**INSTRUCTION SHEET FOR FILLING UP APPLICATION FORM**

**SECTION 1 - LIVELIHOOD AND PROFILE OF SHG MEMBERS**

1. Mention the name of the SHGs for which the grant has to be released.
2. Mention year of formation of SHG.
3. Mention the type of SHG i.e. Male, Female, Joint Liability Group.
4. Mention Name of institution or programme that is promoting the SHGs
5. Any other detail of Promoting institution or programme
6. Mention name of government rural development agency that is associated with the SHGs i.e. Mention NRLM, NABARD, NGOs, other Govt schemes.
7. If not then mention name and details of any other organization
8. If the SHG is NRLM supported then mention code assigned by SRLM. Also, mention any other affiliation details of SHG and Period of active engagement.
9. Mention details of the President or Treasurer i.e. Full name, Gender, Designation, Date of Birth, Aadhar Card No., Social category, Phone number. Also, Count and mention no of SC/STs among them.
10. Mention details of all the members of SHGs i.e. Name, Gender, DOB, Aadhar card no., Social category, Phone no. And Number of Members in Household. Also, Count and mention no of SC/STs among them.
11. Mention name of every individual and against every name enter as Yes/No, the type of Value Addition being done by them either for Bonafide livelihood or sale under the type of work they do or type of livelihood they are engaged in. Also, calculate the Average monthly cash income of every individual and No. of Member engaged in each type of livelihood.
12. Mention name of the highest and second highest ODOP products, produced by the SHG as per their categories i.e. Agriculture, Animal husbandry, Dairy and Minor Forest produce. Write the name of every member and type of processing/ Value addition (Selling, Trading, Storage, Transportation, Washing, Grading, Sorting, Peeling, Cutting, Crushing, Grinding, Deseeding, Pulping, Cooking, Bottling, Canning, Heating, Packaging etc) being done by that individual member for the above mentioned highest and second highest ODOP products. **In case the product is not an ODOP of district then you can choose product from the other districts of the state as well**. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
13. Enter Bank details of the SHG i.e., Bank name, Account no., IFSC Code, Current Bank Balance (Savings + Deposits), Year of opening account.

**SECTION 2 - MICRO-CREDIT HISTORY OF THE SHG**

1. If the SHG is graded then Mention Yes, otherwise No. If Yes, then grade the SHG as A, B or C. Also, mention Year of grading and name of bank with Branch.
2. Mention name and designation of the person involved in Records/Book keeping of SHGs. Also, mention name of institution that pay for his/her salary.
3. Under this section you have to mention the number of members who are regularly providing their saving’s contribution in last 6 months.
4. Mention average total savings of the group
5. Mention how much amount from this total savings has been lent in past 6 months. And mention number of members who have taken the loan from the SHG savings in last six month
6. How many members from the above are regularly repaying their installments.
7. Mention Bank loan details
8. Mention details of loan history of SHG

**SECTION 3 - INSTITUTIONAL STRENGTH OF THE SHG**

1. If the SHG is a part of any federation then mention Yes and mention name of the Federation
2. Mention the period i.e. Weekly, Fortnightly or Monthly of meeting. Mention the no of meetings held in past 6 months, among them how many meetings were held on the day it was scheduled.
3. Mention average attendance in the meeting in last six months
4. Mention whether the group norms are documented or not documented.
5. Mention all the books/registers that the SHG maintain examples of the same are Minutes Meeting Record Book, Savings Ledger, Loan Ledger, Cash Book. If SHG doesn’t maintain any book mention No Record Books.
6. If all the members are aware of total group savings, loan taken from bank and outstanding (if any) and how many members have taken loan from the SHG so far then mention Yes. Otherwise, mention No.
7. Mention Peak and Average delays in repayment of loans by SHG to the lending Bank.
8. Mention the name of the organization which gives training to the SHG and type of trainings.

**SECTION 4 - DETAILS ABOUT THE EXISTING OPERATIONS OF THE SHG**

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. Mention the details i.e. Address, contact details of Infrastructure/Property (Godown, storage facility, trading unit or Manufacturing unit) owned by the SHG. If leased/Rented mention leasing/renting period and amount.
6. Mention total Number of Experience (In Years) in producing/manufacturing/trading the product
7. 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)
8. 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.
9. Mention quantity and amount of Production and installation capacity
10. 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.
11. Mention total quantity sold (in units) of Food products, farm produce, firm inputs and other business in last 3 years and calculate the total.
12. Mention total sales generated (in values) from production of Food products, farm produce, firm inputs and other business of last 3 years and calculate the total.
13. Mention net profit (in INR) of last 3 years.
14. Mention investment done in manufacturing and other fields in last 3 years and calculate the total.
15. 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.

**SECTION 5 - DETAILS ABOUT THE PROPOSED - NEW / UPGRADATION PLAN**

1. If the Proposed business is related to any food processing activity then 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. 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. 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.**
3. 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. Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)
5. 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
6. Mention Yes, if the proposed project an upgradation of existing business related to Food Processing or a new project
7. Mention quantity and amount of proposed production and installation capacity
8. Mention proposed 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.
9. 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)
10. Mention Quotation Details for the proposed Machineries / Equipments (Upload the photocopy)
11. Mention business turnover proposed in INR
12. Mention proposed total quantity sold in number
13. Mention proposed Total sales to be generated in amount
14. Mention proposed net profit in a year (in INR)
15. Mention SHGs contribution i.e. Personal contribution which is greater than or equal to 10 % of project cost. Also, Mention margin money for working capital which you want to contribute (in INR). Considering 20 % as minimum working capital to be invested 2 % has to be provided by the beneficiary itself