

**GOVERNMENT – NGOs PARTNERSHIP FOR
THE IMPROVEMENT OF ENVIRONMENT**



**GUIDELINES AND PROJECT PROPOSAL FORM
FOR
NON-GOVERNMENTAL ORGANIZATIONS (NGOs)
(2012-13)**

**ENVIRONMENTAL PROTECTION AGENCY
QADDAFI STADIUM, LAHORE
Ph: 042-99232231, 99232230**

GUIDELINES FOR THE APPLICANT NGOS

1. The applicant NGO must be registered in the province of Punjab under any one of the following laws/ordinances.
 - i) The Societies Registration Act of 1860
 - ii) The Trust Act of 1882
 - iii) The Cooperative Societies Act of 1952
 - iv) The Voluntary Social Welfare Agencies Registration and Control Ordinance of 1984
2. The applicant NGOs may prepare the project proposal selecting any one of the following areas/sectors.
 - i) Solid Waste Management
 - ii) Environmental awareness
 - iii) Tree plantation for the improvement of air quality on public lands, schools, colleges
 - iv) Emergent issues in environmental management e.g. Promotion of Awareness and Environmental Control of Dengue Mosquito in major Urban Areas (Lahore, Faisalabad, Gujranwala, Rawalpindi and Multan)
 - v) Installation of solar lighting systems
 - vi) Installation of bio-gas plants
3. The **Project Proposal** must be prepared on the prescribed form available free of cost from the office of DO (Environment) concerned. The applicant NGO may add separate sheet if necessary.
4. The government and NGO's contribution towards project cost would be 80% and 20% respectively. The project proposal may be prepared accordingly.
5. The project's total cost should not be more than three lacs. The Government funding is usually in the range of 1.00 to 3.00 lacs, hence it is more appropriate if the project proposal is prepared accordingly.

6. The implementation schedule of the project should be devised in a fashion that the project stands completed within 4 months after the receipt of funds from EPA Punjab.
7. The project may be prepared for those areas/villages whose people are demanding for such projects so that the sustainability of project could be ensured.
8. While preparing project for environmental awareness, the major portion of Financial Assistance may be utilized for the preparation of printed material, conducting speech competitions & essay writing competitions among the college & school students, seminars for school teachers/general public and release of effective messages through cable TV.
9. Such sites for tree plantation projects may be selected where possibility of damage to trees by children/animals is minimum & watering is possible.
10. Mention the rates of plants/trees of rather big size i.e. 3-4 feet high so that they could survive and give good reputation to the respective NGO & Environment Department. Select those plants whose growth and survival rate in your area is maximum. Give preference to the shady trees. Non electrified houses/areas may be selected for the projects of solar energy lights.
11. While preparing projects on Bio Gas Plants or Solar Energy Lights, consent of the people of respective street/bazaar/village may be obtained so that the project could be executed/completed and thereafter maintained successfully.
12. The project cost must be calculated **carefully** and indicated at S. No. 19 clearly. Mention the names of items/activities/events and their details/specifications/sizes clearly. Rates of items/activities/events should be reasonable and justifiable.
13. Salaries and purchase of vehicle/machinery/equipment /furniture/computer/ laptop/camera from government funds is not permitted.

14. The size and material of containers/waste bins/baskets for solid waste management projects should be mentioned clearly at Sr. # 19.
15. The NGOs contribution (20%) for the project could be in the form of cash or kind (e.g. equipment, labor, utility bills, human resources etc.)
16. An NGO can apply only for a single project.
17. The copies of following documents must be attached with the **Project Proposal**.
 - i. NGO's Registration Certificate
 - ii. NGO's By – Laws
 - iii. ID Cards of the members of NGO's Governing body
 - iv. Audited Accounts/reports of last two years
18. The DO (Environment) will examine the project Proposal on the basis of following criteria and recommend the most suitable projects to EPA Punjab for approval.
 - i. The Proposed project is **need based** and it will benefit the people of the area and respective environment.
 - ii. The project proposal is prepared on **prescribed form/format** as per given guidelines.
 - iii. The NGO has the **capability** to execute the proposed project appropriately.
 - iv. **All necessary documents** are attached with the project proposal.
 - v. The NGO has good **reputation** in its area.
19. The applicant NGO can contact the DO (Environment) of its district or the following officers of EPA Head Quarter for any further information/clarification.
 - i. Deputy Director (R&I), EPA Punjab, Qazaffi Stadium, Feroze Pur Road, Lahore. 042-99232231
 - ii. Research Assistant (R&I), EPA Punjab, Qazaffi Stadium, Feroze Pur Road, Lahore.

PROJECT PROPOSAL FORM

SECTION 1: NGO's PROFILE

1. Name of the NGO: _____

2. Postal Address: House No. _____ Mohallah _____

Tehsil: _____ District: _____

Office No: _____ Mobile No: _____

3. NGO's Bank Account Number: _____

Name of Bank & Address: _____

4. Year of Establishment: _____

5. NGO Registration No. _____

6. Describe 4 major objectives of the NGO:

a. _____

b. _____

c. _____

d. _____

7. Give the particulars of members of the governing body:

Name and NIC Number	Title/Designation	Qualification	Residential Address with Phone Nos.

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8. Number of regular paid employees (if any): _____

9. Please enlist **environment related projects** (if any) completed or under completion (**maximum three**).

Sr. No	Name of the Project	Year of completion	Cost of the Project	Funding source
1				
2				
3				

10. Please enlist **general projects** (if any) completed or under completion (**maximum three**).

Sr. No	Name of the Project	Year of completion	Cost of the Project	Funding Source
1				
2				
3				

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SECTION II: DETAILS OF PROPOSED PROJECT

11. Project title:

12. Project location and coverage:

13. Person(s) responsible for execution of project:

Sr. No	Name & Designation	National Card No.	ID	Phone Number	Residential Address
1					
2					
3					

14. Name the area/sector mentioned in the **Guidelines** in which this project falls.

15. Project Description:

a. Objectives of the project (mention 3 major objectives):

i. _____

ii. _____

iii. _____
b. Justification of the project (mention 3 important points which describe the need of project):

i. _____

ii. _____

iii. _____

16. Project Implementation:

a. Duration : Four Months

b. Work Plan (Give details of the activities to be carried out each month, after the receipt of Government Funding).

Month	Activities
Month – I	
Month – II	
Month – III	
Month -IV	

17. After the end of the project, how and by whom project will be continued/ maintained?

18. What are the expected results of the project? (Expected results may include the number of beneficiaries and benefits of the project activities).

SECTION III: PROJECT COST

19. Project Costs:

Sr. No	Name of Item/Activity/event	Cost of Single item/activity/event	Total number of items/activities/events required for the project	Total Cost	Govt Share	NGO Share
i	Total of Govt. share:		Rs.			
ii	Total of NGO Share:		Rs.			
iii	Total cost of Project:		Rs.			

20. **Signatures**

- i. Signature and stamp of the President of NGO _____
- ii. Signature and stamp of the General Secretary of NGO _____

21. Date of Application: _____

Let us join hands to improve the environmental profile of our country so that the present and future generations could enjoy safe and healthy environment

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