

MODEL CONCEPT PAPER TEMPLATE/PROFORMA

	ITEMS	Detailed information
A.	General Information about the Project	
i.	Name of the Project	
ii.	Objectives of the project	
iii.	Estimated Cost of project.	
iv.	Indicate sources and share of funding. (NEC, State share and other sources wherever applicable)	
v.	Availability of land and land size. Indicate clearly whether owned by Govt./leased/donated/community owned etc.	
vi.	Location of project	
vii.	Name of district and sub-division/block where proposed project will be located	
viii.	Proposing/Implementing Department	
ix.	Name of the executing Department/Agency	
x.	Enclose non-duplication certificate	
xi.	Whether the project falls within the Thrust Areas of NEC, Vision 2020 or Working Group recommendations. Specify.	
xii.	If project is of regional nature, give name of States which would also benefit.	
xiii.	If State specific project, give reasons why it cannot be funded from the State Plan	
xiv.	If project is covered under any CSS/Central scheme, name the CSS/Central scheme and give reasons why funding has not been obtained/sought from the Ministry concerned.	
xv.	Give details of convergence with other State schemes/CSS/CS built into the project. If not, state why	
xvi.	Give details of synergy built into the project with other Govt. schemes (e.g. technical and professional assistance).	
xvii.	Indicate sustainability of project including operation and maintenance of assets on completion of project	
xviii.	Give details of the existing infrastructure and facilities available in the proposed project location and also in the district and sub-division/block	

B	Justification/ Rationale for the Project	
i.	State the nature and magnitude of the problem faced or the potential to be tapped. Elaborate the problems to be addressed or benefits that will accrue through the project. For social infrastructure project, also give the baseline of socio-economic parameters/indicators to justify the proposal.	
ii.	The development objectives proposed to be achieved	
iii.	Indicate the sections and number of population to be benefitted.	
iv.	For income generating activities/skill development indicate the number of beneficiaries targeted and the methodology for selection of beneficiaries. Indicate nos. of female and male beneficiaries separately.	
C	Project Description & Main Activities	
i.	Sector under which project is proposed (see Annexure-I of guidelines)	
ii.	Project description (Provide a brief write-up on the project)	
iii.	Component-wise cost of Project/main activities (e.g. buildings and other civil works, machineries, tools & equipments, miscellaneous fixed assets, agricultural inputs, training components etc.)	
iv.	List out basic Indicators for measuring achievement / Success of the Project	
D	Physical details	
	Year-wise phasing & Time frame for completion of project	
E	Financial details	
	Year-wise phasing	
F	Indicate if any statutory clearances including forest and Environmental Clearances etc. are required.	

Signature of Concept Paper preparing authority