



Indian Social Responsibility Network

Capacity Building Program

on

NGO Management

An effective tool to improve efficiency, transparency,
credibility and to generate resources

Goa Niwas, 14 (Near Chanakya Cinema) , Chanakyapuri, New Delhi 110021

30 – 31 May 2015

Indian Social Responsibility Network (ISRN)

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Introduction

In India, Voluntary organizations (VOs) have played a major role in providing impetus to the developmental efforts for national building. In the present context of development initiatives in India, where along with the government programs, a large pool of resources is available from the corporates under CSR, the role of VOs become even more critical for the success of these efforts.

Many of the VOs are doing remarkable work at the grass root level in a local geography. However, looking at the magnitude of the government programs and the envisaged activities under CSR, it will require a large number of efficient, transparent and credible VOs who could be engaged to deliver these on the ground.

About the Program

Towards building a cadre of such VOs, huge efforts are required in improving their capacities. Through a process of capacity building need assessment of VOs, ISRN has identified certain priority areas where VOs require capacity building. One of the key areas that require capacity building of VOs is NGO Management.

It is in this context, towards building the capacities of fifty VOs across states, ISRN is organizing a **“Capacity Building Program on NGO Management”** on **30 & 31st May 2015** at **Goa Niwas, 14 (Near Chanakya Cinema), Chanakyapuri, New Delhi 110021.**

Within NGO Management, the program will focus on record-cum-financial management, program documentation, proposal writing, as well as building perspective of the participants on Section 135 under Companies Act 2013. Information on various development schemes of the government as well private efforts will also be provided in the program.

With enhanced skills and knowledge, the VOs will be better equipped to meet the current requirements of external stakeholders, as well as in dealing with them.

This will pave way for greater collaboration of the VOs with government and corporate initiatives, contributing towards social impacts.

Objectives

- To improve efficiency of VOs by providing knowledge on proposal writing and record-cum- financial management and program documentation
- To orient VOs on the implications of Section 135 of Companies Act 2013, and effective planning and implementation of CSR activities
- To enhance transparency and accountability of VOs for contributing to the development sector in a credible manner

Program Schedule

Day 1: 30 May 2015

Timeline	Session
9:30 – 10:00 a.m.	Registration
10:00 – 10:30 a.m.	Inaugural Session
	<ul style="list-style-type: none">• Lighting of lamp by Chief Guest• Welcome & Introductory Address

	<ul style="list-style-type: none"> • Special Address • Inaugural Address by Chief Guest • Vote of Thanks
10:30 – 10:45 a.m.	T E A B R E A K
10:45 a.m. – 11:45 p.m.	NGO Management in Current Scenario
11:45 a.m. – 1:30 p.m.	Record & Financial Management
	<ul style="list-style-type: none"> • What is Record Management? • How and what records should be kept? • Records for Statutory compliance • Best practices in Record keeping • Financial Management – Accounts, FCRA, 80G, 12A, Audit report
1:30 – 2:30 p.m.	L U N C H
2:30 – 3:30 p.m.	Why & How to Write a Project Proposal
	<ul style="list-style-type: none"> • What is a project proposal? • Why and How to write a project proposal? • Tools for project planning
3:30 – 3:45 p.m.	T E A B R E A K
3:45 – 5:30 p.m.	Why & How to Write a Project Proposal? Cont'd
5:30 – 6:30 p.m..	B R E A K
6:30 – 7:30 p.m.	Experience Sharing by Participants
7:45 p.m. onwards	D I N N E R

Day 2: 31 May 2015

Timeline	Session
10:00– 11:15 a.m.	CSR: An Overview
	<ul style="list-style-type: none"> • Introduction • Highlights of Section 135 under Companies Act 2013 • Opportunities and Challenges for VOs?
11:15 – 11:30 a.m.	T E A B R E A K
11:30 a.m. – 12:30 p.m.	CSR: An Overview Cont'd
12:30 – 1:15 p.m.	Possibilities of relationship building: Government/ Foreign Institutions

1:15 – 2 p.m.	L U N C H
2:00 – 3:30 p.m.	Program Documentation
	<ul style="list-style-type: none"> • What is program documentation? • Advantages • Presentation Skills
3:30 – 3:45 p.m.	T E A B R E A K
3:45 – 4:30 p.m..	Program Documentation cont'd
4:30 – 5:00 p.m.	Feedback & Vote of Thanks

Who can participate?

The program is recommended for VOs Heads, Senior Managers and Project Managers.

Methodology

Interactive lectures with audio-visual medium; Presentations; Case studies; Group exercises and experience sharing.

Key Takeaways

- The program will better equip the VOs in dealing with the external stakeholders, particularly, the donors by improving the ability to showcase their work both through the project proposals and improved documentation of programs.
- The program is also designed to improve the overall effectiveness of the VOs in terms of helping them improve their internal systems and process through better record keeping and financial management.
- In conclusion, the program will address issues that are internal to the VOs as well as dealing with the external factors. Overall, it will lead to effectiveness of VOs and place them in a better position to seek funds for sustainability.

Registration Details

Please submit the registration form with requisite fees on or before **18th May 2015** to **trainingisrn@gmail.com**.

Registration Fees

For ISRN Member - Rs 1000/- per participant

For Non-member – Rs. 1500/- per participant

Number of Seats: 50

***Fees include training kit, course material, handouts, meals at the training venue and all applicable taxes.**

****Accommodation for out station participants will be provided by ISRN from 29th evening to 31st noon (12 PM).**

*****Due to a limited number of seats, nominations will be accepted on a first come first serve basis.**

About ISRN

ISRN is a multi-dimensional facilitation network working in the domain of Corporate Social Responsibility (CSR) in India. ISRN's efforts are directed towards enhancing the collaborative work on integrated and sustainable development between the corporate, Voluntary Organizations (VOs) and government in all facets of the Indian society. Towards this end, ISRN's multi-pronged intervention strategy includes advocacy, CSR social development issues and capacity building of corporate and VOs on CSR, filling the information and knowledge gap and facilitate effective collaborations between credible VOs and corporate.

In this regard, ISRN engages with these stakeholders in the following ways:

- Provide whole ranges of services on the CSR projects to corporate from identifying the intervention, conceptualization, project design, selection of partner, implementation plan, execution, documentation, reporting, and monitoring and evaluation of the project.
- Facilitate a common platform for channelization of skills and resources between the corporate sector/PSUs, VOs and Government through mediums such as conferences, workshops and seminars for inclusive and sustainable social development.
- Capacity building programs aimed at enhancing the capacities of VOs to enable them access both CSR and government funds for carrying out their activities

More than 600 VOs and corporate are associated with ISRN across states, apart from a pool of empanelled experts on activities listed under Schedule VII of the Companies Act of 2013 in its team.

Sponsorship Opportunity

Platinum Sponsorship	Rs. 3,00,000/-	<ul style="list-style-type: none">- Logo on Backdrop, Standee and other printed material- Availability of space for stalls in the display area at the program site- Sharing dais with Chief Guest during inaugural session
Gold Sponsorship	Rs. 2,00,000/-	<ul style="list-style-type: none">- Logo on Backdrop and Standee- Availability of space for stalls in the display area at the program site
Silver Sponsorship	Rs. 1,00,000/-	<ul style="list-style-type: none">- Logo on Backdrop and Standee

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