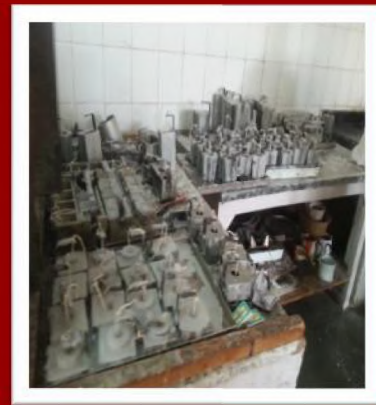


# National Trust Scheme Guidelines



## *BadhteKadam*

Awareness and Community Interaction



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## Abbreviations

Abbreviation	Description
APL	Above Poverty Line
ADL	Activities for Daily Living
BPL	Below Poverty Line Limit set by respective state government
DD	Demand Draft
DC	District Collector
DM	District Magistrate
IT Return	Income Tax Return
KPI	Key Performance Indicators
LG	Legal Guardianship
LLC	Local Level Committee
LIG	Low Income Group
Above LIG	People above the LIG limit
NGO	Non-Government Organisation
OPE	Out of pocket expenses
PwD	Person with Autism, Cerebral palsy, Mental Retardation and Multiple Disabilities
PwD Act 1995	Person with Disability Act 1995
RO	Registered Organisation
RCI	Rehabilitation Council of India
SE	Special Education
SNAC	State Nodal Agency Centre
NT or National Trust	The National Trust

## Description of Terms

Term	Description
Low Income Group	BPL limit set by the state + additional 50% of BPL Limit of that state
Legal Guardian	Guardian appointed by the Local Level Committee as per the "The National Trust Act 1999"
Disability covered under the National Trust Act	Autism, Cerebral palsy, Mental Retardation and Multiple Disabilities
Finance Department	Internal Finance Department of National Trust

**Disclaimer:**

- *National Trust reserves the right to modify the objective, scheme description and/or any other details specific to the scheme at any point of time without notification.*
- *It is the responsibility of the RO to achieve the objectives of the scheme via the support of National Trust and by their own resources.*
- *RO can avail multiple schemes from National Trust and can also open up multiple centres for running different schemes.*
- *ROs are expected to strictly adhere to all the timelines mentioned in each step of the processes. However, in case of any of any failure in doing so, National Trust reserves the right to reconsider the further action to be taken, provided the RO submits a reasonable explanation for the delay.*
- *National Trust reserves the right to evaluate the scheme once in every 3 years*
- *National Trust reserves the right to discontinue, postpone or withheld sanction of the scheme considering the availability of finances*
- *This scheme shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of New Delhi only.*

# **1 BadhteKadam**

## *Awareness and Community Interaction*

### **1.1 Objective**

BadhteKadam aims at community awareness, sensitisation, social integration and mainstreaming of persons with Disabilities. It has below mentioned objectives:

- 1) Raise awareness in the public regarding Person with Disability (PwD) covered under National Trust Act and encourage their inclusion in society, Social Integration and participation of persons with disabilities in all aspects of life.
- 2) Disseminate information on preventive strategies for the disabilities under the National Trust Act, 1999
- 3) Sensitize community stakeholders
- 4) Publicize and maximize benefits of National Trust schemes for Registered Organization (RO), PwDs and for families of PwDs.
- 5) Increase representation in remote areas and in areas where National Trust is under represented
- 6) Spread awareness about Myths and misconceptions about disability, disability etiquette etc.

### **1.2 Scheme Description**

This scheme shall support Registered Organisations (RO) of National Trust to carry out activities that focus on increasing the awareness of the National Trust disabilities.

#### **I. Target Audience**

The target audience of the scheme are:

- Public and Society
- Ecosystem
  - Government officials (including Public representative like Panchayat member, Sarpanch, MLA, MP)
  - Medical fraternity
  - Legal professionals
  - Banks / Financial institutions
  - Educational Institutes, Students, Teachers etc.
- Families/guardians of PwDs
- NGOs and people of areas where National Trust is not represented

#### **II. Awareness and other activities**

National Trust shall fund the awareness and other activities that shall be taken up by RO with respect to four disabilities covered under National Trust Act.

Detailed list of the activities that can be carried out by ROs are mentioned below. ROs are encouraged to take up awareness activities as mentioned in following tables for achieving the objectives of BadhteKadam. These are

just indicative list of campaigns that could be run by RO and RO could decide and come up with innovative ways to spread awareness.

S. No.	Category	Activity
1.	In collaboration with Government	<ul style="list-style-type: none"> <li>• Collaboration with the campaigns and disseminate information being run by other ministries, government departments and organizations at National, state, district, block or panchayat level. For example, <ul style="list-style-type: none"> <li>○ Ministry of Health (polio campaign, Community Health Centres, Primary Health Centres, Aanganwadis and Asha workers, Blindness control program, Leprosy cure program, Camp for issue of disability certificate etc.)</li> <li>○ Ministry of Education (SarvSikhshaAbhiyan etc.)</li> <li>○ Ministry of Rural Development (MNREGA, Collaboration with District Rural Development Agency(DRDA) etc.)</li> <li>○ Ministry of Social Justice and Empowerment</li> <li>○ Ministry of Labour (Vocational Rehabilitation Centres (VRC), Special Employment Exchange, Special cell etc.)</li> <li>○ Ministry of Skill Development and Entrepreneurship</li> </ul> </li> <li>• Collaborate with existing major Conferences, Meetings, Fairs, Exhibitions and other events</li> <li>• Circulars to be sent to concerned departments and Institutions (schools, colleges, banks, transport, hospitals etc.)</li> <li>• <b>Handouts, posters, flyers, pamphlets or leaflets at Educational, Financial and Medical Institutes (especially in clinics of physiotherapists, paediatrician, psychologists and psychiatrists)**</b></li> </ul>
2.	In collaboration with private bodies	<ul style="list-style-type: none"> <li>• Collaboration with Corporates and Voluntary Organizations to <ul style="list-style-type: none"> <li>○ Organize or participate in events</li> <li>○ Conduct presentations or workshops in a private company or institution (documentary or film related to PwDs can also be created and showcased)</li> <li>○ <b>Organize special sessions for PwDs like with Make a Difference (MAD), Child Relief and You (CRY) etc. **</b></li> </ul> </li> <li>• <b>Handouts, posters, flyers, pamphlets or leaflets at Educational, Financial and Medical Institutes (especially in clinics of physiotherapists, paediatrician, psychologists and psychiatrists)**</b></li> </ul>
3.	Media Related	<ul style="list-style-type: none"> <li>• Social Media campaigns</li> <li>• Media campaign - print, TV, radio, Cinema, internet based (emailers, etc.)</li> </ul>

S. No.	Category	Activity
4.	ICT enabled initiatives	<ul style="list-style-type: none"> <li>Information could be spread out via Website</li> <li>Mass SMS to PwDs, ROs and families to update them about new schemes and other necessary information</li> <li>Training and awareness videos as per disability to be circulated to parents and guardians and public at large through website or mobile application or through social media</li> </ul>
5.	Localized intervention	<ul style="list-style-type: none"> <li><b>Participate in Local campaigns like fairs, Exhibitions, Melas, Road shows, Street plays etc.**</b></li> <li><b>Organize workshops to spread awareness among following groups:**</b> <ul style="list-style-type: none"> <li>Government officials</li> <li>Medical fraternity</li> <li>Legal professionals</li> <li>Banks / Financial institutions</li> <li>Educational Institutes, Teachers etc.</li> </ul> </li> <li><b>Organize Social Inclusion events like cricket match, painting competitions, art exhibitions etc.**</b></li> <li><b>Conduct sessions in schools, colleges and other educational institute to sensitize students about PwDs**</b></li> </ul>

\*\*Most of these activities shall be undertaken by RO on their own initiative and could be sponsored by private bodies or corporates. However, some of these activities shall require RO to incur expenses. The activities that shall be funded by National Trust are mentioned in the funding pattern section.

Only those events shall be funded by National Trust under BadhteKadam that is not funded by National Trust under any other scheme. RO cannot claim the funds for the expenditure sponsored by others. Participation of SNAC/LLC/National Trust/Government (Social welfare) /DC/DM should be encouraged.

### III. Validity of Scheme Enrolment

Scheme enrolment shall be valid only for the current Financial Year. Once, current financial year is over, RO should enrol again in BadhteKadam scheme to avail benefits of the scheme.

*For example, if the RO registers for BadhteKadam in September 2016, the enrolment will be valid till 31st March 2017 and if it registers for BadhteKadam in April 2016, the enrolment will be valid till 31st March 2017.*

### IV. Number of events supported

National Trust shall sponsor a maximum of 4 events for each RO per year. Each RO should conduct at least 1 event (either for community, educational institutes or medical institutes) in a year.

All the SNACs of National Trust are expected to participate in BadhteKadam scheme.



## V. Feedback from events

RO shall also gather feedback through properly developed formats from the people attending the events to check the effectiveness of event and improvise on the events for future events. Feedback from events shall also be shared with the National Trust. RO can also conduct KAP (Knowledge Attitude and Practice) study during the campaign to know their knowledge about four categories of disabilities, schemes of National Trust, Rights of PwDs, Myths about Disability etc.

### 1.3 Funding Pattern

National Trust shall reimburse the expense incurred by ROs on awareness activities. National Trust will provide funds as per the activities defined below. If the activities are not covered in the list, National Trust will disburse funds after evaluation of the proposal submitted by RO.

Funds allocated under each of the above mentioned head is as follows:

S. No.	Funding Head	Amount (in INR)	Frequency of funds disbursement
I.	Distributing Handouts, posters, flyers, pamphlets, leaflets at Educational, Financial and Medical Institutes (especially in clinics of physiotherapists, paediatrician, psychologists and psychiatrists)	On actuals with a maximum limit of INR 20,000/-  <i>For at least 2000 pamphlets etc. to be printed and distributed</i>	Once after completion of the activity
II.	Organize special sessions for PwDswith voluntary organizations like Make a Difference (MAD), Child Relief and You (CRY) etc.  <i>Minimum duration of each event should be one full day</i>	On actuals with a maximum limit of INR 15,000/-  <i>For atleast 20 PwDsto attend the session</i>	Once after completion of the activity
III.	Organize Roadshows  <i>Minimum duration of each event should be one full day</i>	On actuals with a maximum limit of INR 13,000/- per day  <i>For covering approximately 40 sq.km. area</i>	Once after completion of the activity
IV.	Organize workshops to spread awareness among following groups:	On actuals with a maximum limit of INR 17,000/-	Once after completion of the activity

S. No.	Funding Head	Amount (in INR)	Frequency of funds disbursement
	a) Government officials b) Medical fraternity c) Legal professionals d) Banks / Financial institutions e) Educational Institutes, Teachers etc.  <i>Minimum duration of each event should be one full day</i>	<i>For atleast 30 people to attend the session (other than RO staff)</i>	
V.	Organize Social Inclusion events like cricket match, painting competitions, art exhibitions etc.  <i>Minimum duration of each event should be one full day</i>	On actuals with a maximum limit of INR 16,000/-  <i>For atleast 10 PwDs participating in the event</i>	Once after completion of the activity
VI.	Conduct sessions in schools, colleges and other educational institute to sensitize students about PwDs	On actuals with a maximum limit of INR 8,000/-  <i>For atleast 100 students attending the session (s)</i>	Once after completion of the activity

## 1.4 Eligibility Criteria

This section specifies the eligibility criteria for RO to apply for BadhteKadam

### I. Eligibility criteria for RO

RO should fulfil all of the following eligibility criteria to enrol for BadhteKadam:

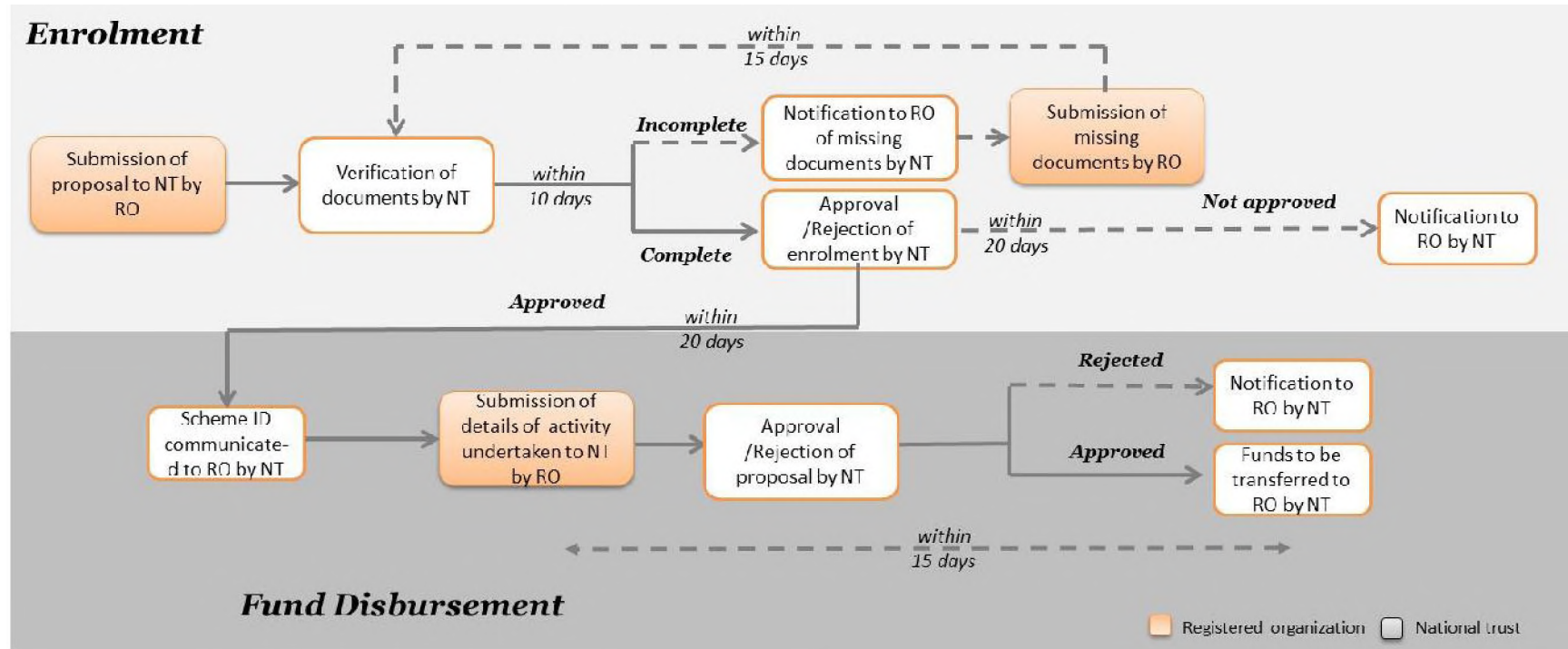
S. No.	Eligibility Criteria	Required Documents
1.	Requesting Organization should be registered with National Trust	National Trust Registration proof/certificate
2.	NGO should not be blacklisted by National Trust/any other government organization on the date of submission of scheme enrolment form	Declaration by the RO
3.	RO should be registered with PWD Act on the date of submission of scheme enrolment form	PWD Registration proof/certificate

## 1.5 Processes

This section describes the processes that should be followed for the following purposes for availing benefits against BadhteKadam:

1. RO enrolment under BadhteKadamscheme
2. Fund disbursement for all activities
3. Reporting and monitoring of BadhteKadam activities by National Trust

Following figure depicts the complete process flow for BadhteKadam:



### 1.5.1 RO Enrolment (first approval) process

RO enrolment process defines the steps to be followed while enrolling for BadhteKadam scheme on an annual basis. It also details out the required information and documents at each step and timelines for various activity wherever applicable.

- STEP 1.** The NGO registered with National Trust logs in to the National Trust website
- STEP 2.** The application form is available online on National Trust website and has to be submitted online only. Application fees or enrolment in BadhteKadam scheme is INR 1000/-.

#### **Steps for submitted online application form**

- Fill up the BadhteKadam application form online and upload the scanned documents as required\*
- Submit the duly filled in form on the National Trust portal
- Pay the application fees online
- Send the print out of the filled form along with the supporting documents to National Trust within 20 days.

*Note: Documents received without application fees shall not be entertained*

#### **\*Following documents/information has to be submitted by RO for enrolment purpose:**

1. Documents fulfilling the eligibility criteria
2. Declaration by RO mentioning Current set of activities:
  - a. Existing facilities and infrastructure
  - b. Information about current staff working in RO
  - c. Current RO activities
  - d. Details of Awareness activities done in the past 2 years

- STEP 3.** After National Trust receives the application form and the documents, these are verified.
- STEP 4.** The final decision on the application/proposal is taken after completing all necessary formalities and processes. If the RO meets scheme criteria and requirements, the application is approved. In case there is any discrepancy, RO is accordingly informed within 10 days of point of receipt. RO is given 15 days to submit the missing information.
- STEP 5.** Communication to RO by National Trust shall be done within 30 days from point of receipt. Point of receipt is date and time of submission of online form along with all the required documents.
- STEP 6.** Enrolment is completed a scheme ID is created for the RO, and the confirmation for the same is communicated to RO.
- STEP 7.** A starter kit/BadhteKadam handbook containing the complete details of the BadhteKadam is also handed over to the RO by National Trust.

### 1.5.2 Fund disbursement process

Fund disbursement for BadhteKadam activities shall take place as mentioned before. In this section, we have listed down processes for fund disbursement for all activities.

Please note that each RO should maintain a separate account of funds received from the National Trust under BadhteKadamin appropriate ledgers, clearly mentioning the amounts received, amount spent and balance at hand.

### 1.5.2.1 Fund disbursement for each activity

This process is initiated by the RO when they want to reimburse the expenses incurred in carrying out any awareness activities for the four National Trust disabilities. Fund disbursement shall happen as per actuals with a maximum limit as specified in funding pattern section. The funds should be transferred within 15 days of receiving the proposal of the RO by National Trust.

- STEP 1.** RO to initiate the disbursement of funds by providing the proposal with the supporting documents/information as mentioned below.

#### **Documents/information to be provided for disbursement of funds**

- a. RO Scheme ID
- b. Details of Activity undertaken
  - Event to be organized (date, venue, objective, duration)
  - Target audience and target location
  - Number of people attended
- c. Details of proposed resource person/staff to be deployed and their qualification
- d. Proof of expenses incurred
- e. Verification letter by SNAC/LLC/NT officials/Tehsildar/Govt. officials (Social welfare officials) /DC/DM officials that they attended the event
- f. Proof of each activity conducted like photographs, videos etc.

*The event is to be attended by official of SNAC/LLC/NT officials/Tehsildar /Govt (Social welfare) /DC/DM*

- STEP 2.** National Trust scheme in-charge to verify documents. The amount as per the activity defined below or as per evaluation of proposal by National Trust (In case the activity is not included in the list below) shall be disbursed.
- STEP 3.** Proposal to be approved and fund to be transferred or Proposal to be rejected and same to be communicated to the RO within 15 days receipt of application
- STEP 4.** National Trust scheme in charge to send instructions to its internal Finance department
- STEP 5.** Internal Finance department of National Trust will transfer funds to RO via NEFT or RTGS. Cash disbursement is not allowed.
- STEP 6.** Transaction confirmation will be sent to the scheme in-charge
- STEP 7.** Transaction confirmation to be sent to the concerned RO by scheme in-charge.
- STEP 8.** Record of the details of funds transfer to be maintained by internal Finance department of National Trust
- STEP 9.** If the funds are not disbursed within the stipulated time period, RO can escalate the issue as per Escalation matrix either through website or calling the concerned officer on his/her office number

### 1.5.3 Monitoring mechanism

Monitoring of BadhteKadam Scheme shall be done annually in March. ROs availing the BadhteKadam scheme should submit BadhteKadam Action Docket in March every year.

**BadhteKadam Action Docket includes following documents:**

- a) BadhteKadam Action Report consists of:
  - Statement of Expenditure
  - Details of each activity conducted (min 300 words)
  - Performance Report (based on KPIs) & Supporting Docs
  - Achievements or activities that can be highlighted(if any) specific to each scheme enrolled for
  - A report of minimum 200 words on the feedback received from participants of the events
- b) Proposed Action plan for next 6 months
  - Any upcoming/planned events
  - Additional activities planned
- c) Feedback/Suggestions
  - Both scheme wise and in general
- d) A descriptive report of minimum 300 words by RO on how awareness activities conducted have made a change in society or life of a PwD

- a) The ROs are expected to provide timely submission of the above mentioned documents to National Trust. The maximum time limit allowed to send the docket would be 30 days after the completion of the event
- b) In case of any failure in the submission of the same, National Trust would send reminders to ROs on an interval of every 20 days, 10 days and 5 days respectively ( a maximum of 3 times)
- c) In such a scenario, further funds would be put on hold till National Trust receives the documents. In case of failure in the same for 3 consecutive times, matter would be presented to Joint Secretary & Sanction committee on further actions to be taken.
- d) In the case where RO sends the documents to National Trust before 3 warnings, funds would be disbursed as per periodic cycle, along with funds on hold
- e) After National Trust receives the BadhteKadamAction Docket, the documents are analyzed and verified
- f) National Trust is also expected to provide support and suggestions on the Proposed Action plan

#### **Key Performance Indicators**

The monitoring mechanism of BadhteKadam activities is based on some Key Performance Indicators (KPI). If BadhteKadam activities are not achieving the KPI targets, National Trust can mentor and guide them in the correct direction.

Below are the KPIs and respective targets for BadhteKadam activities:

KPI Name	KPI weightage	KPI Description	Target	Documents required
<b>1. Activities completed</b>	40%	The number of awareness activities completed by a RO in a year	Each RO should be able to conduct at least 1 awareness activity (related to community, medical institutes or educational institutes) in a year and each SNAC to complete at least 3 activities in a year (One each related to Community, medical institutes and educational institutes)	<ul style="list-style-type: none"> <li>Details of the activity along with photographs</li> </ul>
<b>2. Enabling changes in society</b>	40%	Changes that are brought about in the society or in life of a PwD by the activities undertaken by RO	Atleast one change for the betterment or empowerment of PwDs should have happened due to activities organized by RO	<ul style="list-style-type: none"> <li>Detailed report of 300 words to be submitted by RO in this regard</li> </ul>
<b>3. Gathering Feedback</b>	20%	Feedback should be gathered from audience in all the events	Atleast feedback from 30 participants should be gathered and shared with National Trust	<ul style="list-style-type: none"> <li>Feedback documents filled by participants</li> </ul>

RO enrolled under BadhteKadam scheme is expected to achieve atleast 50% of the KPIs. In case of failure by RO in achieving the same, National Trust reserves the right to reconsider the funding to be provided for the next year, provided the RO submits a reasonable explanation for the same.

### Grievance Redressal

In case the RO faces any issues with regards to the scheme, the RO can either login the issue in the Grievance redressal system in the website or can contact the concerned official or CEO of National Trust on the office phone number.

### Escalation Matrix

If any time limit as mentioned in this document is exceeded by National Trust, then the RO can escalate it to the CEO of National Trust. If the matter is not closed within a reasonable amount of time by the CEO of National Trust, RO can further escalate the matter to the Chairperson of the Board of National Trust.