. of LFGs registered, if any	Total No. of Farmers involved		Av. No. of Farmers per LFG		
<p>* A Large Farmer Group is defined as a group of famers of >2500 in Plain areas and >500 in Hilly Areas</p> <p><i>Details to be furnished as per Appendix to application</i></p>						

2	Major Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs / Producer Cooperatives					
(i)	Particulars may be furnished in respect of major 3 FPO Sponsoring / Sanctioning Agencies for Formation and Promotion of FPOs / Producer Cooperatives /LFGs as per the following:					
Sl. No.	Name of the Sponsoring / Fund Sanctioning Institution / Agency *	Total grant fund sanctioned by the Institution / Agency	No. of FPOs / Producer Cooperatives / LFGs sanctioned for promotion by the Institution / Agency	No. of FPOs / Producer Cooperatives / LFGs promoted so far against the total sanctioned programme (indicate the No. of LFGs in brackets)	Out of (E), No. of Registered FPOs / Producer Cooperatives and LFGs, if any (indicate the No. of LFGs in brackets)	
(A)	(B)	(C)	(D)	(E)	(F)	
1						
2						
3						
*The Sponsoring authority / agency may be NABARD, Small Farmers' Agri-business Consortium (SFAC), any State Government Department/agency, any Ministry/Department of Government of India, any Corporate, etc.						
3	Geographic Distribution of the FPOs/ Producer Cooperatives promoted by the Institute (cumulative status as on the date of application by the Agency and shall be furnished in respect of the Registered FPOs only)					
Sl. No.	Name of the District		No. of FPOs / LFGs promoted	Of which, No. of FPOs / LFGs Registered		

4	Type/ Nature of the FPOs promoted / Producer Cooperatives facilitated by the Institute (out of <u>Registered FPOs only</u>)	
	Sl. No.	Nature of FPOs / Producer Cooperatives Promoted & Registered with respect to the major “Focus” Crop(s) / activity
	1	FPOs / Producer Cooperatives of Food Grains (Cereals, Millets, Coarse Grains, Pulses, Oilseeds, etc.) producing farmers
	2	FPOs / Producer Cooperatives of Horticultural Crops (Fruits, Vegetables, Spices, Medicinal and Aromatic Crops, Plantation Crops, Flowers, etc.) farmers
	3	FPOs / Producer Cooperatives of farmers adopting organic agriculture practices
	4	FPOs / Producer Cooperatives of Export-Oriented/ high value crop producing farmers
	5	FPOs / Producer Cooperatives of other ‘focus” crops’ farmers /activities (pl. specify)
	6	FPOs / Producer Cooperatives of other ‘focus” crops’ farmers /activities (pl. specify)
	Total	
<p>Facilitation Services provided by the Institute to the FPOs / Producer Cooperatives (promoted by it or by other agencies) and their impact on the business performance of the FPOs (cumulative / overall status, irrespective of the age of the FPO)</p> <p>Please attach a Write Up on the Facilitation Services provided by the Institute to the FPOs / Producer Cooperatives / LFGs (either promoted by it or to the FPOs/ Producer Cooperatives /LFGs promoted by other Agencies/ Organizations), covering the following areas</p>		
Sl. No.	Nature of Facilitation Service	
1	Crop productivity improvement	

2	Introduction / popularization of new technology, new crop variety, mechanization of operations, etc., resulting in reduction in cost of production of agri-crops
3	Preparation of Business Plans by the FPOs/ Producer Cooperatives /LFGs
4	Linking of FPOs to alternate and better marketing avenues, for improved price realization for their produce
5	Improved post-harvest management/handling of the produce
6	Value addition / Primary or Secondary Processing of the farmers' produce
7	Linking of FPOs / LFGs to formal credit institutions

If the Institute has no experience with regard to providing facilitation services, especially on those indicated at Sl. Nos. 3 to 7 above, to the FPOs, as they being critical for the business planning and financial sustainability of FPOs, its strategy with regard to facilitating these services to the FPOs to be promoted in the Cluster/s, if considered as CBBO, may be explained.

6 Training and Capacity Building Programmes

Training and Capacity Building programmes **conducted directly by the Institute** to the FPO personnel (Board of Directors / Management Personnel/ CEO / Accountant, etc.) and to other Stakeholders in the domain of FPOs / Producer Cooperatives and their Activities, if any, by the Institute

Sl. No.	Name of the Programme	Normal duration of the Programme (No. of days)	Total No. of Programmes conducted in the past 3 years	Total No. of Trainees participated in the last 3 years
I Programmes to the Board of Directors / Management Personnel				
1				
2				
.....				
II Programmes to the CEOs				
1				
2				
.....				
III Programmes to the Accountants				

	1				
	...				
	IV	Programmes to Other Stakeholders (also please indicate the nature of the stakeholder)			
	1				
	2				
7	Particulars of Award/Prize/Felicitation, etc. received by the Institute / any of the FPOs/ Producer Cooperatives /LFGs promoted by the Institute, during last 3 years				
	Sl. No.	Name of the FPO	Name / Nature of the Award / Prize / Felicitation	Name of the Award/ Prize issuing Agency / Organization	Date of issue of Award/Prize/ Felicitation
VI	Business Performance of the FPOs promoted by the Institute				
	Particulars of business performance of FPOs promoted by the Institute may be furnished as under:				
	Sl. No.	Particulars	Comments of the Institute		
	(i)	Total No. of FPOs (Registered) / Producer Cooperatives/ LFGs promoted by the Institute, so far			
	(ii)	Out of (i) above, No. of FPOs/ Producer Cooperatives/ LFGs undertaking business transactions			
	(iii)	Out of (ii) above, No. of FPOs/ Producer Cooperatives/ LFGs which registered business turnover of less than Rs. One			

		crore or above in any of the past 3 years (year wise)													
	(iv)	Out of (ii) above, No. of FPOs/ Producer Cooperatives /LFGs which registered business turnover of Rs. One crore or above in any of the past 3 years (year wise)													
	(iv)	Out of (ii) above, No. of FPOs/ Producer Cooperatives /LFGs which registered Net Profit in any of the past 3 years (year wise)													
VI I	Briefly present your achievements in the promotion of FPOs/ Producer Cooperatives or the facilitation services which you feel that have not been reflected in the information furnished above														
1															
2															
VI II	Present Proposal of the Institute														
	<p>Considering your present proposal for consideration as a CBBO, please furnish particulars on the following:</p> <p>(a) Proposed Cluster(s) / names of the District(s) and Blocks in the State for operation as a CBBO</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of the Cluster(s)/ District(s)</th> <th>Name(s) of the Block(s)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(a) Justification for proposing the above area(s), indicating, <i>inter alia</i>, major programmes implemented earlier, achievements made therein by the Institute (brief description)</p>			Sl. No.	Name of the Cluster(s)/ District(s)	Name(s) of the Block(s)									
Sl. No.	Name of the Cluster(s)/ District(s)	Name(s) of the Block(s)													

(b) *Manpower planning*: Experts and other key personnel proposed to be deployed exclusively for successful implementation of the envisaged programme may be indicated as per the following.

Sl. No.	Particulars of the manpower assessment for the proposed project area	No. of personnel proposed to be deployed	No. of persons already available / to be deployed from the existing manpower of the agency	No. of personnel to be recruited
1	Programme Coordinator / Programme Head			
2	Professional manpower / Experts			
(i)	Crop Husbandry			
(ii)	Agri-Marketing / Value Addition / Agro-Processing			
(iii)	Social Mobilization			
(iv)	Information Technology / MIS			
(v)	Law/Accounts			
3	Project Accountant			
4	Other key supporting personnel / staff			
(i)	Pl. specify			
(ii)	Pl. specify			
.....	Pl. specify			
	Total			

DECLARATION

I declare that the above particulars are true to the best of my knowledge and belief.

Place :

Date :

Signature

(Name of the authorized signatory)

Seal :

Approval of the Competent Authority

Approved the above proposal of _____ (Name of the Institute and Centre) to act as a Cluster-Based Business Organization (CBBO) in the Implementation of the Central Sector Scheme for Formation and Promotion of Farmer Producer Organizations (FPOs) in _____ (Name of the District/s) in _____ State; and recommend for consideration of NABARD/NCDC.

Signature

Date

Seal

**List of Documents / Reports / Statements
to be enclosed to the Application**

- (i) A write up on major areas of work/operations and achievements of the Institute in the past 3 years
- (ii) A write up on Management of the Institute
- (iii) *Curriculum vitae* of the Experts / Professionals (as indicated at para III.4.D of the Application)
- (iv) Copies of last 3 years' (2019-20, 2018-19 and 2017-18) Annual Reports of the Institute, if published
- (v) A Write Up on the Facilitation Services provided by the Institute to the FPOs / LFGs (as indicated at para V.5. of the Application)
- (vi) Particulars of the FPOs/LFGs promoted by the Agency as per the format indicated in Appendix to application.