



**MUMBAI METROPOLITAN REGION  
ENVIRONMENT IMPROVEMENT SOCIETY**

**APPLICATION FOR THE PROJECT GRANT**

(Please restrict to the space provided in this form)

**TITLE OF PROPOSED PROJECT**

**1 APPLICANT'S INFORMATION**

1.1 Name of the Applicant

1.2 Name of the Organization

1.3 Address

1.4 Telephone Number

1.5 Fax Number

1.6 Email Address

1.7 Type of Organization  
(Government, Private or Non-Profit)

1.8 Details of Registration

Registered with :
Registration Number :
Date of Registration :

1.9 Activities of the Organization  
(Governance, Consultancy, Service Provision, Activism, Education, Research, etc)

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1.10 Staff Strength of the Organization

Expert Staff:

Sr. No.	Name	Qualification	Expertise	Experience (years)

1.11 Infrastructure with the Organization

<p>Space available to the Organization:</p>   <p>Equipment available for the Project:</p>
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1.12 Ongoing Projects (max 5)  
(Also mention funding source)

Ongoing Projects:

Sr. No.	Project Title	Funding Source

1.13 Other important completed projects (max 5)

Completed Projects:

Sr. No.	Project Title	Completion Year

## 2 PROJECT INFORMATION

2.1 Project Title

2.2 Type of Project  
(Research, Technological Innovation,  
Awareness and Capacity Building,  
Implementation)

2.3 Project Leader

Name:  
Qualification:  
Expertise:  
Type/Years of Experience:  
Contact No. & email :

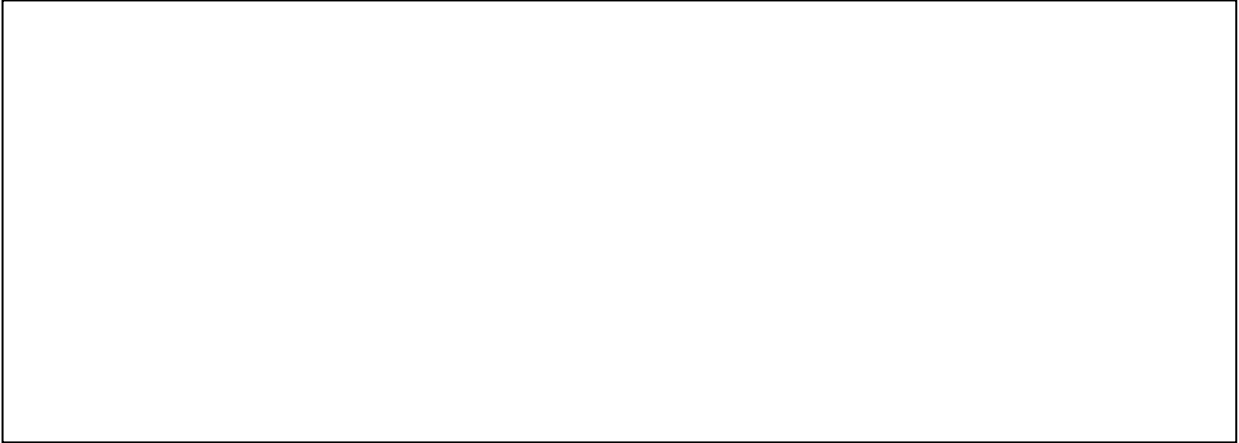
2.4 Duration of the Project in months

2.5 Why do you want to do the project? (Relevance and Background / Research Gap)


2.6 What do you want to do towards addressing the above issue mentioned in 2.5? (Broad Aim and Specific Objectives)

2.7 What kind of experience / work have you or your organization done in the area before?

2.8 What will be the broad approach and methodology for the project?



2.9 What will be the coverage (Geographical, Sectoral etc.) for the project?



2.10 What are the references and sources for setting up an information base for the project?



2.11 What are the activities you will undertake to do the project? Please explain in detail with major tasks and sub-activities. (Scope of Work)

2.12 Explain who are the Stakeholders and who will benefit from this project and how?

2.13 Please list the experts and their expertise that you will require to undertake this project.

2.14 What is the competency of the Applicant in undertaking the project?

2.15 What is the state of preparedness for undertaking the project (preparatory activities carried out)?

2.16 What is the form in which the output of the project is expected to be generated?

2.17 How will you schedule the tasks that you will undertake (as in 2.11) over the duration of the project that you stated (in 2.4)? (Timeline of the Project)

	ACTIVITIES	DURATION OF THE PROJECT (months)									
		1	2	3	4	5	...	...	...	...	...
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

2.18 How much funds will you require for doing this project? Please explain with a Project Budget (provide details of Staff Costs, Travel Costs, Consumables, Printing cost and other costs)

Sr.	Item	Rate (Rs. per unit) (Salaries of personnel per month; unit cost of field visits, unit cost per report, or any other item)	Quantity (no of units)	Amount (Rate X Quantity) (Rs)

2.19 Kindly indicate the applicable taxes (GST etc.)

2.20 What is the period and validity of above stated cost estimates?

2.21 After consulting the beneficiaries / stakeholders of the project, what commitments do they assure?

2.22 Are the beneficiaries / stakeholders committing any funds? If yes, how much? If not, why?

2.23 Which other funding source did you approach and who will be other probable funding agencies?



2.24 How much funds do you expect from the MMR-EIS?

2.25 What is the broad schedule of fund requirement?

Sr No.	Month	Amount (%)

I confirm that all information provided by me above is as per the best of my knowledge

Stamp of the Organization	Signature of the Proponent / Applicant,  NAME: PLACE: DATE:
	Signature of the Head of the Department / Organization,  NAME: DESIGNATION: PLACE: DATE:

## APPENDICES

Please tick the Enclosed

- Appendix 1 Bio Data of the Project Proponent / Team Leader
- Appendix 2 Proof of Registration and Address of the Organization
- Appendix 3 Proofs and Experience of related projects / assignments
- Appendix 4 Income & Expenditure Statement of the Organization for past year
- Appendix 5 Brief Bio-Data of all members of the team
- Appendix 6 Letter of undertaking from each team member that he/she will be available till the completion of the project
- Appendix 7 Letters of Recommendation/Commitments from Stakeholders/Beneficiaries
- Appendix 8 List of Reference Materials
- Appendix 9 Photographic Documentation
- Appendix 10 Enlarged Proposal, Other documents to clarify the proposal

**In case of Implementation Project or Project involving specific site development or intensive site research:**

- Appendix 11 Letters of No-Objection & Permission from the Owners
- Appendix 12 Photographic Documentation of the Site
- Appendix 13 Note on the Details of the Site (Location, ownership, site maps, use, etc.)

**In case of Project with more than one collaborators / partners (institutional or individual):**

- Appendix 14 Memorandum of Understanding between the partners
- Appendix 15 Any other Document