



Asha for Education - Princeton chapter

Instructions for Project Proposal Preparation

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Dear Sir/Madam:

Following is a questionnaire prepared by the Princeton chapter of Asha for Education as a prerequisite for considering a project for funding.

Asha for Education is a voluntary, non-profit organization dedicated to socio-economic change in India. Asha was formed in 1991 in Berkeley, California, and now has over 30 chapters in the US and a few chapters in India. In pursuit of its goal, Asha focuses on basic education in the belief that education is a critical requisite for socio-economic change. In keeping with this focus, our volunteers get involved with and support projects that have an education-related component to them. Volunteer involvement includes regular and close communication with the project, visit to the site of the project, and whenever possible, helping in other non-monetary ways to further the goal of the project. This necessitates that Asha volunteers understand the goals and objectives, challenges and ground-realities of a project to an extent that surpasses the requisites for allocating funds.

The project-review process at the Asha-Princeton chapter includes careful analysis of a project by a dedicated group of volunteers, dialogue with the NGO to clarify issues, reassessment at the chapter, followed by a site-visit by an Asha-volunteer or a liaison before a project is approved. The process is meant to be comprehensive and we continually strive to make it as speedy and consistent as possible. After project approval, an Asha volunteer at Princeton takes up the role of coordinator for the project and maintains regular communication with the NGO in India. It is towards this intent of working closely with the NGOs whose projects Asha is supporting that the following questionnaire is directed.

Please respond to the following questions on a separate sheet (please include the corresponding question number when responding to it). Please provide detailed information wherever possible and include photographs, news-clippings, publicity information, brochure etc., if available.

Sincerely,

Volunteers
Asha for Education - Princeton

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ORGANIZATION DETAILS

- A1. Name of the organization
- A2. Type of organization: registered organization (trust, NGO), or group of individuals
- A3. Date of establishment
- A4. Names and background of the decision making body within the organization
- A5. Name of contact person
- A6. Address
- A7. Telephone/Fax/Email/Web
- A8. Motivation for starting the organization
- A9. Objectives of the organization
- A10. Affiliations
- A11. Organizational structure, including size of staff and volunteers
- A12. Brief descriptions of previous projects (include funding source and amounts)
- A13. References (if any)
- A14. FCRA clearance number (if not available, what is the organizations plan to pursue this matter)

Note: If applicable, please provide annual report(s), budget and other documents/ newspaper cuttings related to the organization.

PROJECT AREA

- B1. Location (include distance in kilometers to nearest district headquarters and the directions from nearest public transport facility)
- B2. Name, address and phone number (if any) of contact person at project site
- B3. Size of project area (include number of villages, population, area)

B4. Health facilities available in the area (include information about nearest PHC, doctor/nurse, hospital, and their accessibility)

B5. Educational facilities available in the area (include number and type of schools, and their accessibility)

B6. Drinking water and electricity availability

B7. Primary occupation, source of income and average annual income of people in the project area; status of children -- employed, school-going, or idle

B9. Statistics on literacy rate and health care if available

DESCRIPTION OF THE PROJECT

C1. Title/name of the project to be supported

C2. Motivation for doing the project

C3. Short term objectives of the project (1-2 years)

- who will be covered
- male/female ratio

C4. Long term objectives of the project (2+ years; include what your plans are for the participants graduating -- or have graduated -- from your project)

C5. Planned operation of the project

- project coordinator, number of staff members
- phases of implementation, if any
- details of material available and those that are required (space, blackboard, books/library, toys, furniture, teaching aids, toilets, drinking water, electricity)
- method of implementation
- stage of implementation at the present time

C6. Community participation in the project (services offered, financial contribution, donation of common land)

FINANCIAL

C7. Funds requested with duration

C8. Itemized description of proposed use of funds (please provide a budget)

C9. Other sources of funds for the project (organizations, individuals and community participation)

C10. Other organizations that have been approached with the same project proposal

C11. Other Asha chapters that have been approached

GENERAL

D1. Name, experience and educational qualification of the Project Director/Coordinator and other staff involved in the project

D2. Name and contact details for the person who will be responsible for sending feedback reports (if approved for funding, Asha for Education will require reports from your group every six months)

D3. Ways, other than funding, that Asha for Education can help you achieve your goals