

Instructions to fill the proposal format:

1.0 About organisation

- Historical overview of the organisation
- Past experience of the organisation
- The type of projects executed by the organisation
- Reach and presence of the organisation (across the length and breadth of the country)
- Staff strength of the organisation
- Success stories/accolades/awards received

2.0 Background

- Give the details of need on the basis of which proposal is given. It need to be backed up with data & statistics related to it.
- All data and statistics to be referred from reliable sources E.g.: Census data, government websites, Government reports, survey etc.
- Plan of needs assessment if any to decide specific need
- Report of needs assessment done, if any.

2.1 Thematic Area

- Mention in which area given the proposed project fall

3.0 Proposal

- Mention Activities to be proposed to achieve the specific objectives in the specific time frame
- Specify objectives of the proposal

3.1 Methodology

- Mechanism for implementation of the project
- Implementation schedule of the activities (Sequence the activities)
- Execution plan
- Gantt chart to show the time line & activities
- Selection criteria for choosing specific kind of beneficiaries

3.2 Target Group

- Geographical area/location of the project to be mentioned.
- Profile of beneficiaries. (Male/Female, SC/ST/OBC/EBC/Others)

3.3 Team for the project

- Job profile & eligibility criteria for selection of staff of team members for project. This should include the desired qualification and experience.
- Roles and responsibility of the staff members
- Hierarchical structure of staff for project with reporting relations.

3.4 Monitoring Mechanism

- Plan for monitoring with frequency of visits from proposing organisation
- Plan for collection of data, ensuring accuracy and analysis.
- Mechanism for the monitoring of ongoing activities and the progress according to timelines
- Frequency of submission of reports, visits, visit plan

4.1 Outcomes/Result expected –

- Result in a specified number of beneficiaries which can be quantified.
- Quality benefits of the project.
- Each outcome should be directly linked to proposed objectives
- Specific targets to be set for the project. Project need to be benchmarked to certain standard.
- It is recommended to use Logical Framework i.e. project matrix having impact, effect, output and activities along with verifiable indicators, means of verification and assumptions.

4.2 Impact Assessment

- Baseline, Midline, Endline studies of the project or Pre-project, Post-project studies as per nature and scope of the project

5.1 Financial Implications

- Breakup for each line item should be given. Separate annexure to be provided if needed for details of budget.
- Any bought items to be supported with documents proving competitive rate in the market
- List down what is covered under Administrative expenses

5.2 Tentative payment schedule

- A tentative activity plan/ time table to be a part of the proposal for finalising the payment schedule.
- In the 1st payment, 15-20% will be acceptable which will be on signing of an MOU.
- In the mid payment, reporting progress and deliverables of the project will be considered.
- In the final payment, 10% of the total budget will be kept on hold until the submission of the project completion report and audited fund utilisation certificate.

- Supporting bills/vouchers/ invoices should be shared wherever applicable.

6.0 Sustainability Plan: -

- Write the plan how the project will be made sustainable after exit of BPCL & implementation organisation which includes maintenance and ownership part of the project

7.0 Conclusion –

- Summarize the project with strong reasons

8.0 Enclosure

- Mention the enclosures attached

Instructions for filling FORM A & FORM B

- Kindly mention whether document mentioned is applicable – Yes/No, whether it is available –Yes/No, whether it is attached –Yes /NO
- Fill Form B only in case of the proposed project

Instructions for filling FORM C/D/E

- Fill as per questions & instructions given there

General Instructions

- Proposals are to be for CSR initiatives in “project mode” within one (or more) of the BPCL CSR thrust areas of Education, Water Conservation, Skill development, Health/Hygiene and Community Development
- Proposal to be accompanied by a covering letter with date, on the letterhead of the organisation giving a brief of the proposal. Letter to be signed by authorised signatory of the proposing organisation.
- Each page of the proposal and annexures are to be stamped on every page with organisation seal/stamp and countersigned by authorised signatory of the proposing organisation
- All requisite permissions and approvals from appropriate authorities are to be obtained by the proposing organisation and all statutory obligations and compliances met, if any.
- If proposal is incomplete it will be rejected.
- BPCL reserves the right to accept/reject any proposal
- The organisation should be ready to open separate bank account for CSR project of BPCL in case the proposal of organisation is approved by BPCL.

- The organisation should propose for such scale of project which is in line with experience of doing such value projects, have a team/staff, expertise, capability for executing it successfully.

BPCL Format