

# The National Trust

## Scheme Guidelines



"Empowering Abilities, Creating Trust"

# Badhte Kadam

*Awareness and Community Interaction*



## The National Trust

for the welfare of Persons with Autism, Cerebral Palsy,  
Mental Retardation and Multiple Disabilities

Department of Empowerment of Persons with Disabilities  
Ministry of Social Justice & Empowerment, Govt. of India

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## Prologue

“... ..to take india's development journey to newer heights, we seek your support, blessings and active participation.”

Source: [www.pmindia.gov.in](http://www.pmindia.gov.in)

Message of Hon'ble PM Sh. Narendra Modi on 26th May 2014



(Prime Minister of India)



Hon'ble Minister of  
Social Justice & Empowerment

The purpose of Badhte Kadam is to bring awareness about PwDs to include them in the mainstream. This awareness generation shall facilitate maximum benefits to PwDs and their families. This scheme will create awareness through ROs.

- **Thaawar Chand Gehlot**



Hon'ble Minister of State for  
Social Justice & Empowerment

The disabilities covered under the National Trust Act., namely Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities are not known to most of the people in the country. Persons with these disabilities need support at various levels while travelling, in school, in neighbourhood, and in the community. Even the families of these persons need support. Badhte Kadam is a campaign to sensitize the community about the needs, their rights and support of these persons.

- **Krishan Pal Gurjar**



Hon'ble Minister of State for  
Social Justice & Empowerment

Awareness is the key to success of any National level programme. Through awareness, we reach to the target public. The National Trust initiated the pan India awareness activity, Badhte Kadam, in 2009 which has been now converted into a scheme to facilitate all registered organisations. The scheme aims for sensitization of public at large for promoting participation of persons with developmental disabilities in the activities of daily life and social integration.

- **Vijay Sampla**



Secretary, DEPwD  
and Chairperson of the Board of the National Trust

Awareness among the various stakeholders and community about the National Trust Disabilities and activities is key to providing support to these persons and their families. Badhte Kadam Scheme is aimed at creating awareness, sensitization, social integration and mainstreaming of Persons with Disabilities. Under the scheme, events will be conducted for the community, educational institutes etc.

- **Lov Verma, IAS**

The National Trust (NT) has been set up to discharge two basic duties – legal and welfare. Legal duties are discharged through Local Level Committees and providing Legal Guardianships. Welfare duty is discharged through the Schemes. Earlier schemes did not work well as found in the impact evaluation. There was need to revamp old schemes, devise new schemes and also change the financing pattern. Registered Organizations were not keen in taking advantage of our schemes. NT could spend only Rs. 4.31cr. per year (average) on the schemes which was inadequate. Now NT shall be spending approximately Rs. 45.00 cr. every year. These 10 schemes have been developed after conducting 6 regional workshops at Delhi, Kolkata, Guwahati, Mumbai, Bengaluru and Lucknow; getting feedback through questionnaires; visiting scheme centres/ROs; discussing 4 times in the Board and a presentation in AGM. This kind of wide consultation has made these schemes inclusive, viable and pragmatic. The effort of developing online Scheme Management System(SMS) as part of “Digital India” is going to make NT working transparent and accountable. I am thankful to Hon'ble Ministers, the Chairperson, the Board Trustees, NICS, NIC, PricewaterhouseCoopers and all ROs for their valuable inputs and guidance. I hope these schemes will go a long way in improving the quality of life of persons with Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities.

- **C.K. Khaitan, IAS**  
Joint Secretary & CEO of the National Trust



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## Abbreviations

Abbreviation	Description
APL	Above Poverty Line
ADL	Activities of Daily Living
BPL	Below Poverty Line
DD	Demand Draft
DC	District Collector/Deputy Commissioner
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 Low Income Group Limit
NGO	Non-Government Organisation
OPE	Out of pocket expenses
PwD	Persons with Autism, Cerebral palsy, Mental Retardation and Multiple Disabilities
PwD Act 1995	Persons with Disabilities Act 1995
RO	Registered Organisation
RCI	Rehabilitation Council of India
SE	Special Education
SNAC	State Nodal Agency Centre
NT	The National Trust

## Description of Terms

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



## Disclaimer

- The 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 the National Trust and by their own resources.
- RO can avail multiple schemes from the 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 process. However, in case of any failure in doing so, the National Trust reserves the right to reconsider the further action to be taken, provided the RO submits a reasonable explanation for the delay.
- The National Trust reserves the right to evaluate the scheme once in every 3 years
- The National Trust reserves the right to discontinue, postpone or withhold sanction of the scheme considering the availability of finances.
- The 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.
- The system of registration by any organisation of persons with disabilities, any organisation of parents of persons with disabilities or a voluntary organisation has been defined in the National Trust. It is mandatory for the organisations of persons with disabilities, organisations of parents of persons with disabilities and voluntary organisations to register with the National Trust for availing scheme/funding from the National Trust. However, it has been decided that the registration of organisation of persons with disabilities, organisations of parents of persons with disabilities and voluntary organisations with National Trust will remain valid till six months of the last date of their registration under the PwD Act, 1995. After this particular date, the registration will stand cancelled. However, it has been decided to continue the scheme/funding for the whole current financial year in the interest of the persons with disabilities. No funding will be extended/renewed/given after the end of financial year, if the organisation of persons with disabilities, organisation of parents of persons with disabilities and voluntary organisations do not get certificate under the PwD Act, 1995.
- If scheme benefits/funding has been obtained from the National Trust on the basis of forged/false documents, the concerned R.O. shall be blacklisted for three years after giving an opportunity of being heard.

# 1

## *Badhte Kadam* *Awareness and Community Interaction*

### *1.1 Objective*

Badhte Kadam 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 the National Trust Act and encourage their inclusion in the 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 the National Trust schemes for Registered Organization (RO), PwDs and for families of PwDs.
- 5) Increase representation in remote areas and in areas where the 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 the National Trust to carry out activities that focus on increasing the awareness of the 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 The National Trust is not represented

## II. Awareness and other activities

The National Trust shall fund the awareness and other activities that shall be taken up by RO with respect to four disabilities covered under the 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 Badhte Kadam. 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>o 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>o Ministry of Education (Sarv Sikhsha Abhiyan etc.)</li><li>o Ministry of Rural Development (MNREGA, Collaboration with District Rural Development Agency(DRDA) etc.)</li><li>o Ministry of Social Justice and Empowerment</li><li>o Ministry of Labour (Vocational Rehabilitation Centres (VRCs), Special Employment Exchange, Special cell etc.)</li><li>o 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><i>Handouts, posters, flyers, pamphlets or leaflets at Educational, Financial and Medical Institutes (especially in clinics of physiotherapists, paediatrician, psychologists and psychiatrists)**</i></b></li></ul>

S. No.	Category	Activity
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>
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 the National Trust under Badhte Kadam that is not funded by the 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 officer) /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 Badhte Kadam scheme to avail benefits of the scheme.

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

### **IV. Number of events supported**

The 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 the National Trust are expected to participate in Badhte Kadam 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 the National Trust, Rights of PwDs, Myths about Disability etc.

### **1.3 Funding Pattern**

The National Trust shall reimburse the expense incurred by ROs on awareness activities. The National Trust will provide funds as per the activities defined below. If the activities are not covered in the list, the 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 PwDs with 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 PwDs to 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 20 sq.km. area</i>	Once after completion of the activity
IV.	Organize workshops to spread awareness among following groups: 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>	On actuals with a maximum limit of INR 17,000/- <i>For atleast 30 people to attend the session (other than RO staff)</i>	Once after completion of the activity
V.	Organize Social Inclusive 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 Badhte Kadam

### I. Eligibility criteria for RO

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

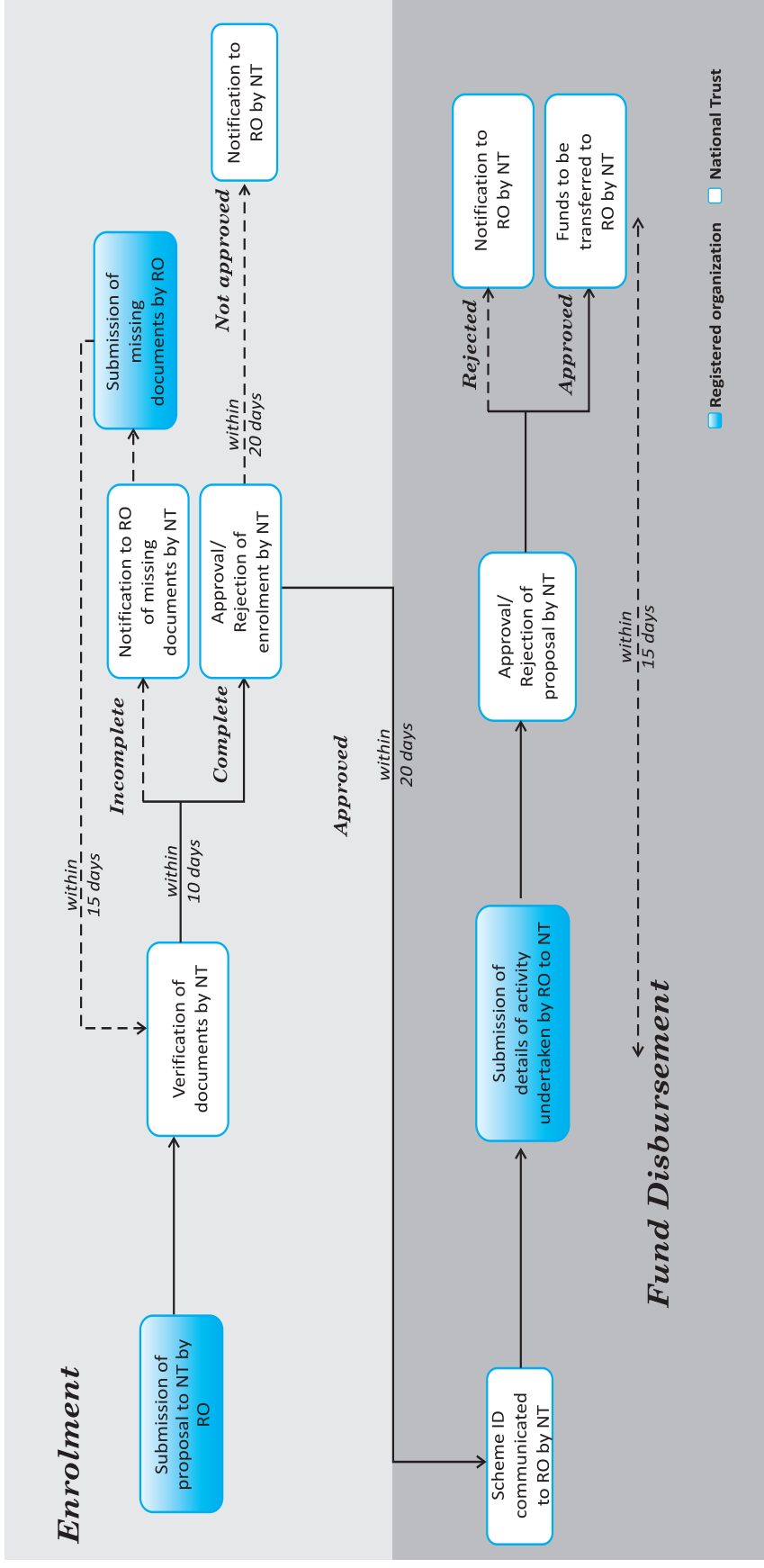
S. No.	Eligibility Criteria	Required Documents
1.	Applicants should be registered with the National Trust	Valid registration certificate under the National Trust
2.	RO should not be blacklisted by the National Trust/ any other government organization on the date of submission of scheme enrolment form	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 Process

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

1. RO enrolment under Badhte Kadam scheme
2. Fund disbursement for all activities
3. Reporting and monitoring of Badhte Kadam activities by the National Trust

Following figure depicts the complete process flow for Badhte Kadam:



*Note that the ROs are expected to strictly adhere to all the timelines mentioned in each step of the process. However, in case of any failure in doing so, the National Trust reserves the right to reconsider the further action to be taken, provided the RO submits a reasonable explanation for the delay.*



### 1.5.1 RO Enrolment process

RO enrolment process defines the steps to be followed while enrolling for Badhte Kadam 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 the National Trust logs in to the National Trust website

**STEP 2.** The application form is available online on the National Trust website and has to be submitted online only. Application fees or enrolment in Badhte Kadam scheme is INR 1000/-.

#### Steps for submitting online application form

- Fill up the Badhte Kadam application form online and upload the scanned documents as required\*
- Submit the duly filled in form on the National Trust portal
- Pay the application fee online
- Despatch the print out of the filled in form along with the supporting documents to the National Trust within 7 days and should ensure that hardcopy reaches the National Trust by 15 days.

*Note: Documents received without application fee 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 the 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 date of receipt. RO is given 15 days to submit the missing information.

**STEP 5.** Communication to RO by the 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.** Once 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/ Badhte Kadam hand book containing the complete details of the Badhte Kadam is also handed over to the RO by National Trust.

### 1.5.2 Fund disbursement process

Fund disbursement for Badhte Kadam 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 Badhte Kadam in appropriate ledgers, clearly mentioning the amounts received, amount spent and balance in 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 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 the National Trust.

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

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

- a. RO Scheme ID
- b. Details of Activity undertaken
  - Event organized (date, venue, objective, duration)
  - Target audience and target location
  - Number of people attended
- c. Details of proposed resource person/staff 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 officer)/DC/DM*

**STEP 2.** The National Trust scheme in-charge to verify documents. The amount as per the activity defined at page 5-6 or as per evaluation of proposal by the National Trust (In case the activity is not included in the given list) 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 of receipt of the application

**STEP 4.** The National Trust scheme in charge to send instructions to its internal Finance/ Accounts Division of the National Trust.

**STEP 5.** Internal Finance/ Accounts Division of the 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/ Accounts Division of the 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 Badhte Kadam Scheme shall be done annually in March. ROs availing the Badhte Kadam scheme should submit Badhte Kadam Action docket in March every year.

#### **Badhte Kadam Action docket includes following documents:**

- a) Badhte Kadam action report consists of:
    - Statement of expenditure
    - Details of each activity conducted (min 300 words)
    - Performance report (based on KPIs) & supporting documents
    - 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 the society or life of a PwD
- a) The ROs are expected to provide timely submission of the above mentioned documents to the 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, the 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 the 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, for further actions.
  - d) In the case where RO sends the documents to the National Trust before 3 warnings, funds would be disbursed as per periodic cycle, along with funds on hold
  - e) After the National Trust receives the Badhte Kadam action docket, the documents are analyzed and verified
  - f) The National Trust is also expected to provide support and suggestions on the proposed action plan

#### **Key Performance Indicators**

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

Below are the KPIs and respective targets for Badhte Kadam activities:

KPI Name	KPI weightage	KPI Description	Target	Documents required
1. Activities completed	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>
2. Enabling changes in the society	40%	Changes that are brought about in the society or in the 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>
3. Gathering Feedback	20%	Feedback should be gathered from audience in all the events	Atleast feedback from 30 participants should be gathered and shared with the National Trust	<ul style="list-style-type: none"> <li>Feedback documents filled by participants</li> </ul>

RO enrolled under Badhte Kadam scheme is expected to achieve atleast 50% of the KPIs. In case of failure by RO in achieving the same, the 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 the National Trust, on the office phone number.

### EscalationMatrix

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

## BASIC CRITERIA FOR REGISTRATION FOR THE SCHEME

1. Registered Name (at the State/ by the competent authority) of Association of Persons with disabilities OR Association of Parents of Persons with Disabilities OR Voluntary Organisation

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2. Date of expiry of registration with The National Trust

---

3. Date of Expiry of registration of the NGO under PwD Act 1995

---

4. Registered Address of RO

House No.

---

Street Name

---

Landmark

---

District

---

State

---

Pin code

---

5. Whether the name and registered address is same as the Name and address registered with the bank

Yes

No

6. If No, Name and address registered with the bank

Name

---

House No.

---

Street Name

---

Landmark

---

District

---

State

---

Pin code

---

---

7. Whether RO is blacklisted by the National Trust/ any other Government Organization as on date of submission of application form

Yes  No

---

8. Bank details

Name of the Account Holder

---

Bank Account No.

---

Bank Name

---

Branch and State

---

Branch Code

---

IFSC Code

---

## Badhte Kadam Application Form for Enrolment of ROs

### ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO

---

2. Address of RO

House No.

---

Street Name

---

Landmark

---

District and State

---

Pin code

---

3. Point of contact at the RO

Name

---

Contact Number (Mobile)

---

Email ID

---

Designation/ Position at RO

---

4. Date of registration with the National Trust

Date  Month  Year

---

Date of Expiry of registration with the National Trust

Date  Month  Year

---

Have you attached the registration proof?

Yes  No

---

5. Is the RO registered under PwD Act 1995

Yes  No

---

Date of Registration of the NGO under PwD Act 1995

Date  Month  Year

---

Date of Expiry of registration of the NGO under PwD Act 1995

Date  Month  Year

---

Have you attached the proof of registration under PwD Act 1995?

Yes  No

---

6. Is the RO blacklisted by the National Trust/any other Government Organization as on date of submission of application form      Yes       No

7. Website of RO

8. Bank details

Name of the Account holder

---

Bank account no.

---

Bank Name

---

Branch & Branch code

---

IFSC code

9. Application Fees payment details

**If online payment is done:**

Reference number (URN number)/ Transaction ID

---

Date of transaction

---

**If payment is done through Demand Draft / Green transfer or submitted in the National Trust Account**

DD No./Slip No./ Transaction ID

---

DD Date

---

Amount (in INR)

**10. ABOUT RO APPLYING FOR BADHTE KADAM**

a. Ownership status of the RO      Owned by RO      Leased      Rented

b. Existing resources/ Staff of RO

Name	Qualifications	Number of years of experience	Designation	Part time/ Full Time	Frequency of visits per week



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c. Existing Infrastructure

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Type of infrastructure provisions	Activities to be carried out in each room	Brief description	Number of proposed beneficiaries
Activity/Vocational training room			
Recreation Room			
Medical or Assessment room (with therapeutical aids and appliances)			
Lodging			
Bathroom			
Kitchen			
Office			
Other			

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d. Disability provisions/facilities for PwDs

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Type of provision/facility	Brief description	Number of provisions
Accessible premises		
Accessible toilets		
Furniture		
Fixtures		
Special Aids and devices		
Special appliances		
Others		

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e. List of activities being conducted at the RO currently

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f. Awareness activities done in the past 2 years

Name of activity	Brief description	Duration	Number of people reached/covered

g. Attachments

- i. The National Trust Registration certificate
- ii. PwD Act 1995 Registration proof/ certificate
- iii. Blacklisting declaration by the RO
- iv. Proof of payment of application fees
- v. Supporting documents of previous activities, publication materials, advertisement published if any etc.

Signature and Stamp

Name

Date

Place

## Badhte Kadam Fund Request form for organising the Workshop

### ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO

---

2. Badhte Kadam Scheme ID

### ABOUT BADHTE KADAM ACTIVITY

1. Name of Activity

---

2. Activity details

Date

---

Venue

---

Duration

---

Number of people who attended the event

---

Name of public representative(s)  
who attended as Special Guest or Chief Guest (If any)

---

3. Staff / Resources who were a part of the activity

---

Name

Qualifications

Designation

Role in  
the activity

Part time/  
Full Time

---

4. Total expense incurred for the activity

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5. Activity description

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- 
6. Attachments
- i. Details of expenses under broad heads with proof of expenses incurred
  - ii. Verification letter by SNAC/LLC/NT officials/ Tehsildar/Govt. officials (Social welfare officials) /DC/ DM officials that they attended the event
  - iii. Proof of each activity conducted like photographs, videos etc.
  - iv. Presentation or any other awareness material used.
  - v. Details of media coverage of the activity(if any)
- 

Signature and Stamp

Name

Date

Place

## Badhte Kadam Fund Request form for Organising Session with Voluntary Organisation

### ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO

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2. Badhte Kadam Scheme ID

### ABOUT BADHTE KADAM ACTIVITY

1. Name of Activity

---

2. Activity details

Name of the Voluntary Organization  
with whom the session was organised

---

Date

---

Venue

---

Duration

---

Number of people who  
attended the event

---

Name of public representative(s)  
who attended as Special Guest or Chief Guest (If any)

---

Brief description of the activity

---

3. Staff / Resources who were a part of the activity

---

Name

Qualifications

Designation

Role in  
the activity

Part time/  
Full Time

4. Total expense incurred for the activity

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5. Activity description

---

6. Brief Description of the Voluntary Organization with whom the Session was organised

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7. Attachments

- i. Details of expenses under broad heads with proof of expenses incurred
- ii. Verification letter by SNAC/LLC/NT officials/ Tehsildar/Govt. officials (Social welfare officials) /DC/ DM officials that they attended the event
- iii. Presentation or any other awareness material used.
- iv. Proof of activity conducted like photographs, videos etc.
- v. Details of media coverage of the activity(if any)

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Signature and Stamp

Name

Date

Place



---

4. Total expense incurred for the activity

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5. Activity description

---

6. Brief description of the  
Voluntary Organisation with  
whom the session was organised

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7. Attachments

- i. Details of expenses under broad heads with proof of expenses incurred
- ii. Verification letter by SNAC/LLC/NT officials/ Tehsildar/ Govt. officials (Social welfare officials) / DC/DM officials that they attended the event
- iii. Presentation or any other awareness material used.
- iv. Proof of activity conducted like photographs, videos etc.
- v. Details of media coverage of the activity(if any)

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Signature and Stamp

Name

Date

Place





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5. Activity description

---

6. Attachments

- i. Details of expenses under broad heads with proof of expenses incurred
  - ii. Verification letter by SNAC/LLC/NT officials/ Tehsildar/Govt. officials (Social welfare officials) /DC/ DM officials that they attended the event
  - iii. Presentation or any other awareness material used.
  - iv. Proof of activity conducted like photographs, videos etc.
  - v. Details of media coverage of the activity(if any)
- 

Signature and Stamp

Name

Date

Place



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5. Activity description

- 
6. Attachments
- i. Details of expenses under broad heads with proof of expenses incurred
  - ii. Verification letter by SNAC/LLC/NT officials/ Tehsildar/Govt. officials (Social welfare officials) /DC/ DM officials that they attended the event
  - iii. Material used in the activity like Brochure/Leaflet/ Handout/Flyers etc. or any other awareness material used.
  - iv. Proof of activity conducted like photographs, videos etc.
  - v. Details of media coverage of the activity(if any)
- 

Signature and Stamp

Name

Date

Place

## Badhte Kadam Fund Request Form for Printing and Distribution of Posters/ Leaflets etc. by ROs

### ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO

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2. Badhte Kadam Scheme ID

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### ABOUT BADHTE KADAM ACTIVITY

1. Name of Activity

---

2. Activity details

Date

---

Venue

---

Duration

---

Number of Posters/  
Pamphlets etc. put up

---

Number of people  
who attended the event

---

Please mention if there were any special Guest  
attended the event

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3. Activity description

---

4. Staff / Resources who were a part of the activity

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Name

Qualifications

Designation

Role in  
the activity

Part time/  
Full Time

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5. Total expense incurred for the activity

6.	Name of the Item Printed	Number of Item Printed	Cost of Printing per Item	Total Cost of Printing an Item

7. Attachments
- i. Details of expenses under broad heads with proof of expenses incurred
  - ii. Verification letter by SNAC/LLC/NT officials/ Tehsildar/Govt. officials (Social welfare officials) /DC/ DM officials that they attended the event
  - iii. Brochure/Leaflet/Handout/Flyers or any other awareness material used.
  - iv. Proof of activity conducted like photographs, videos etc.
  - v. Details of media coverage of the activity(if any)

Signature and Stamp

Name

Date

Place

# Badhte Kadam Monitoring Docket

## ABOUT REGISTERED ORGANIZATION (RO)

1. Name of RO

---

2. Badhte Kadam Scheme ID

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3. Details of each activity conducted  
(min 300 words)

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4. Details of KAP(Knowledge Aptitude & Practice) study done if any. i.e. study to know if there is any change in the knowledge of people about disabilities ,their attitude towards PwDs & inclusion of PwDs in the society.

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### 5. Badhte Kadam Action Report

a) Details of expenses

Total expense incurred

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Period

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b) No of people covered / sensitized by the activity

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c) Performance

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KPI name	Description	RO achievement
i. Activities completed	The number of awareness activities completed by a RO in a year	
ii. Enabling changes in society	The changes that are brought about in the society or in life of a PwD by the activities undertaken by RO	
iii. Gathering feedback	The number of people who provided feedback to the event	

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d) Achievements or activities that can be highlighted (if any) specific to the scheme

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6. Proposed Action Plan for next 6 months

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a) Upcoming/planned events

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b) Additional activities planned

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7. Feedback/Suggestions  
(Both scheme related and in general)

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8. Attachments

- i. Statement of expenditure of Badhte Kadam
- ii. Annual Report of RO (to be submitted once in an year in April-March cycle)
- iii. Audited account details of the year to be submitted (only once after 6 months of receipt of the same )
- iv. Documents to support performance as per KPI
- v. 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
- vi. A report of minimum 200 words on the feedback received from participants of the events

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Signature and Stamp

Name

Date

Place