



GOVERNMENT OF ARUNACHAL PRADESH

**GUIDELINES
FOR
DISTRICT INNOVATION & CHALLENGE FUND**

**FINCNE, PLANNING AND INVESTMENT DEPARTMENT
(PLANNING AND INVESTMENT DIVISION)
ARUNACHAL PRADESH CIVIL SECRETARIAT
ITANAGAR**

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NOTIFICATION

The 12th May, 2018

No. PD (SPD)-30/CM-DICF/2017-18 – The Governor of Arunachal Pradesh is pleased to notify the Guidelines under District Innovation and Challenge Fund (DICF), 2018 with Standard Operating Procedure for implementation in the State.

The Guidelines under District Innovation and Challenge Fund (DICF), 2018 with Standard Operating Procedure will come into force with immediate effect which will remain in operation till such time the State Government may consider deem fit and proper.

Chief Secretary
Government of Arunachal Pradesh
Itanagar

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GUIDELINES

FOR

DISTRICT INNOVATION AND CHALLENGE FUND (DICF), 2018

1. Objectives of the District Innovation Fund

The District Innovation Fund will allow Government of Arunachal Pradesh to:

- a. Instill a sense of competitiveness amongst the Deputy Commissioners for developmental interventions
- b. To bring in innovation in the design, planning and implementation of critical infrastructure
- c. Introduce cutting edge and latest technology in filling up infrastructural gaps in the districts.
- d. To instill a sense of participation amongst the Deputy Commissioners for major infrastructural interventions in the districts
- e. Foster partnerships between State Government and the community
- f. Foster community involvement and participation
- g. Deliver effective outcomes from State's policies and fund allocation

2. Principles and practices

The principles and practices underpinning the District Innovation Fund reinforce the State Government's vision and organisational values and is the foundation of the Fund's guidelines, assessment criteria and recommendations for funding. These principles and practices are:

- a. Innovation: we encourage new and creative approaches to address infrastructural gaps. Whether the intervention is an out of box thinking involving cutting edge technology.
- b. Relevance to solving a critical problem or meeting up a critical need in an innovative way.
- c. Impact on employment: projects that create long term and enduring solutions to unemployment are our priority.
- d. Sustainability: projects that have the capacity to create sustained solutions are to be encouraged.
- e. Value addition: we are interested in projects that will add value to the available products and ensure higher remuneration
- f. Transparency: we are transparent in our funding priorities, processes and outcomes.

3. Eligibility criteria

To be eligible to apply for funding through the District Innovation Fund, projects must meet all of the following criteria:

- a. The project should be innovative and an out of box thinking that solves a critical problem or meets up a critical need involving unique and/or cutting edge technology.
- b. Projects must practically address a need directly associated with the problems of the district or harness the existing potential of the district for the benefit of the community.
- c. Projects must create an impact on employment within the district and ensure revenue generation for the community and the State.
- d. Projects must demonstrate an innovative, new or creative way of addressing the existing problems of the district.
- e. Project should add value to existing goods and products of the district and ensure better remuneration for the goods and products, especially in agriculture, horticulture, textile and handicrafts sectors.

Projects that will not be considered for funding include:

- a. Projects of routine nature. This fund should not be seen as a gap fund to complete existing infrastructures.
- b. Festivals/Workshops/One-off events

- c. Projects with a sole religious purpose or focus
- d. Projects that duplicate those already being delivered by State or Central Government, or existing NGOs and community organizations
- e. Submissions outside timeline prescribed herein.

4. The District Innovation State Level Screening Committee

State Government will constitute a State Level Screening Committee (SLSC) to support governance of the District Innovation Fund and to conduct assessment of fund proposals.

The Committee is responsible for making project recommendations to the Hon'ble Minister Finance & Planning in charge.

The District Innovation Fund State Level Screening Committee comprises of:

- Commissioner Finance – Chairman
- Commissioner PWD – Member
- Secretary Planning – Convener
- Commissioner GA/DA - Member
- Secretary Finance – Member
- Secretary Industries – Member
- Secretary Skill development – Member

5. Schedule of Dates

Applications open 1st April 2018.

Applications close 20th May 2018.

Project Prioritization recommendations will be submitted to the State Government by 28th May 2018

Notification and fund allocation 1st June 2018.

Deputy Commissioners to submit DPR by 20th June 2018 to Planning department for Administrative approval and Expenditure sanction by Hon'ble Minister Finance & Planning

Submission for Finance concurrence to FD by 25th June 2018

6. Funding levels

Project approval shall be limited to Budget provision only..The project size will be minimum Rs. 2 Crores and maximum Rs. 10 Crores. Allocation will be conveyed for the full estimated cost but actual fund release will depend on the physical progress of the work and depending on availability of funds.

The District Innovation Fund will be eventually on-boarded on PFMS on a later date

7. Requirements

Applicants will be required to provide:

- i. Applications must meet the eligibility criteria above.
- ii. Supporting evidence of identified need.
- iii. A detailed budget.
- iv. A project plan with land availability and non duplication certificate where applicable.
- v. A convergence plan. Convergence with other CSS or State Schemes.
- vi. A community engagement plan
- vii. A sustainability plan (Optional)
- viii. Deputy Commissioners will be required to sign aundertaking that outlines the terms and conditions of funding.

8. Assessment process

- After receiving the applications, Planning division, Planning & Finance department will convene a meeting of the State Level Screening Committee.
- Deputy Commissioners will be informed about the meeting date. On the appointed date the Deputy Commissioners will make a detailed presentation on the project proposal(s) as per the above requirements.
- The State Level Screening Committee applies the assessment criteria to all eligible applications.

- The State Level Screening Committee prioritizes the project proposals and makes appropriate recommendations to the Hon'ble Minister Finance & Planning.

9. Assessment criteria

The District Innovation Fund is a competitive funding scheme. Applications will be assessed against the assessment criteria below. Only applications that adequately respond to the assessment criteria will be considered.

The SLSC reserves the right to not consider any application that does not meet the eligibility criteria or the assessment criteria.

To give your application the best chance, please ensure the information included in the application addresses these criteria.

i. Innovation (40 % weightage)

- a) Is the project an innovative intervention to address the infrastructural gap in the district?

Is the project an innovative intervention to meet critical needs of the community and solve critical problems of the district?

Does the project involve cutting edge or unique technology to address the needs of the district?

Does the project practically support the solutions to the problems of the district?

Does the project demonstrate an innovative, new or creative way of addressing problems of the district?

ii. Project planning (20 %weightage)

- a) Is there a clearly identified need that this project is addressing?
- b) Does this project have a clear goal and project plan?
- c) Is the project leveraging collaborative partnerships or converging resources from other sources (CSS or State schemes)?
- d) Does the application provide an achievable timeline for completion?

iii. Budget (20 %weightage)

- a) Does the budget accurately reflect the scope and scale of the project?
- b) Has the DPR been prepared as per APSOR?
- c) Have quotes been provided to support key items (applicable in case of projects that involve direct procurement and installation of products/items)?

iv. Social Impact (10 %weightage)

- a) Does the project generate employment?
- b) Is it a revenue generating project?
- c) Was there broader community participation in developing the idea or project plan?
- d) Does the proposal provide a community engagement plan with community input and/or impacts of the project outlined?

v. Sustainability (10 %weightage)

- a) Does the application provide a continuous improvement plan?
- b) Does the application demonstrate a sustainability plan if it is intended to continue beyond the period of funding?

10. Other Terms and conditions

If project proposal is successful, DCs will be required to sign an undertaking that:

- i. The project will be completed in the stipulated time frame specified in the application at the time of submission. District administration will ensure that the project is completed by the date stated in the project proposal. Requests for extensions will need to be considered and agreed to by the State Government.
- i. Supply all requested data for monitoring and reporting requirements specific to your project.
- ii. There will be no cost over runs and revised estimate for the project. The project should be delivered within the allocated budget. The Planning & Finance department will not be responsible for shortfalls in project budgets if the implementing agency is unable to meet project costs.

- iii. The State Government must be acknowledged in all promotional materials relating to the successful implementation and operationalization of the project.
- iv. Provide Completion certificate at the end of the project that meets the data collection requirements and financial documentation by Planning & Finance department.

11. Proposals may be submitted by the concerned Deputy Commissioners by email or by special messenger or by post to:

Secretary (Planning & Investment)
Finance, Planning & Investment Department,
4th Floor 1st Block,
Arunachal Pradesh Civil Secretariat
Itanagar

12. Applications submitted after due date will not be accepted.

13. Contact persons for General queries about the District Innovation & Challenge Fund:

1. Dr. Joram Beda, IAS
Secretary (Planning & Investment)
Government of Arunachal Pradesh
Email: secretaryplanning@yahoo.com
2. Shri Pallab Dey
Director (Planning)
Planning & Finance department
Government of Arunachal Pradesh
Email: directorstateplan@gmail.com