

**Institute of Entrepreneurship Development, U.P.**  
A-1&2, Sarojininagar Industrial Area, Lucknow-226008

***Centre for Social Entrepreneurship***  
**Training Programme on Proposal Formulation and Documentation**

**Registration Form**

1. Name: \_\_\_\_\_
  2. Designation: \_\_\_\_\_
  3. Organization: \_\_\_\_\_
  4. Office Address and phone: \_\_\_\_\_  
\_\_\_\_\_
  5. Residential Address: \_\_\_\_\_  
\_\_\_\_\_
  6. Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
  7. How long you have been in the development sector: \_\_\_\_\_
  8. Your area of specialization and expertise: \_\_\_\_\_  
\_\_\_\_\_
  9. Expectation from this Programme: \_\_\_\_\_  
\_\_\_\_\_
- Payment details: Cash/DD no. \_\_\_\_\_ date: \_\_\_\_\_ Amount: \_\_\_\_\_  
\_\_\_\_\_

Date:

Signature

# **Training Programme on Proposal Formulation and Documentation**

## **Background**

NGOs have been playing a very significant and crucial role in implementation of various different projects/programmes/schemes supported by Central and State government, financial institutions and international agencies. The success of project often depends on the skills, knowledge, expertise and abilities of the functionaries of implementing agency. In the social sector, need for professionals equipped with information, knowledge, and skills is growing tremendously.

Learning is a continuous process and all of us need to keep ourselves update on latest tools, techniques. By doing this, we are able to sharpen our skills and create an impact professionally. There are areas which need to be developed for improving the overall performance as well as making quality contribution in the development sector.

Considering this continuous requirement, **Institute of Entrepreneurship Development, U.P.** (IEDUP) has planned a series of **Capacity Enhancement Programmes** for development professionals. Themes in this series are designed on the basis of need assessment and demand of NGOs. Proposal Formulation and Documentation is one such training in this series.

## **Programme Objectives**

The major objective of these programmes is to help participants enhance their skills in the areas of fund-raising, proposal writing and documentation.

**Training Focus:** Tools and techniques of fund-raising, Types of proposals, techniques of proposal writing, documentation-different themes, developing case studies, process documentation, quality reports etc.

## **Methodology**

The training program shall be conducted in an interactive and participatory manner through Interactive lectures, Mutual learning and sharing process, Small group discussions, Open sessions, Exercises, Case studies, Presentations, Take-away assignments.

## **Who should attend**

NGO Functionaries, Trainers, Professionals, Individuals, want to build their career in development sector, Field Functionaries, facilitators.

## **Resource Person/Faculty**

Apart from the Institute's faculty, eminent practitioners from development sector, representatives from government departments, donor agencies, professional institutes will be invited to interact with the participants.

## **Programme Duration**

This is a 3-days residential training scheduled from 16-18 December, 2014.

## Participation fee

The participation fee covers programme kit, fee, tea, food and stay Rs. 3500.00 per participant. Fee is payable in advance through **cash/demand draft** in favour of Institute of Entrepreneurship Development, U.P., payable at Lucknow

## Training Venue

**IEDUP Campus**, Sarojininagar Industrial Area, Lucknow. Institute has a very good campus sprawled in 5 acre land, and infrastructure comprising well-furnished classrooms, conference hall, syndicate rooms, library, computer lab etc.

## Registration

The enclosed registration form, duly filled-in, along with the programme fee should reach us latest by **10th December, 2014**. In case of subsequent withdrawal or cancellation of registration no refund of fee will be allowed, however, substitute may be permitted with prior intimation.

## Post Programme Benefits

- Certificate of participation
- Enhanced skills to develop quality reports and proposals for fund-raising
- Empanelment with the Institute for contributing in project implementation
- Internship opportunities with the Institute
- Opportunities for shaping your career in development sector as a trainer/facilitator
- Guidance from institute in setting up your own NGO
- Database of participants will be shared with the sponsoring agencies.

## About the Institute

The Institute of Entrepreneurship Development, U.P. (IEDUP), Lucknow is “**Center of Excellence**” in the field of entrepreneurship promotion and Human Resource Development. It was established as a premier institute in the field of Entrepreneurship Development by the Government of U.P. with initial support of IDBI, IFCI, ICICI, SBI & PNB in 1986. IEDUP is involved in the promotion of entrepreneurship and industrial development through a variety of educational means comprising Training, Research, Consultancy, Workshops, Seminars, sensitization and awareness programmes and publication etc.

IEDUP enjoys goodwill and trust of a large number of state level, national level and international organizations as well as professional institutions. IEDUP has so far organized more than 8000 professional activities and trained about 2.50 lakh persons comprising officers, staff, teachers, trainers, NGOs, unemployed youth, women and adolescent girls. IEDUP has a strong multi-disciplinary experienced professional team .

*For registration/any other information, please contact:*

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