

ENERGY MANAGEMENT CENTRE – KERALA

An autonomous centre under the Department of Power, Govt of Kerala
Sreekrishna Nagar, Sreekaryam P.O Thiruvananthapuram 695 017

URJA KIRAN 2017-18 ENERGY CONSERVATION AWARENESS CAMPAIGN

**Theme
Energy efficiency and Conservation**

Guidelines & Proforma for Submitting Proposals by Participating Agencies

(Please read before filling up the form)

*Completed proforma with supporting documents to be sent to the Resource Agency
on or before 30th September, 2017 at the following address:*

**Executive Director
Centre for Environment and Development**
Thozhuvancode, Vattiyoorkavu P.O.
Thiruvananthapuram - 695013
Phone/Fax: +91 471 2369720
Email: ecac@cedindia.org
URL: www.cedindia.org

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URJA KIRAN 2016-17

ENERGY CONSERVATION AWARENESS CAMPAIGN

Guidelines for submitting proposals

THEME:

“Energy efficiency and Conservation”

INTRODUCTION

Energy Management Centre (EMC Kerala) has been notified as the “State Designated Agency” to coordinate, regulate and enforce the provision of the EC Act 2001 in the state of Kerala with the concurrence of BEE, Ministry of Power, Govt. of India and for implementing various schemes under the Act. The Centre is devoted to the improvement of energy efficiency in the State, promotion of energy conservation and encouraging development of technologies related to energy through research, training, demonstration programmes and awareness. EMC concentrates on achieving sustainable development through enhancing total energy efficiency and application of renewable energy and environment friendly energy systems in all sectors of the economy.

EMC invites proposals from interested Non Governmental Organizations (NGO) and other Academic/R&D Institutions (other than schools) of Kerala experienced in providing services to facilitate Energy Conservation Awareness Campaign (URJA KIRAN). The objective of the program is to create awareness among the general public and equip them for efficient management of all forms of energy, to promote energy efficiency and energy conservation and to develop new sources of energy as well as novel energy technologies with a view to increasing production and facilitating the use of energy on a sustainable basis. It aims at seeking Participating Agencies (PAs) to convene, catalyze and facilitate works in the energy conservation related activities in a participative mode for its public participation activities across the State. Therefore, institutions that have been involved in community participation, environment, and energy conservation work are invited to apply for the task.

ACTIVITIES UNDER URJA KIRAN

This program, in general, focuses on enhancing environmental awareness and fostering critical thinking and problem-solving approaches among participants, by helping them to become actively involved in the exploration of their immediate environment through understanding certain concepts and undertaking some selected activities related to Energy conservation and energy efficiency. The intention is to encourage an approach which takes some of these basic ideas and adapts them to suit local needs. Thus the activities of the Urja Kiran program consists of an awareness component to be conducted as an initial phase followed by an action component to be initiated by the PAs as a follow up program. During the last financial year, 166 agencies participated in this program and availed support and conducted programs at 304 places, covering all the assembly constituencies of Kerala.

Awareness Program

The awareness program of Urja Kiran indented to give wide publicity to the theme and equip the general public in practicing energy conservation and management tips. Indicative list of activities shall include: walkathons, cycle rallies, competitions along with awareness classes/workshops/public meetings using multi-media tools like audio-visual materials, etc. Folk media and street theatre can also be used as the medium of campaign. The target group for the program shall be the general public (not less than 100/program). The PAs should also required collect the details of the present electricity use of the participants based on the electricity bills (At least the last two bills) and also to record the future trend through the KSEB website as a follow up activity.

Action Program

Action programs based on the theme of the campaign shall be taken up by the PAs as a follow up of the program. This can be taken up as a future projects utilizing additional funding opportunities from other institutions and also from EMC. The action program shall include: i) promotion of less energy using equipments, ii) participatory survey and documentation of energy use pattern of the community, iii) impact study on the awareness programs etc.

Conducting the programs

The program shall be conducted before 15th February 2018 and all reports to be submitted before 28th February, 2018. It is sensible to conduct the programs in a totally green atmosphere with maximum energy saving mode. Pens pads etc. shall be avoided. Participants can make use of the blank pages attached with the resource material for noting interesting things in the classes. Plastic cups plates etc. should be totally avoided. It is better to avoid single-use disposable items for the meetings.

QUANTUM OF ASSISTANCE

Financial assistance for conducting the program in one place will range from 8,000/- to 15,000/- based on the experience of the PAs and merits of the programs suggested. One agency shall be granted assistance for conducting maximum three programs in one or two nearby constituencies covering 2-3 panchayat or one municipality at one place.

The approved amount would be released to the participating agencies in two instalments as follows:

- a) First instalment comprising 60% of the sanctioned amount would be released against Bond (affidavit in the case of Govt. agencies).
- b) The second instalment as the balance amount of the grant sanctioned shall be released on successful completion of the program as per the guidelines and on receipt of the activity report, utilization certificate and audited statement of accounts before the stipulated time.
- c) Second instalment of grant will not be released to the organisations failing to conduct the program as per the guidelines and submit the required reports, utilisation certificates and audited statement of accounts with in the stipulated time and in such cases the Bond / affidavit furnished

by such defaulting organisations will be encashed. In addition, such defaulting organisations will be blacklisted from receiving grants from the Government in future.

GUIDELINES FOR SUBMISSION OF PROPOSALS

- The organisation submitting the proposal must be a legal entity, ie. a registered NGO working in the State of Kerala for at least 3 years (as on 1st April 2017) with strong presence and good track record in the state or a Government Academic/R&D institution (other than schools) in the State of Kerala.
- The agency applying should have:
 - a) Necessary manpower and infrastructure support to conduct the program (details to be attached)
 - b) Experience of work relating to awareness programs for general public and /or school outreach programs / advocacy, programs in community participation, environment, energy management, conservation and other related issues of energy management and conservation (Proofs to be attached).
- Along with the proposal, the NGOs should submit self attested copies of registration certificate, Bye-law/MoA and audit statements for the last three years. Agencies participated last year need to submit only the latest audit report of the institution.
- Agencies blacklisted/debarred by any Government or Private agencies in the past will not be considered for the financial assistance. The new agencies applying need to submit an affidavit indicating that they have never been blacklisted/debarred by any agency (both government and private).
- Financial assistance would not be provided to an organization more than once in a financial year.
- Individuals and unregistered Societies/ Trusts are not eligible for receiving financial assistance for this campaign.
- Application from academic / research institution has to be duly forwarded by the head of the institution.

The Proforma for submitting the application (Annexure 1) is available in the website of CED (www.cedindia.org) and in the website of EMC (www.keralaenergy.gov.in). The duly filled application along with all other documents should be sent in the following address:

Executive Director
Centre for Environment and Development
Thozhuvancode, Vattiyookavu P.O.
Thiruvananthapuram – 695013
Phone/Fax: +91 471 2369720
Email: ecac@cedindia.org

The application should reach the above address on or before 30th September 2017, 5 PM.

Kindly note that the completed proposal in the prescribed format is to be sent only to Resource Agency. ie. CED and not to EMC directly. Proposals submitted to the EMC will not be considered.

SCRUTINY OF PROPOSALS AND APPROVAL

- A Committees constituted by the EMC will appraise the proposals by making use of prescribed scrutiny format and decide the financial support for each agency.
- The scrutiny format will consider the eligibility criteria, experience, performance in previous year and other conditions given in the guidelines.
- It is clarified that the decision to approve/ reject any proposal including the quantum of assistance to be provided is taken only by the Committee constituted by the EMC. The decision of the committee will be communicated to the participants by Resource Agency.

**Annexure 1
(Format for Proposal)**

**ENERGY MANAGEMENT CENTRE - KERALA
APPLICATION FOR EMPANELLING AGENCIES FOR URJA KIRAN 2017-18**

SECTION A :BASIC INFORMATION						
1.	Name of the Organisation					
2.	Address for Communication					
3.	Telephone		Fax			
4.	Email					
5.	Registration No					
6.	Date of Registration					
7.	Details of Contact Person					
a.	Name					
b.	Designation					
c.	Telephone (Mobile and Land line)					
d.	Email					
8.	Details of Participation in URJA KIRAN during the last two years (if applicable only)					
Year	Activities conducted	Assembly Constituency	Place	Date	Total No. of participants	Grant Received (Rs.)
SECTION B: PROJECT DETAILS						
9 Activities Proposed with Financial Details (Attach detailed budget for Each Activity)						
9a: Abstract of Activities Proposed						
Sl. No.	Activity	Name of Assembly Constituency	Place) Venue & Name of Local Body)	Name (s) Local bodies be covered	Expected No. of participants	Budget (Rs.)
URJAKIRAN 2017-18 ACTIVITIES						
i.	Awareness class/ Workshop/Seminar/ Exhibition/ Demonstration etc.					
ii.	Public meeting/ Walkathon / Cycle Rally /Flash Mob etc.					
iii.	Street theatre/other folk media etc.					
iv.	Others (Specify)					
Total						
ENERGY CONSERVATION DAY PROGRAM ON DECEMBER -14, 2017						
	Energy Conservation Rally on 14 th December					
RENEWABLE ENERGY PROMOTION PROGRAM						
	Half Day Workshop on Renewable Energy Sources and Utilization					
GRAND TOTAL						
9b: Details of Activities						
10.	Details of follow up Activities Envisaged					
SECTION C: ORGANISATIONAL CAPACITY						
11. Details of Energy / Environment Conservation activities undertaken during last 3 years (Other than URJA KIRAN) - (Attach separate sheets if necessary)						
Sl. No.	Activity	Year & Location	Funding Source (if any)	Major Outcome		

i					
ii					
iii					
12. Current activities run by the organisation					
12a.	Location of work (whether Village/Panchayat/District/Block/Taluk)				
12b.	Population with which they are presently working (Tick appropriate choice)				
	Rural	Urban	Occupational Group	Students/educational Institution	Women Group
					Others (specify)
12c.	Principal field of activity /operation (Please provide basic information on the key projects carried out by your organisation since last three years (Attach separate sheets if necessary)				
Sl. No.	Project Name	Objectives	Main outcome	Evaluation method	Evaluation results
13	Major Innovations, if any, by the organisation (Attach separate sheets if necessary)				
14	Whether blacklisted/debarred by any agency (both government and private) in the past? If yes provide details				
15	List of documents attached (Yes/No/NA)				
i	Self Attested Copy of Registration certificate				
ii	Self Attested Copy of Bye-Law/MoA				
iii	Self Attested Copy of Audit Reports for the last three years				
iv	Copy Project Sanction orders mentioned in Col. 11 & 12c.				
v	Annual Report of activities undertaken in the last 3 years				
vi	Others (if any)				
16	Bank Account Details (Attach copy of Pass Book/Cancelled Cheque with Ac holder Name printed):				
	a. Name of Bank with Branch Number:				
	b. Account No.				
	c. Type of bank account:				
	d. MICR No.				
	e. IFS Code				
17	a. Name of the Head of the Institution who signed the application				
	b. Designatio				
	c. Phone No.				
	d. Email				

18. Declaration

- i. I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.
- ii. Certified that the (Name of Organization) have not been blacklisted/debarred by any government and private agency in the past.

(Office seal)

Signature with Name and Designation

Place:

Date:

Application without signature and seal of the Organisation will not be considered.