



Project Proposal

for

LDF-Landscape Development Program

(IPAC Small Grant Program)

Contract No. 388-C-00-03-0050-00

Submitted to:



নিসর্গ নেটওয়ার্ক

**Integrated Protected Area Co-Management Project-IPAC
House # 68, Road # 1, Block 1, Banani, Dhaka 1213, Bangladesh**

Submitted by:

**Khadimnagar National Park Co-management Committee
Khadimnagar, Sylhet**

ANNEX I: APPLICATIONS/REQUEST FOR FUNDING FOR IPAC SMALL GRANTS

1. Title: Mushroom Cultivation and Dug Well Restoration Project

2. Executive Summary: Khadimnagar National Park has been established in 2006 with an area of 678.80 ha (1676.73 acres). Prior to declaration of National Park the forest was as Reserve Forest since 1957. The forest is under the jurisdiction of North Sylhet range-1 under Sylhet Forest Division and is located at a distance of 15 km on the Northeastern of Sylhet city. A total of 22 villages having varied degree of stake with the forest have been identified, of which all village are located outside the forest in the range of 1-5 km away from the forest. The people of the landscape and its surrounding villages are mostly illiterate and unemployed so they traditionally dependent on forest resources for their livelihood.

A Co-Management Council and a Co- Management Committee (CMC) have been formed on 19th Oct, 2009 for collaborative management of Khadimnagar National Park by involving different stakeholders who are related with forest resources. The overall objective of CMC is to conserve the forest resources through Co-management approach. The proposed project “KNP Mushroom Cultivation and Dug well renovation Project” will be a community based AIGA that aims on livelihood improvement which will contribute in achieving the broader objective of Co-management approach.

The project will comprise with thirty members (Male-08 & Female-22) of Village Conservation Forums (VCF) for Mushroom project and 120 households for dug well project, under guidance of Khadimnagar National Park Co-management Committee. All the participants will be trained by Horticulturist. Participatory approach has been followed in selection of the participants for establishing “KNP Mushroom Cultivation” project. Priorities have been given to Forest depended VCF members especially young women, small, marginal and landless farmers, rural youth etc. as they are the frontline soldiers for conservation.

The training campaign will be supervised by the CMC of KNP, Horticulture center, Sylhet, Forest department and also IPAC authority. Although it is a very small initiatives but it will create a greater avenue for the new CMC of Khadimnagar National Park to initiate long term income generating activities, which ultimately contribute to the overall objectives of biodiversity conservation and climate chance adaptation.

3. Logical Framework: Logical framework of proposed grant activity in Bangla.

Components

Project summary	Measurable indicators	Means of verification	Assumptions and risks
<p>জঞ্জি RxweKvi Dbæqnb NUv†bv hvi gva††g ebmঐú` msi††Y mvwe©Kfv††e mn-e`e` `vbcvi c×wZi g~j D††İk` AwR©Z n††e </p>	<p>ebmঐú††` i Dci wbf©ikxjZv Kg††e Ges msi††Yg~jK Kvh©μ††g f~wgKv ivL††e </p>	<p>cÖfve g~j`vqb cÖwZ††e`b </p>	<p>Ae`vnZfv††e cÖvwZôvwbK mn††hvwMZv cvIqv hv††e </p>
<p>D††İk` KwgDwbwU wfwËK weKí Avqea©K Kg©KvÛ cÖeZ©Y Kiv Ges MÖvg msi††Y `††ji `wi`a m`m`††`i A_©%obwZK myweavw` evov††bv hv††Z K††i eb Ges cÖwZ††e††ki Dci</p>	<p>gvki“g ††cÖvWv± wewμi gva`††g DcKvi††fvwM `††ji `wbK Mo Avq wbwðZ n††e </p>	<p>wee,,wZ, ch©††e††Y, cÖPviYv Ges cÖKí cÖwZ††e`b </p>	<p>mycÖwZwôZ evRvi e`e` `vcbv mn††hvwMZv cvIqv </p>

Project summary	Measurable indicators	Means of verification	Assumptions and risks
<p>Aa:cvZRwbZ Pvc Kwg†q Avb†e </p>	<p>Kgc†¶ 30wU DcKvi†fvwM cwievi hviv Zv†`i RxweKv wbe©v†ni Rb` eb mæú†`i Dci wbf©ikxj Zviv †e-AvBwb Kvh©µg (hvnv cÖwZ†ekMZ Aa:cvZ Gi KviY) †_†K wd†i Avm†e Ges eb I Rxe%œwPÍ` msi¶†Y Ae`vb ivL†e </p>		
<p>Outputs:</p> <ul style="list-style-type: none"> ▪ MÖvg msi¶Y `†ji 30 Rb m`m` gvki“g Pv†li Dci cÖwkw¶Z n†e ▪ Lvw`gbMi RvZxq D`vb†K †K>`a K†i Bnvi j`vÛ†`<c GjvKvq gvki“g Pv†li 3wU †K>`a`-`vwcZ n†e ▪ msi¶Y wel†q †÷K†nvivi†`i g†a` m†PZbZv e,,w× cv†e ▪ gvki“g Pv†li gva`†g Kgc†¶ 40wU cwievi wewfbœfv†e DcK...Z n†e (DcKiY mieivn, †cÖvWv± cÖwµqvRvZKiY, cwienb Ges evRviRvZKiY Gi gva`†g ▪ gvki“g PvlxMY `wbK M†o 100-120 UvKv ewa©Z Av†qi my†hvM cv†eb ▪ KwgDwbwU ch©v†q `xN©†gqv`x K...wlwfwEK Avqea©K Kvh©µg cÖwZwôZ n†e ▪ 650 †jv†Ki wbivc` cvwbi e`e`-`v n†e 	<ul style="list-style-type: none"> ▪ GjwWGd cÖKí cÖ- — vebv `Zix ▪ j`vÛ†`<c GjvKvq gvki“g Pv†li 3wU †K>`a`-`vwcZ ▪ `wbK M†o 100-120 UvKv ewa©Z Av†qi my†hvM ▪ 650 †jv†Ki wbivc` cvwbi e`e`-`v ▪ †÷K†nvivi†`i g†a` eÛzZjcyY© Kvh©mæúK 	<ul style="list-style-type: none"> ▪ GjwWGd cÖKí cÖ- — vebv ▪ j`vÛ†`<c GjvKvq gvki“g Pv†li 3wU †K>`a`-`vwcZ ▪ gvki“g weµ†qi †÷U†g>U ▪ Bw>`iv e`env†ii Qwe ▪ m`m`c†`i Pzw³bvgv 	

Project summary	Measurable indicators	Means of verification	Assumptions and risks
<ul style="list-style-type: none"> ▪ j`vU†` <c GjvKvq Lvw`gbMi RvZxq D`vb mn-e`e`'vcbv KwgwUi mybvg AwR©Z n†e ▪ wfwmgd m`m`†`i mvgvwRK gh©v`v e,,w× cv†e Ges MÖvgwU GKwU Av`k© MÖvg wnmv†e cÖwZôv cv†e ▪ eb wefvM, wmGgwm, niwUKvjPvi †m>Uvi, gvki“g mwgwZ, `’vbxq miKvi Ges Ab`vb` †÷K†nvivi†`i g†a` eÜZ;cyY© Kvh©mꝑúK© M†o DV†e 			
<p>Kvh©µgt</p> <ul style="list-style-type: none"> • GjwWGd cÖKí cÖ`—vebv ^Zixi welq wmGgwm mfvq Av†jvPbv Ges wm×vš— MÖnY • gvki“g Pv†li mꝑve`Zv hvPvB Ges nwU©KvjPvi †m>Uv†ii civgk© MÖnY • cÖ`—vebv ^Zix, g~j †÷K†nvivi†`i mv†_ gZwewbgq Ges cÖ`—ve †ck Kiv • DcKvi†fvwM wbe©vPb, mwgwZ MVb Ges gvki“g en~gyLx mgevq mwgwZi mv†_ wjs†KR `’vcb • wbmM© mnvqK Ges wmGgwm m`m`†`i wb†q GAvBwRG ev`—evqb KwgwU MVb • K...lK†`i gvki“g Pv†li wel†q m†PZbZv evov†bv, DØy×KiY Ges G Kv†R mꝑú,³ Kiv Ges gvki“g Pv†li Dci 03 w`†bi cÖwk¶Y 			

Project summary	Measurable indicators	Means of verification	Assumptions and risks
<p>Av†qvRb Kiv </p> <ul style="list-style-type: none"> • 3wU gvki“g †K>^a -'vcb (cÖ†qvRbxq gv†ci Ni wbg©vY Kiv, i'vK ^Zix BZ'vw` mn) Ges cÖ†qvRbxq DcKiY mieivn • K...IK†`i wewfbœ Rv†Zi gvki“†gi evRvi mœúK©xZ Z_` Av`vb-cÖ`vb Kiv Ges Drcvw`Z cY`mg~†ni Dchy³ evRvi wPwýZ Kiv I weµ†qi e`e`'v Kiv • K...IK†`i Ges gvki“g we†µZv†`i Rb` GKwU mvaviY HKgZ` ^Zix Ki†Z mfv, †mwgbvi, IqvK©kc Av†qvRb Kiv • cyivZb GKwU B>`viv (Dug well) †givgZ/ i¶Yv†e¶Y KvR • gvki“g Pv†li cÖ`wZ, wewfbœ Rv†Zi gvki“g Pv†li †KŠkjpg~n, Drcvw`Z cY` cÖwKqvRvZKiY Ges msi¶Y cxwZ, gvYwbqš¿Y, c`v†KURvZ Kiv Ges evRvi e`e`'vcbv welqK ,i`Z;c~Y© Z_`vw`i WKz†g>U msi¶Y Ges h_vh_ cÖPvi Kiv • gvki“g Pvl Ges wecbb mswk-ó wewfbœ †÷K†nvivi†`i mn†hvwMZv I Zv†`i g†a` †bUIqvK© M†o †Zvjv • gvki“g Pvl †K†>^a cwi`k©K†`i Rb` GKwU cwi`k©Y/ gš—e` eB ivLv hv†Z K†i cwi`k©K†`i gZvgZ mycvwikmg~n cieZ©x†Z Av†iv Dbœq†bi Rb` Kv†R jvMv†bv hvq 			

4. Justification/Background:

A large numbers of people both male and female those who are the inhabitants of the surrounding villages of Khadimnagar National Park. They have no economic activities, they are seasonally agricultural laborer and in lean period they have to depend on forest resources. They collect fuel wood, even sometimes produces coal inside the forest some of them are also engaged in illicit timber trafficking from the forest and sale all these articles in the local market only for maintaining their livelihood. If these people shall engage themselves in any economic manifestation like Mushroom Cultivation and have opportunity for marketing the product it will be helpful for their economic life then the overall pressure on the forest resources will be reduced. Thus the poverty will be elevated and enhance the economic activities of the local peoples. In such way forest resource will safe and degradation of forest will be less in percentage.

5. Description of the Proposed Project:

There are two components of the proposed project. The major one will be of three months duration including 03 days practical training on Mushroom cultivation. Eight (08) male and twenty two (22) female VCF members are expected to participate in Mushroom cultivation farming. Participants will be trained by expert horticulturist on mushroom cultivation and establishing mushroom cultivation center. Oyster mushrooms, which grow on many substrates, are easiest and which can cultivate in the year round. Sylhet horticulture specialists also suggested for introducing Oyster mushrooms considering its feasibility at the locality.

Three cultivation centers will be established by 03 groups of participants at Khadimnagar landscape area. The project will provide initial support of seeds, cultivation shed and others support materials. High quality seeds and technical assistance are available with local Mushroom Samity.

The mushroom center will be located in a communicative area where every participant shall take part easily. After the project period the CMC will take initiative to continue the activity for long term sustainability.

There is opportunity of direct marketing of mushrooms at local farmers' markets, to restaurants, or in supermarkets is possible in many locations

The second one is to renovate and repair an old dug well (Indara) in the middle of village, that will create safe water facility for drinking and household and agricultural use. Currently the villagers are seriously suffering from water supply particularly in the dry season, and they collect water from far away from their village. Also, it will conserve the ancient heritage at the locality. It is expected that 120 households comprises of at least 650 people will be benefited from the dug well support.

Objectives: The objective of the project is to elevate the poverty and enhance the economic life of the people those who are the poor members of Village Conservation Forums (VCF) and have dependency on forest resources of KNP. Thus the pressure over forest and ecological degradation will be reduced. Over all it will increase the economic growth of KNP landscape area. The main focus of the project would be motivation, Training, Information dissemination, Technical and Financial assistance for preparation of culture/spawn cultivation, harvesting, storage, processing, packaging, marketing linkages with farmers to increase employment opportunities and generating income.

Final results:

- 30 VCF members will be trained on mushroom cultivation.
- 03 mushroom cultivation centers will be established based on Khadimnagar National Park and it's Co-management Committee.
- Awareness on conservation issues among the stakeholders will rise in the landscape area.
- At least 40 households will be benefited through the "KNP Mushroom Cultivation" by supplying ingredients, products processing, carrying product, marketing etc.
- Through mushroom cultivation the participants will get opportunity to earn additional income of Tk. 100-120/- per day.
- It will reduce forest dependency and illegal logging, improved conservation of biodiversity, increased levels of tourism and visitation in the PA.
- Develop a long term agriculture based income generating activities in community level.
- Around 650 peoples will get safe drinking water through renovation of a Dug Well at Bahar Coloni village.

- This will create a good reputation in landscape area of KNP about the activities of CMC.
- A cordial working relation and linkage will develop among the Forest Department, CMC, Horticulture center, Mushroom samity, local government organization and other stakeholders.

Methods:

Participatory approach will be followed in selection of the participants for establishing “KNP Mushroom Cultivation” project. Priorities would be given to Forest depended VCF members especially women, CPG member, small, marginal and landless farmers, rural youth etc. as they are the frontline soldiers for conservation. Final selection of eight male and twenty two female participants will be made by the CMC through meeting resolution.

Expert trainers will be hired from Horticulture center, Sylhet to conduct the training in a suitable venue. Participants will be trained by expert horticulturist on mushroom cultivation and establishing mushroom cultivation center. In this connection, the Mushroom cultivation group has to take membership affiliation under local Mushroom Development and Marketing Society. The training campaign will also be supervised by the CMC of KNP, Forest department and also IPAC authority.

Three cultivation centers will be established by 03 groups of participants at Khadimnagar area. The project will provide initial support of seeds, cultivation shed and others support materials. After the training the participants will engage to produce mushroom and arrange for marketing at Sylhet town by developing linkage with Mushroom Samity. These products would bear a trade logo of KNP. The mushroom center will be located in a communicative area where every participant shall take part easily. After the project period the CMC will take initiative to continue the activity for long term sustainability.

Also, the said dug well shall be repaired involving local labors that are expert for this sort of dug well repair. The renovation works may include, digging soil from lower portion of the dug well, cleaning and purification of water, set up a hand pump tube well, making surrounding platforms with drainage facilities, and providing cover on the dug well.

Activities:

- Discussion and decision regarding LDF proposal in the CMC meeting.
- Feasibility study and consultation with Horticulturist.
- Proposal preparation, sharing with key stakeholders and proposal submission
- Beneficiaries selection; Forest depended VCF members especially women, GPG members, small, marginal and landless farmers, rural youth etc.
- Group formation, Mushroom cultivation samity formation.
- Formation of AIGA implementation committee involving Nishorgo Sahayak and CMO members.
- Training arrangement; Inauguration and accomplish 03 days training.
- Awareness generation, motivation and involvement of farmers in cultivation of Mushrooms.
- Providing technical and financial assistance to the farmers for developing Spawn/culture centers.
- Establishing 03 mushroom cultivation centers including house construction, making racks etc as required.
- Supplying of necessary ingredients and equipment.
- Maintenance of existing Dug well (Indara) in the village.
- Information dissemination to the farmers, tribal about the market available for different varieties of Mushrooms. Identification and arrangement of suitable market for the collected produce.
- Conducting meetings/ seminars/ workshops for providing common platform for farmers and marketers.
- Documentation and publication of useful information concerning preparation of Spawn/culture, techniques of cultivation of various types of mushroom, their semi-processing and preservation, quality control packaging and marketing.
- Networking and collaboration among the various stakeholders dealing with Mushroom Cultivation and marketing.

Evaluation methodology:

- The CMC members will monitor the work of the project.
- Different tools would be used to monitor the activities of the project by the CMC.
- Monthly work plan, weekly reporting, monthly reporting, quarterly reporting, and completion report will be done by the project people.
- A record register will be maintained by the CMC where relevant information will be kept.
- A visitor's book shall be kept so that visitors can write their comments during their visit to project site. Their feedback will be considered for further improvement of the project and its learning could be used during implementation of future project.
- IPAC staff will evaluate the quality of work of the project and arranges technical assistance
- Lastly a final evaluation will be done to see the quality of work done after the end of the project.

Communication and dissemination of results:

SI	Client/Target Stakeholders	Way of dissemination/Method of communication
1.	General people	Through installing a signboard
2.	VCF members	Discussion during monthly meeting
3.	Journalist	Meeting with local journalist and sharing the activities
4.	CMC members	Discussion during monthly meeting, Time to time visit to the cultivation centers
5.	Local govt. officers	In monthly Co-ordination meeting it will be shared.
6.	Local Government	Local Government representatives will be shared
7.	Different stakeholders	Conducting meetings/ seminars/ workshops for providing common platform for farmers, Mushroom samity and marketers.

6. Work plan:

A detailed work plan with each activity is shown in the below table:

SI	Activities/ Sub Activities	Month					
		1	2	3	4	5	6
1	Discussion and decision regarding LDF proposal in the CMC meeting.	√	√				
2	Feasibility study and consultation with Horticulturist.	√					
3	Proposal preparation, sharing with key stakeholders & proposal submission	√	√				
4	Beneficiaries selection		√				
5	Inauguration and accomplish 03 days training.			√			
6	Signboard setting			√			
7	Mushroom cultivation and production			√	√	√	
8	Information dissemination			√	√	√	
9	Publication			√	√	√	
10	Conducting meetings/ seminars/ workshops for providing common platform for farmers and marketers.			√	√	√	
11	Marketing			√	√	√	
13	Supervision			√	√	√	
14	Monitoring			√	√	√	
15	Financial and progress reporting			√	√	√	

7. Sustainability plan:

To make the project sustainable a community based mushroom cultivation samity will be formed comprising of 30 beneficiaries participants. This samity will be linked with mushroom samabay samity at Sylhet having one membership of a potential farmer. This membership will ensure high quality mushroom

seeds and other technical assistance from samiti regarding mushroom farming. Also marketing linkage will be established with the samabay samity and buyers.

It is expected that mushroom cultivation samity can sell their mushrooms or mushroom products directly to an end user; they will naturally receive a better price than sell to a wholesaler. Direct marketing of mushrooms at local level markets, restaurants, resorts, or in supermarkets is possible in many locations at Sylhet. When competing in local markets, excellent service, top quality, and consistent supply, rather than the lowest price, might win the sale. In any case, establishing a relationship with the buyer and reliably delivering a quality product are essential for this type of marketing.

The mushroom cultivation group will hold meeting on weekly and monthly basis, meeting findings and decisions will be recorded in a resolution book. The cultivation group will operate a bank account at nearby location which will jointly be operated with two signatories among the members. All kinds of incomes from memberships and from other sources will be deposited to the bank account.

Also initially, after selling of mushroom product in each time, at least 40% amount will be deposited to the bank account for future investment in procuring mushroom spawn and for maintenance of cultivation centers. Rest 60% sold amount will be distributed among the beneficiaries on the basis of production in each center. Another income source will be from spawn waste management and producing compost from it. All incomes from waste management will be deposited to same account as savings amount.

After the project period the mushroom cultivation samity will continue the activity with their own effort and the CMC will provide all sorts of supports to continue the activity for long term sustainability. The mushroom cultivation samity will be responsible to CMC of KNP and the CMC will have the rights to take any decision for the betterment of the samity and the project. Finally, Oyster mushrooms cultivation can become an integral part of a sustainable agriculture system for the locality, and the group can be a role model for other local villages for such AIG activities.

- **Budget:** (attached as separate Excel sheet)

8. Proposed Schedule for Fund disbursement: insert rows as require

Installment for Project Activities	Periods (Month/Year)	Estimated Costs	% of Grant Amount
1 st Installment	February 2011	315,025	80%
2 nd Installment	March 2011	78,757	20%
Total Disbursement		393,782	100%

9. Signature:

I, the undersigned Abdul Mazid Masum, Vice President of Co-management Committee, Khadimnagar National Park, Sylhet that is requesting financial assistance from the IPAC Small Grant component for the implementation of the proposed activity related to “KNP Mushroom Cultivation and Dug well renovation Project”, certify that all the information in the grant application file is exact and correct.

Signature:

Date:

INFORMATION ON THE ORGANIZATION

Type of Organization (CMO/RMO/ECA/Others): CMO (CMC)

Date of foundation (D/M/Y): 19/10/2009

Address: Khadimnagar, Sylhet

Telephone Number:

E-mail (if any):

Contact Person: Abdul Mazid Masum

Position with the organization: Vice President, Co-management committee, KNP

Contact person's address: Khadim Tea Garden,
Village: Khadimnagar
Upazila: Sylhet Sadar

Contact person's Telephone Number: 01712506349

Please list the Management Committee of the organization that will be involved in the implementation of the project. insert rows as require

SI	Name	Designation in organization
1.	Mohibul Haque	President
2.	A.K.M. Zahurul Haque	Member-Secretary
3.	Abdul Mazid Masum	Vice President
4.	AZM Hasanur Rahman	Member
5.	Md. Soab Ali	Member
6.	Suga Rani Bashak	Member
7.	Nantu Ranjan Singh	Member
8.	Mokbul Hossain	Member
9.	Abdus Shahid	Member
10.	Surma Begum	Member
11.	Most. Safia Begum	Member
12.	Mokhlesur Rahman	Member
13.	Pradanya Chandra Nath	Treasurer
14.	Abdul Jabber	Member
15.	Sree Tarun Patra	Member
16.	Sree Deben Patra	Member
17.	Md. Sayaduzzaman	Member
18.	Subinoy Bhattacharia	Member
19.	Rabin Singh	Member
20.	Md. Ali	Observer Member
21.	Md. Abdus Sobhan	Observer Member

Beneficiaries will be engaged in the project: Village and Union wise List of Beneficiaries, as per following table: insert rows as require

Tentative List of Beneficiaries

Village: Bahor Colony
 Union: Khadimnagar
 Upazial: Sylhet Sadar

SI	Name	Father's/ Husband's Name	Category		Age
			Male	Female	
1.	Abul Kashem	Maharam Ali	M		45
2.	Hazera Begum	W/O Hosen Mia		F	35
3.	Nurunnahar Begum	W/O Late Aynul Haque		F	36
4.	Humayun Kabir	Late Abdul Motin	M		45
5.	Kulsum Begum	W/O Late Rahmat Ali		F	40
6.	Rabeya Begum	W/O Late Khurshed Ali		F	31
7.	Rita Begum	W/O Late Asad Ahmed		F	40
8.	Zahera Begum (Abuni)	W/O Late Abdus Sattar		F	40
9.	Rehena Begum	W/O Muslim Mia		F	35
10.	Rabeya Begum (2)	W/O Late Chan Mia		F	45
11.	Husen Mia	Maharam Ali	M		48
12.	Ershad Mia	Mazu Mia	M		36
13.	Mokbul Ali	Late Hobibullah	M		60
14.	Moti Mia	Kanchan Mia	M		55
15.	Rahima Begum (1)	W/O Late Achir Ali		F	36
16.	Sufia Begum	D/O Rustom Ali		F	20
17.	Rahima Begum (2)	W/O Late Karim Mia		F	40
18.	Fatema Begum	W/O Babul Mia		F	35
19.	Hasina Begum	W/O Younus Ali		F	40
20.	Kamela Begum	W/O Awal Mia		F	25
21.	Umia Begum	W/O Late Somsu Mia		F	57
22.	Shahida Begum	W/O Ilyas Ali		F	35
23.	Bulu Begum (Parvin)	W/O Nur Alam		F	30
24.	Zahera Begum	W/O Joynal Abedin		F	40
25.	Abdur Rahim Shekh	Shekh Rafiq	M		30
26.	Rahima (3)	W/O Shishu Mia		F	29
27.	Fazal Mia	Mahmud Ali	M		32
28.	Ahmadi Begum	W/O Ayin Ali		F	28
29.	Amina Begum	W/O Late Habibur Rahman		F	56
30.	Gulbahar	W/O Shafiq Mia		F	50
	Total		08	22	

RECORD KEEPING AND INTERNAL CONTROL

Bank Account No. Bank Account opening is under process

Title of Bank A/C:

Type of A/C (CD/STD/Savings/others):

Name of Bank, and Branch:

Address:

Name and Designation of person (s) authorized to sign the cheques:

- Bank account will be opened at nearby location with joint signatory of member-secretary and treasurer of CMC.

Please describe your plan for Accounting, and other record keeping, documentation of the project activities. Also, describe your plan for internal control mechanism for Finance, and Assets. (maximum ½ page)

- This project is a first initiative of CMC. All accounting system will be in place. Accountant Cum Administrative Assistant will be responsible primarily but finally the Treasurer and Member Secretary will be overall in charge of the financial accounting and reporting.
- A bank account will be opened at nearby location with joint signatory of member-secretary and treasurer of CMC. Initially project staff will maintain all accounts related to mushroom cultivation project. Necessary support will be taken from IPAC Sreemongal cluster office. Soon after deployment of CMC's accountant all accounts relevant documents will be transferred there.
- A record register will be maintained by the CMC where relevant information will be kept. The CMC will maintain an equipment inventory register and shall make it up to date after any event is accomplished and in the end of each financial year.
- Monthly work plan, weekly reporting, monthly reporting, quarterly reporting, and completion report will be done by the project people.
- A visitor's book shall be kept at site level, so that, visitors can write their comments during their visit to project site. Their feedback will be considered for further improvement of the project and its learning could be used during implementation of future project.

Enclosures: one set photocopy

1. Organizational Profile (if any)
2. Certificate of Registration and/or Published Govt. Gazette
3. Experience Certificate/evidence of other projects (if any)
4. Membership/Affiliation with other organizations (if any)
5. Certification of bank A/C provided by concerned bank
6. Meeting Minutes with Signature of Management Committee
7. Budget basis (if any, detail breakdown of each broad category)
8. Copy of the Policy Manuals (Constitution, Procurement, Travel & Perdiem, Personnel), which are provided by IPAC and approved by the Management Committee