**SELF HELP GROUPS**

**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. women only, others.
4. Mention Name of institution or programme that is promoting the SHGs
5. Any other detail of Promoting institution or programme that is promoting the SHGs
6. Mention details of the President or Treasurer or Accountant of the SHG. i.e. Full name, Gender, Designation, Date of Birth, Social category, Phone number.
7. Mention details of all the members of SHGs i.e. Name, Gender, DOB, Social category, Phone no.
8. 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.
2. Mention Bank loan details

**SECTION 3 - 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 product, 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. Mention whether the product processed/manufactured by the SHG is an ODOP product or not. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
3. 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. It is mandatory, that the SHG should have at least one of the property such as storage facility, trading unit or manufacturing unit.
4. Mention total Number of Experience (In Years) in producing/manufacturing/trading the product
5. Mention details of Production and installation capacity of the unit in terms of quantity and amount.
6. Mention total quantity sold (in units) of from the unit in the last 3 years which includes present year, recent past year and next to recent past year.
7. Mention total sales generated (in values) last 3 years.
8. Mention net profit (in INR) of last 3 years.
9. Mention investment done in last 3 years.
10. Mention number of workers currently working in the SHG.

**SECTION 4 - 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. Mention whether the product processed/manufactured by the SHG is an ODOP product or not. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
3. Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)
4. Mention ownership of proposed property such as owned, Leased or rented. If Leased/ Rented, then enter amount of Leasing/Renting.
5. Mention details of Production and installation capacity of the proposed unit in terms of quantity and amount.
6. Mention number of workers to be employed for the proposed unit of the SHG.
7. Mention Quotation Details for the proposed Machineries / Equipments (Upload the photocopy)
8. Mention proposed Total sales to be generated in amount
9. Mention proposed net profit in a year (in INR)
10. 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