

राष्ट्रीय जन सहयोग एवं बाल विकास संस्थान  
National Institute of Public Cooperation and Child Development



No: NI/PC/SM/FRMCR/W/2017-18

To NGO Heads

**Subject: Workshop on Fund Raising and Mobilising Community Resources for Functionaries of Voluntary Organisations (28-30 June, 2017)**

Sir/Madam,

NIPCCD is a national apex body in the field of women and children under the aegis of Ministry of Women and Child Development, Government of India. The main functions of the Institute are research, training and consultancy in the field of women and child development.

2. The Institute is organizing a **three day Workshop** on Workshop on Fund Raising and Mobilising Community Resources for Functionaries of Voluntary Organisations from 28-30 June, 2017 at NIPCCD New Delhi. **A copy of the programme design which gives information on the workshop is enclosed.**

3. You are requested to **kindly nominate one senior level** representative of your voluntary organisation for the workshop who is primarily engaged in planning, management and implementation of programmes for women and children. *Medium of deliberations in the course will be English.*

4. *The outstation non-official participants* attending the Workshop will be paid travel grant equivalent to AC II tier rail (reservation charges, if actually spent) /actual bus fare by shortest route to and from Delhi. The travel grant is calculated on the basis of fare by mail / Express trains other than Shatabdi/Rajdhani/Duronto/Premium trains. Tatkal fares cannot be reimbursed and the fare in such cases will be restricted to the normal fare in that category of accommodation. The Institute would arrange free board & lodging of all outstation participants at its hostel located in Institute's campus at New Delhi. However, participant may be asked **not to bring their relatives and family members with them during the programme.**

5. It is requested to send the nomination in the **enclosed proforma indicating their name, designation and addresses positively by 01 May, 2017 to Joint Director, Public Cooperation Division, NIPCCD, 5 Siri Institutional Area, Hauz Khas, New Delhi 110 016 or through Email: [pccpdiv@gmail.com](mailto:pccpdiv@gmail.com) or [sunita.nipccd@gmail.com](mailto:sunita.nipccd@gmail.com)** (Phone: 011- 26963204#Ext.223, 011- 26966329; Fax: 011- 26966329/ 26962447). However, the representative nominated should proceed for attending the programme **only after** receiving a confirmation of their participation by the Institute.

Looking forward to an early response.

Yours faithfully,

  
(S.C. Srivastava)

Joint Director (P C)

Encl.: As above

5, सीरी इंस्टीट्यूशनल एरिया, हौज खास, नई दिल्ली - 110016 तार : जनबालरस

5, Siri Institutional Area, Hauz Khas, New Delhi-110016 Telegram : NIPCHILD

दूरभाष / Telephone : 26963002, 26963204, 26967592, 26969010, 26602313, 26852702 फैक्स / Fax : 091-011-26515579, 26865187, 26851349

Website : <http://nipccd.nic.in>

**विषय : स्वैच्छिक संगठनों के कार्यकर्ताओं के लिए निधिया जुटाने तथा सामुदायिक संसाधनों के संघटन पर कार्यशाला दिनांक 28-30 जून 2017**

महोदय/महोदया

जैसा कि आप जानते हैं कि निपसिड महिला एवं बाल विकास मंत्रालय, भारत सरकार के तत्वावधान में महिलाओं तथा बच्चों के क्षेत्र में एक राष्ट्रीय शीर्ष निकाय है। संस्थान के मुख्य कार्य महिला एवं बाल विकास के क्षेत्र में अनुसंधान, प्रशिक्षण तथा परामर्श हैं।

2. संस्थान स्वैच्छिक संगठनों के कार्यकर्ताओं के लिए निधिया जुटाने तथा सामुदायिक संसाधनों के संघटन पर कार्यशाला 28-30 जून 2017 तक तीन दिवसीय कार्यशाला का आयोजन कर रहा है। कार्यशाला की रूपरेखा तथा नामांकन प्रोफार्मा की एक प्रति पत्र के साथ संलग्न है।

3. अनुरोध है कि आप अपने स्वैच्छिक संगठन के वरिष्ठ स्तर के किसी एक ऐसे प्रतिनिधि को इस कार्यशाला के लिए नामित करें जो मुख्यतः मातृ और बाल देखभाल हेतु कार्यक्रमों की योजना बनाने, उनके प्रबंधन और कार्यान्वयन में कार्यरत हों। इस कार्यशाला में अनुदेशों का माध्यम अंग्रेजी होगा।

4. कार्यशाला में भाग लेने के लिए बाहर से आने वाले गैर-सरकारी सहभागियों को सबसे छोटे मार्ग से दिल्ली आने जाने के लिए वातानुकूलित-2 टियर रेल किराए (आरक्षण प्रभारों सहित)/वास्तविक बस किराए के बराबर यात्रा अनुदान का भुगतान किया जाएगा। यात्रा अनुदान की गणना मेल/एक्सप्रेस रेलों के किराए के आधार पर की जाएगी, शताब्दी और राजधानी एक्सप्रेस के आधार पर नहीं। तत्काल आरक्षण के किराए की प्रतिपूर्ति नहीं की जाएगी और ऐसे मामलों में उस श्रेणी का सामान्य किराया दिया जाएगा। स्थानीय गैर-सरकारी सहभागियों को स्थानीय वाहन पर किए गए व्यय की प्रतिपूर्ति की जाएगी जो कि प्रत्येक मार्ग के लिए 500/- (पांच सौ रुपये मात्र) से अधिक नहीं होगी। संस्थान बाहर से आने वाले सभी सहभागियों के भोजन एवं आवास की निःशुल्क व्यवस्था अपने नई दिल्ली स्थित परिसर के छात्रावास में करेगा। सहभागी अपने रिश्तेदारों और परिवार के सदस्यों को कार्यक्रम के दौरान साथ न लाएं।

5. अनुरोध है सहभागियों के नामांकन संलग्न प्रोफार्मा में उनके नाम, पते और टेलीफोन नं० सहित **01 मई, 2017** तक संयुक्त निदेशक, जन सहयोग प्रभाग, निपसिड, 5 सीरी इंस्टीट्यूशनल एरिया, हौजखास, नई दिल्ली-110016 के पते पर अथवा ई-मेल: [pccpddiv@gmail.com](mailto:pccpddiv@gmail.com) or [sunita.nipccd@gmail.com](mailto:sunita.nipccd@gmail.com) (फोन नं०: 011- 26963204#Ext.223, 011- 26966329; Fax: 011- 26966329/ 26962447) द्वारा भेज दें। तथापि नामित अधिकारी संस्थान से उनकी भागीदारी की पुष्टि हो जाने के पश्चात् ही कार्यशाला में भाग लेने के लिए प्रस्थान करें।

कृपया शीघ्र उत्तर दें।

भवदीया,

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(एस .सी. श्रीवास्तव)

संयुक्त निदेशक (जन सहयोग)

संलग्नक: उपर्युक्तानु

## **National Institute of Public Cooperation and Child Development**

5, Siri Institutional Area, Hauz Khas, New Delhi – 110016

### **Workshop on Fund Raising and Mobilising Community Resources for Functionaries of Voluntary Organisations (28-30 June, 2017)**

#### **Workshop Design**

Voluntary Organisations (VOs) in India in the current scenario, assume a perceptible role in multifarious developmental programmes and activities. The achievements and success of these organisations in various fields and the excellent work done by them in specific areas no doubt is a tremendous task that has helped to meet the changing needs of the social system.

Institute has since long been promoting voluntary action and has been involved in capacity building of voluntary organizations though its multifarious documentation research and training endeavors. However, majority of the Voluntary Organisations in our country are largely dependent on Government or foreign funding agencies for building their resource base. Very few organisations are able to manage themselves through self- mobilized resources. Hence, in spite of their achievements in various fields, VOs have been facing different problems which differ from organization to organization, region to region. It is therefore important that voluntary organisations being key players in development field be more professional, process oriented, quality and result oriented in approach to perform their functions effectively, efficiently and in a sustainable and credible manner.

To achieve results so professionally and to create a distinct identity in the eyes of donors and beneficiaries, strategic mobilization of financial resources , its utilization and management has become an essential part of sustenance of any organization and its activities. Grants are also usually very time bound as also specific in terms of how the funds may be used.

Fund Raising is a distinct activity, where a Voluntary Organisation appeals to the public and persuades individuals and groups to support its cause and thus, raises its resources. Resources can include many different things, not just money. Apart from money, VOs can also raise support from volunteers; receive material donations or can mobilise in-kind contribution from its own community. Community resource mobilisation undoubtedly, is a process in which individuals and families assume responsibilities for their own development. This is also a process through which community as a whole could realise the importance of their involvement in development process and gives away the conventional thought of remaining only as 'recipient of services'. Just as important as raising funds is the effort to building relationships as people not merely give money to causes, they give to people with causes. Resource mobilisation thus goes beyond fund raising-It is friend raising as well. However, in order to devise an innovative strategy for fundraising/mobilising community resources, a voluntary organization must first focus on its current activities, prioritize them and then diversify accordingly. It must first understand its own strengths, weaknesses, opportunities in front of it and also threats to its resources or existence. Such strategic fund raising and resource mobilising efforts can reduce their dependence on limited time bound grants and can go a long way in ensuring sustainability of programmes and processes run by voluntary organisations.

Keeping the above in view and its mandate to promote voluntary action, the Institute proposes to organize a ***three day Workshop on Fund Raising and Mobilising Community Resources for Functionaries of Voluntary Organisations from 28-30 June, 2017*** at its Headquarters in New Delhi.

### **Objectives**

The main objectives of the training would be to :

- i. acquaint the participants to fund raising know how and techniques;
- ii. develop awareness to adopt the techniques related to sustainable alternatives for effective Programme Implementation at the Community level;
- iii. discuss with them strategies to build up strong and meaningful Partnerships;
- iv. discuss mechanisms for internal controls and skills for effective management of funds and assets.

### **Content**

The content of the workshop would include Need and Importance of Funds/ Resources; Developing a strategy for raising resources and funds; Methods and techniques of mobilising community resources; Fund support to voluntary organisations from corporate sector: issues and prospects; Role of effective communication in developing sustainable partnerships; legal and Taxation issues concerning voluntary organizations; developing effective Internal controls mechanisms for management of funds / assets.

### **Methodology**

The content of the Workshop would be covered through presentations, lecture cum discussions, group work, open house discussions, information sharing on each other's experience, case studies, etc. with emphasis on participatory approach to learning. **Medium of deliberations in the course will be English.**

### **Participants**

About 25-30 participants comprising senior and middle level functionaries of voluntary organisations involved in fund raising / mobilising resources for their organisations would take part in the Workshop

### **Award of Certificate**

The participants will be awarded a certificate of participation on conclusion of the course.

### **Travel, Board and Lodging**

#### **Travel Grant**

##### **For outstation participants**

- i. The outstation non-official participants attending the Workshop will be paid travel grant equivalent to AC II tier rail (including reservation charges)/actual bus fare by shortest route to and from Delhi. The travel grant as payable under the Institute's rules would be calculated on the basis of rail fare of Express trains other than Shatabdi/Rajdhani/Duronto/Premium trains.
- ii. The journey by road to the nearest railway station/bus station will be paid to the non-official participants on the basis of actual expenditure incurred subject to a ceiling of Rs.500/- (Rupees five hundred only) each way.
- iii. Tatkal fares cannot be reimbursed and the fare in such cases will be restricted to the normal fare in that category of accommodation.

### For Local participants

Local non-official participants will be paid actual expenditure incurred on local conveyance subject to a limit of Rs.500/- (Rupees five hundred only) per day.

### Lodging

The Institute would arrange free board & lodging for all outstation participants at its hostel located in the campus of National Institute of Public Cooperation & Child Development (NIPCCD), 5, Siri Institutional Area, Hauz Khas, New Delhi -110016 (*opposite Hauz Khas Police Station and close to Asian Games Village*). The accommodation will be available only for the duration of the Programme and a day before and after the programme.

### General

**The following general information may please be noted:**

- i. **The nominations duly filled in should be sent (in the Enclosed Nomination form) by post or E-mail to reach the Institute positively by 01 May, 2017.**
- ii. The nomination will not be accepted in case the details of participation in the earlier programmes organized at NIPCCD has not been mentioned in the nomination form.
- iii. The photographs should be sent along with the nomination form **duly attested by the sponsoring organization.**
- iv. Merely sending the nomination form does not entitle a nominee to participate in the Programme. Participants are, therefore, requested to confirm acceptance of their nomination over **telephone/email** before proceeding for the training in case of delay/non-receipt of confirmation letter.
- v. Due to limited hostel accommodation, the Institute will not be in a position to extend the facility of board and lodging to the participants' relatives and family members.
- vi. Participants reporting for the Programme late or leaving before its conclusion or in case they do not attend for entire duration of the programme, will not be entitled to travel allowance and certificate.
- vii. Participants confirmed for the workshop should bring along with them **their ID proof along with the confirmation letter while reporting for the programme.** Outstation participants availing hostel facility will be expected to produce the same before the hostel attendant or as and when required by any such official of the Institute.
- viii. Institute owes no responsibility towards reservation of participants.
- ix. **All Correspondence in this regard may be addressed to:**

**Shri. S.C Srivastava  
Joint Director (PC)**

**or**

**Ms. Sunita Mathur  
Programme Incharge**

NIPCCD, 5 Siri Institutional Area, Hauz Khas, New Delhi – 110016

**Phone: 011- 26963204#Ext.223, 011- 26966329; Fax: 011- 26966329/ 26962447**

**Email: [pccpddiv@gmail.com](mailto:pccpddiv@gmail.com) ; [sunita.nipccd@gmail.com](mailto:sunita.nipccd@gmail.com)**

**Website: [www.nipccd.nic.in](http://www.nipccd.nic.in)**

राष्ट्रीय जन सहयोग एवं बाल विकास संस्थान  
**National Institute of Public Cooperation & Child Development**  
स्वैच्छिक संगठनों के कार्यकर्ताओं के लिए निधियां जुटाने तथा सामुदायिक संसाधनों के संघटन पर कार्यशाला  
**Workshop on Fund Raising and Mobilising Community Resources**  
**for Functionaries of Voluntary Organisations**

Programme Incharge: Ms.Sunita Mathur. कार्यक्रम प्रभारी का नाम : श्रीमती सुनीता माथुर  
Dated : 28-30 June, 2017 दिनांक : 28-30 जून, 2017

**NOMINATION FORM**

भाग- क Part – A  
सहभागियों के लिए प्रोफार्मा  
**Proforma for Participants**

STATE: -----

- **UID Registration Number of your Organisation (in the NGO -Partnership System Portal (Darpan) of NITI Aayog :** \_\_\_\_\_

सहभागी का नाम एवं पद:

**1. Name of the Participant (IN CAPITAL LETTERS):**

**Affix Photograph**

**Designation of the Participant:**

i) जन्मतिथि आयु/Age:

Date of Birth:

ii) लिंग/Gender:

iii) अनु.जा/जन.जा/अ.पि.व/अ.सं.व/सामान्य/अन्य:

SC/ST/OBC/Minority/Gen/Others:

**2. शैक्षिक/व्यावसायिक योग्ताएं**

**Educational/Professional Qualifications:**

**3. AADHAR and PAN Card Number of the participant:**

**4. अंग्रेजी भाषा में कुशलता**

Proficiency in English (Pl Tick Mark)

- अंग्रेजी भाषा **अच्छी** तरह से समझ लेता है एवं उसके माध्यम से **अच्छी** तरह से बातचीत कर सकता

**Yes, Can Comprehend and Communicate effectively** in English

- अंग्रेजी भाषा समझ लेता है वं उसके माध्यम से **काफी हद तक** बातचीत कर सकता है

Can comprehend and Communicate **to some extent** in English

- अंग्रेजी भाषा एवं उसके माध्यम से **बिल्कुल** बातचीत **नहीं** कर सकता है

**No, Cannot** Comprehend and Communicate in English

**5. प्रायोजित करने वाले संगठन/विभाग का नाम एवं डाक पता पिन कोड सहित**

**i. Name & Postal Address of the Sponsoring Organization with pin code:**

ii) Location: Rural/Urban/Tribal

iii) दूरभाष Telephone No.

iv- ई-मेल/E-mail

**6. संस्थान के मुख्य कार्य**  
**Major functions of the Organisation**

**7. सहभागियों का पाठ्यक्रम हेतु पत्राचार के लिए पता, अगर क्रम संख्या 05 से अलग है**

Postal address of the participant for the purpose of correspondence for the programme (If it is different from S.No 5.)

8 सहभागियों की सेवा/अनुभव की अवधि

Length of service/experience of the participant (in Years):

पद Position	संस्था Organisation	अवधि Period	
		from	to

9 इससे पूर्व निपसिड के किसी कार्यक्रम /कार्यशाला में भाग लिया है हां/नहीं

**Have you earlier attended any Programme/ Workshop at NIPCCD Yes/No**

यदि हां, तो कार्यक्रम/कार्यशाला का नाम तथा वर्ष स्पष्ट करें,

**If yes, specify the name and year of Programme/Workshop**

कार्यक्रम /कार्यशाला का नाम Name of the Programme/Workshop	स्थान Venue	वर्ष Year

10 सहभागी की प्रायोजित करने वाले संगठन में तीन मुख्य भूमिका और उत्तरदायित्व

Major Role and responsibilities of the participants in the sponsoring organization

1 .....

2 .....

11 NGO Registration Details गैर सरकारी संस्था का पंजीकरण विवरण

NGO Registration Number	Act under which the Organization is registered	State

दिनांक **Date** :

सहभागी के हस्ताक्षर

**Signature of the Nominee**

**भाग-ख Part B**

(प्रायोजित संस्थाओं के लिए)

**(For Sponsoring Organisation)**

निपसिड, नई दिल्ली में दिनांक 28.30 जून, 2017 तक आयोजित स्वैच्छिक संगठनों के कार्यकर्ताओं के लिए निधियां जुटाने तथा सामुदायिक संसाधनों के संगठन पर कार्यशाला में भाग लेने के लिए मैं श्री/श्रीमती/सुश्री----- नाम एवं पद .....

..... का आवेदन पत्र अग्रेषित कर रहा/रही हूँ। कृपया उन का नामांकन स्वीकार करें। ये हमारे संगठन के वास्तविक कर्मचारी हैं

I forward the application of **Shri/Smt./Ms.** \_\_\_\_\_ **Designation**

\_\_\_\_\_ to participate in the **Workshop on Fund Raising and Mobilising Community Resources for Functionaries of Voluntary Organisations being organized by NIPCCD at New Delhi from 28-30 June, 2017.** His/her nomination may kindly be accepted as he/she is a bonafide employee of my organization.

संगठनप्रमुख के हस्ताक्षर/Signature of Chief  
functionary/ Head of the Organisation

नाम / Name

पदनाम / Designation

संगठन का पूरा पता मोहर के साथ **Complete Address  
with Seal of the Organization**