**INSTRUCTION SHEET FOR FILLING UP APPLICATION FORM**

1. **SHEET I - DETAIL INPUT SHEET**

**DETAILS ABOUT THE FARMER PRODUCER COMPANIES**

1. Mention the name of the FPC for which the grant has to be released.
	1. Mention the name of the promoting institute/programme.
	2. Mention the website URL of the FPC If Applicable
2. Provide the details of Infrastructure/Properties of FPC

Kindly select the check box and enter the necessary details along the respective row.

1. Select the grade of the FPC from the drop down list
2. Enter the details of the chief executive/president/Director of Board of the FPC
3. Enter the number of FPC members with respect to gender and social category.
4. Enter the category of farmers in the FPC with belonging the small, marginal and big farmers.
	1. Enter the number of FPC menbers with respect to women shareholders, ST & SC shareholders, increase in members in last 6 months etc.,
	2. Enter the operational area of the FPC, which is number of States, District, Block, villages the FPC is currently having his operations.
5. Enter the details of the Promoting organisation for the FPC. Its address, contact person name needs to be entered.
6. Enter the registration/incorporation details of the FPC such as Registration Number, Incorporation Date /Registration Date, Act/s under which registered, Place of Registration, GSTIN Number, PAN Number, Udhyog Aadhar/Udyam No.
7. Enter the share capital of the FPC
8. Enter the net worth of the FPC such as Share Capital, Reserves (Excluding Depreciation + Revaluation Reserve + Bad Debts), Accumulated Profit/Loss.
9. Enter the bank details of the FPC such as Bank Name, Bank Account Number, IFSC Code, Cash at Bank.

**DETAILS ABOUT THE EXISTING OPERATIONS OF THE FPC**

1. If the business is related to any food processing activity then mention Yes, otherwise mention No. **Food processing** is the transformation of agricultural products into **food**, or of one form of **food** into other forms. **Food processing** includes many forms of **processing foods**, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience **foods.**
2. Classify the existing food business in terms of kind of value addition being done i.e. Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution) and Others
3. If the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention Yes, otherwise mention No. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
4. If you are actively engaged in processing of ODOP produce identified by the state then mention the relevant category of you scope of work Agriculture produce, food product, Others and if you belong to ST category then tick mark Minor Forest Produce). Tick mark the category and if the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention the name. If No, then mention the name from the list. If the name is not in the list mention the product’s name **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
5. If you are part of any industrial cluster then mention Yes or No. If Yes, mention number of similar types of enterprises present in the same locality. Mention name of the enterprise and distance from the cluster

17 Mention total Number of Experience (In Years) in producing/manufacturing/trading the product

1. Mention total available area in sq. ft. of Production Facility/Trading unit of Existing Business Operation
2. Mention product brand name, if applicable
3. Mention all the product quality certifications taken by the enterprise for their produce i.e. Product Quality Certification (Please enter a value: FSSAI, HACCP, BIS, AGMARK, ISO, HALAL, OTHERS) - Attach photocopies of each mentioned
4. Mention of all the value added products being manufactured with the product description (Product description can include type of Raw material required, processing and packaging activities involved and what value addition is done)
5. Mention all the list of activities involved in processing of the product. List of activities can involve Preparation: Sorting, grading, cleaning, chopping, dicing, blanching, grinding etc ; Processing: Cooking, baking, blending, fermentation, canning, bottling, drying, brineing, retorting, freezing addition of additives, smoking, pasteurization etc ; Packaging and labeling: primary, secondary and tertiary packaging, modified atmospheric packaging, intelligent packaging etc.
6. Mention quantity and amount of Production and installation capacity

24.1 Mention the business turnover (in INR) of major products processed in the facility i.e. Food products, farm produce, firm inputs and other business in last 3 years and calculate the total.
24.2 Mention total production (in units) of Food products, farm produce, firm inputs and other business in last 3 years and calculate the total.
24.3 Mention total sales generated (in amount) from production of Food products, farm produce, firm inputs and other business of last 3 years and calculate the total.

24.4 Mention net profit (in INR) of last 3 years.

25 Mention investment done in manufacturing and other fields in last 3 years and calculate the total.

26. Mention monthly Electricity/Power Consumption - In Units (KWH)

1. Mention number of workers in terms of skill level (Skilled and Unskilled) and term of engagement (Seasonal, Temporary, Permanent). Also, calculate total in terms of type of engagement.
2. Mention details of any existing bank loan, if taken.
3. Enter the Existing business background (Including Raw material procurement ,market APMC & irrigation source)

**DETAILS ABOUT THE PROPOSED - NEW / UPGRADATION PLAN**

1. If the Proposed business is related to any food processing activity then mention Yes, otherwise mention No. **Food processing** is the transformation of agricultural products into **food**, or of one form of **food** into other forms. **Food processing** includes many forms of **processing foods**, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience **foods.**
2. Classify the Proposed business in terms of kind of value addition being done i.e. Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution) and Other.
3. If the business is planning to engage in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention Yes, otherwise mention No. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
	1. If you are planning to engage in processing of ODOP produce identified by the state then mention the relevant category of you scope of work Agriculture produce, food product, Others and if you belong to ST category then tick mark Minor Forest Produce). Tick mark the category and if the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention the name. If No, then mention the name from the list. If the name is not in the list mention the product’s name **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
4. If you are part of any industrial cluster then mention Yes or No. If Yes, mention number of similar types of enterprises present in the same locality. Mention name of the enterprise and distance from the cluster
5. Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)
6. Mention owned, Leased or rented as ownership of proposed property. If Leased/Rented then enter period for which it is Leased/Rented and amount of Leasing/Renting
7. Mention Yes, if the proposed project an upgradation of existing business related to Food Processing or a new project
8. Mention quantity and amount of proposed production and installation capacity
9. Mention proposed product brand name, if applicable.
10. Mention of all the proposed value added products to be manufactured with the product description (Product description can include type of Raw material required, processing and packaging activities involved and what value addition is done)
11. Mention Quotation Details for the proposed Machineries / Equipment’s (Upload the photocopy)
12. Mention Proposed Sales/Revenue in a year (In INR)
13. Mention Proposed Total Quantity Produced in a year (No of units in tones, if applicable)
14. Mention Proposed Total Quantity Sold in a year (In Values)
15. Mention proposed net profit in a year (in INR)
16. Mention Electricity / Power to be consumed in units (KWH) proposed monthly

46. Mention FPC contribution i.e. Personal contribution which is greater than or equal to 10 % of project cost. As per the guidelines, The cooperative/FPC should have sufficient internal resources or sanction from the State Government to meet 10% of the project cost and margin money for working capital;

1. **SHEET II – FINANCIAL INPUT SHEET**

**FORMULAS FOR HISTORICAL FINANCIAL SHEET**

**PROFIT & LOSS ACCOUNT**

1. **Total cost of goods sold** = Opening stock of Raw material + Purchase of raw material + Direct expenses - Closing stock of raw material
2. **Gross profit =** Gross Sales/Receipts/Total Operating Income - Total cost of goods sold
3. **Total Indirect Expenses**= Selling, General & Admin Expenses + Miscellaneous / Deferred Revenue Expenses written off + Salary to Partners + Interest paid on Partner's Capital
4. **OPBDIT (Operating Profit Before Depreciation, Interest & Taxation)** = Gross Sales/Receipts/Total Operating Income - Total Cost of Goods Sold - Total Indirect Expenses
5. **OPBIT** = Operating Profit Before Depreciation, Interest & Taxation - Depreciation
6. **Total Finance cost** = Interest on loans from Bank's and FI's + Int.& Fin.Cost on loans from Pvt Parties & other Bank Chgs + Total Finance cost where break up is not available
7. **OPBT** = OPBIT - Total Finance cost
8. **Net profit before tax** = OPBT
9. **PAT (Net Profit)** = Net Profit Before Tax - (Less Tax Paid + interest u/s 234 a b c)
10. **Cash Profits** = PAT (Net Profit) + Salary to Partners + Interest paid on Partner's Capital + Depreciation
11. **Retained Profit** = PAT (Net Profit) - Salary to Partners - Interest paid on Partner's Capital

**BALANCE SHEET (EQUITY & LIABILITIES)**

1. **Net worth** = Promoters Capital + Reserves and Surplus
2. **Total Promoters Fund** = Net worth - Loan given to Partner + Loan taken from Partners
3. **Total Long Term Debt** = Loans from Banks & Financial Institutions + Loans from Friends and Relatives
4. **Total Current Liabilities** = Working Capital Loan + Current Liabilities + Sundry Creditors + Provisions
5. **Total Liabilities to Outsiders** = Total Long Term Debt + Total Current Liabilities
6. **Balance Sheet Total (Equity and Liability)** = Net worth + Loan taken from Partners + Total Liabilities to Outsiders

**BALANCE SHEET (ASSETS)**

1. **Net Block of Fixed Assets** = Gross Fixed Assets - Less: Depreciation
2. **Current Assets** = Inventories + Other Current Assets + Receivables / Debtors + Cash and Bank + Loans & Advances
3. **Other Current Assets** = Other current Asset 1 + Other current Asset 2
4. **Receivables / Debtors** = Debtors (> 6 months) + Debtors (< 6 months)
5. **Balance Sheet Total (Asset)** = Loan given to Partner + Net Block of Fixed Assets + Investments + Current Assets