

# SAMPLE PERFORMA

(Filled Forms to be submitted to email id: [iaapplication@gmail.com](mailto:iaapplication@gmail.com))  
Hard Copy need to be posted to IIE Office Address

Application from for Implementation of SFURTI Cluster to be submitted  
by Implementing Agency

1	Name of Implementing Agency	
2	Name Of the Cluster	
3	Location of the Cluster (Where artisans/production Facilities/CFC is proposed to be located)	
4	Area covered by the Cluster (Name of the Blocks Covered)	
5	Number of artisans covered in the Cluster and additional opportunities	
6	Number of families/persons/artisans employed in the Cluster	
7	Average income of artisans in the Cluster	

**Signature of the Secretary**

**TEMPLATE- I (A)**

1.	Cluster Category	Heritage	Major	Mini					
2.	Name of Cluster								
3.	Location								
4.	Industry	<b>Village Industry - (Specify)</b>							
5.	Current Product Portfolio								
6.	Name of the Implementing Agency (IA)								
7.	Project Objectives								
8.	Key Gaps Identified								
9.	Area to be covered by the cluster  i. No. of villages to be covered  ii. Name of the villages & artisans available								
Sr.	Village Name	Artisans available							
		SC	ST	OBC	Minority	Others	Total	Male	Female
1									
4									
5									

iii. (Enclose details in an Annexure in an tabular form) : **Annexure A**

Sr. No.	Name of the Artisans	Contact No.	Adhar Card No. / Election ID No.	Skills	Details of Bank A/c.	Livelihood Levels	Existing Employ (No. of working hours / No. of days in a month)	Average Income of Artisans (P.M.)
1								
2								

10	<b>Details of Artisans in respect of following documents</b>
i.	Bank Pass Book
ii.	Identity Card
iii	Health insurance
iv.	Janashree Bima Yojana
v.	Pension Coverage
vi	Educational benefits availed for children under JBCRY
11	<p><b>Whether the cluster is existent / functional? give details :</b></p> <p><b>A. ( In case of Khadi Institution)</b></p> <p>Spinning Activities :</p> <p>Weaving activities : Processing Activities :</p> <p>Products etc.</p> <p><b>B. ( In case of activities under V.I. Institution) :</b></p> <p>Processing Activities :</p>

	Products etc. :			
12.	Name of other associate cluster associated Institutions who are willing to take part in the cluster (applicable to only Khadi Cluster) :			
Sr. No.	Name & Address Associated I.A.	Affiliated to KVIC/ KVIB	Contact No.	e.mail ID
1.				

( All the associate institutions should submit information as per Template 1 (B) )

13.	Product Interventions				
		<b>Hard Interventions (New)</b>			
	Hard Interventions	Infrastructure Facility	Constructed Area	Machinery / Equipments	Cost (₹)
		Raw Material Bank (RMB)			
		<b>Replacement / up gradation of Charkhas / Looms / tools</b>			
		Replacement / up-gradation of charkhas /looms /tools	No. of beneficiaries	Unit cost (₹)	Total Cost (₹)

		1) Traditional Loin Loom			
		2) Improved Fly Shuttle Looms			
		3) Warping Drams			
		6) Sewing Machines (Tailoring)			
		7) Sewing Machines (Embroidery)			
		8) High Speed Charkha			
	Soft Interventions	Interventions	Proposed activities	No. of	Cost (₹)
		a) Skill Training.			
		b) Capacity Building			

		Market Promotion			
14	Total Project Cost ( ` )				
15	Detailed Project Cost ( ` )				
16	Source of funds ( ` )				
17	Phasing of the Project				
18	Project Implementation Framework / Proposed SPV structure				
19	<b>Mobilization of Working Capital</b> 20% of hard components cost will be utilized towards working capital corpus as per the guideline. Provide the projection of Working Capital				

	based on related activities on annual basis.			
20	Details of the existing Cluster and the infrastructure facilities available with I.A. Existing infrastructure available with the I.A. Land Area Built up Area Machineries  Tools available with the artisans namely Charkhas  Looms  Others  Source of raw materials within the Cluster Area			
Sl. No.	Particular of the raw materials	Source Institution / Artisans / Local	Annual Quantity (Appx.)	Cost ( ` )
1.				
2.				
3.				

21.	Indicate the Product to be manufactured under the cluster and projection of sale value and margin etc.				
Sr. no.	Name of the Product to be produced	Quantity	Overall Production Cost ( ` )	Proposed Sales Value	Margin / Profit on monthly basis
1.					
2.					
3.					
4.					

5.					
6.					
7.					
8.					
9.					
22.	Projection of Artisan wages over the duration of the cluster :				
23.	Availability of Forward Backward Linkages ( with assured target)				
24.	Key Impacts				
25.	<b>Resolution of Implementing Agency</b> (Enclose specific resolution approving the functions of the cluster along with all the target proposed as brought out in the proposal under Template- I (A) and I (B).				

Treasure (I.A.)

Secretary (I.A.)

Chairman ( I.A. )

Supporting documents as under should be enclosed:

1. Balance Sheet and Statement of Accounts for the last 3 years-
2. Registration Certificate of the Institutions & its validity -
3. Details of Land records owned by I.A. -
4. Details of SPV Registration. -



## TEMPLATE- 1(B)

### B. Profile of the Implementing Agency (I.A.)

<b>I.</b>	<b>Institutional Structure / registration Details :</b>	
B.1	Legal Status :	
B.2	Date of Incorporation / Registration :	
B.3	Registered Address :	
B.4	Office Address / Locations :	
B.5	Affiliate to KVIC	

<b>II.</b>	<b>Governance Structure :</b>						
B.6	Composition of the Executive Board / trustees / Governing Body/Managi ng Committee and Back ground of	Sl. No .	Name of Member	Designatio n	Backgro und Profile	Contact No.	E.mail
1							
2							

	Members :	3					
B.7	In case, IA is registered under Companies Act. Provide Shareholding pattern	Sl. No	Name of Member	Designation	Shareholding (%)		
		1					
		2					
		3					

<b>III</b>	<b>Operational Profile</b>	
B.8	Major Objectives-Vision, Mission, Goal of the organization	
B.9	What are focus areas of operational	
B.10	Provide key projects / activities being undertaken by the IA- brief description including the project scope, size and duration (mention specific experience in the area / sector of the proposed project).	
B.11	Mention key clients / donors associated with for project implementation	

	along with details on the nature of association	
B.12	Mention key partnerships / alliances (if any)	

<b>IV</b>	<b>Management Profile</b>				
B.13	Background of key Personal (Professionals and others) with brief profile of the senior management personnel)	<b>Sl. No.</b>	<b>Name</b>	<b>Designation/Status</b>	<b>DIN/PAN</b>
		<b>1</b>			
		<b>2</b>			
		<b>3</b>			

<b>V</b>	<b>Financial Position</b>		
B.14	Key financials of the organization (Provide copy of the audited financial statements for last 3 years)	Fixed Assets	
		Current Assets	
		Current Liabilities	
		Revenue trend for last 3 yrs.	
		Profit / Loss For the last 3 yrs.	
		ISEC availed in case of KVIC / KVIB Inst.	

		Amount of ISEC availed during last three years	
		Any other	
<b>VI</b>	<b>Bank Account Details :</b>	Annexure - G	
B.15	Name of Bank		
B.16	Branch Name'		
B.17	Bank Account No.		
B.17	IFSC Code		

<b>VI</b>	<b>Bank Account Details :</b>	
B.18	Name of contact person	
B.19	Designation of Contact Person	
B.20	Correspondence Address	
B.21	Contact No.	
B. 22	E. mail Address.	