



GUIDELINES FOR RESIDENTIAL TRAINING PROGRAM

<http://www.grassrootsinstitute.in/ift-programs.html>

Application Deadline: 15 March 2012

TRAINING BACKGROUND

During the implementation of development projects various case studies and stories and success stories generate that can not only reveal the processes of execution but also give rise to many learnings. But these stories remain undocumented due to the lack of necessary skills at the part of organization.

Usually the NGOs, CSR groups, INGOs, support agencies or Government agencies keep on depending on external consultants for documenting the case stories/studies, but strengthening own capacities is sustainable and cost-effective way. This residential IFT program is to impart skills among project executives of how to write case studies and success stories and to publish them. This residential IFT program will focus more on practice than the theory, and would be participatory.

This IFT program will focus more on practice of planning and writing the proposal for getting financial support. The training is fit for NGO managers, government executives and all others who are involved in project management.

WHO CAN APPLY FOR IFT ▶ CERTCSS

- ▶ NGO workers & managers
- ▶ Development (Government) projects executives
- ▶ Executives of support/funding agencies
- ▶ Executives of CSR groups
- ▶ Students interested in project development
- ▶ Others involved in development work

VENUE OF IFT ▶ CERTCSS

Hotel Firhill
Firhill, Near Tunnel 103
Shimla – 171004, Himachal Pradesh (India)
Tel: 0177-2654157 Fax: +91-177-2651050
Web: www.hotelfirhillshimla.com

MEDIUM OF IFT ▶ CERTCSS

The medium of instructions will be mix of Hindi and English. Participants can speak and write in English or Hindi. Having the habits of writing will be helpful in doing practice.

LEARNING STRATEGY & FEATURES

- Participatory learning methodologies
- Substantive reflections of participants' own personal capacities
- Group deliberation and experiential activities
- Field visits and group work
- Handouts and reading materials
- Visuals and pictorials



LAST DATE OF REGISTRATION

Deadline for Application: 15 March 2012

Deadline for Receipt of Fees: 25 March 2012

Early applications will be given priority. The moment the seats are full, accepting further applications will be stopped. Applicants whose fees towards cost is received will only be confirmed with the places.

AVAILABILITY OF PLACES

Total no. of seats: 24

The places will be filled on first come first served basis.

MODULE OF IFT ► CERTCSS

Tentative module of the training is as under:

Day.1: 7 May [11.00 am – 6.00 pm]

- Introduction
- Brief of Process Documentation
- What is Case Story
- What is Case Study
- Techniques of Case Story Writing
- Success Stories & Problem Stories
- Peer Review and Learning Exercise
- Local Field Work for data collection
- Workshop of Case Story Writing

Day.2: 8 May [9:30 am – 6.00 pm]

- Case Study Research
- Composition of Case Study
- Peer Review and Learning Exercise
- Field Visit to Villages
- Workshop of Case Study Writing

Day.3: 9 May [9:30 am – 5:30 pm]

- Workshop of Case Study Writing (continued)
- Presentation and Analysis of Written Case Stories
- Presentation and Analysis of Written Case Studies
- Photo Story Writing
- Video Documentation of Case Studies & Stories
- Local Field Visit and Workshop of Photo Story Writing

Day.4: 10 May [9:30 am – 3:00 pm]

- Photo Presentation with Case Story/Study
- Publishing of Case Story
- Publishing of Case Study
- Linking the Case Story/Study in other Documents/Reports

* *The module is subject to change.*

ELIGIBILITY TO PARTICIPATE IFT ► CERTCSS

You are eligible if you fulfill the following criteria:

- (i) You have habits of writing;
- (ii) You implement or coordinate the development project;
- (iii) You have at least 2 years of field experience;
- (iv) You have adequate knowledge of Hindi or English language;



- (v) Your application is approved by your Head of Institution; and
- (vi) You agree to follow the rules of participating the training and sign the declaration (given in application form).

ACCOMODATION & LOGISTICS

Place of training, Hotel Firhill, is situated amidst tall deodar and fir trees, a place where the nature is at its best and still it is within the historical town of Shimla. It is ideally situated on the Delhi Shimla Road, 15 minutes walk from the famous The Mall. The accommodation at the hotel comprises finely furnished rooms. All are spacious with attached bathrooms, running hot & cold water, telephone, etc.

Accommodation in standard rooms will be provided on TWIN SHARED basis. Rooms are equipped with linen, quilt, chair, table, attached toilet-bath, etc. Daily cleaning of rooms is ensured. TV is available in the room. Service is prompt. Water supply is generally adequate in the hotel. However, the possibility of occasional interruption in water supply cannot be ruled out, viewing the scarcity of water all over.

Accommodation for participants will be available from 9 am of 7 May 2012 till 4 pm of 10 May 2012. Before or after this duration, the accommodation will not be availed by the organizers. Residing in Hotel Firhill before or after the specified timings will be the responsibility of the participant at his/her own cost. To see the glimpses of Hotel Firhill, please look [website](#).

FOOD & REFRESHMENTS

During the training vegetarian food will be served. From 7 May 2012 till 10 May 2012, breakfast, lunch and dinner (except on 10th

May) will be served everyday. Morning bed tea will be served on 8, 9 and 10 May 2012. Tea will also be served twice during 4 days of the training sessions.

TRAINING FEES FOR IFT ► CERTCSS

For Indian Participants

A non-refundable Training Fee of Rs. 9,900 per participant is to be paid through DD once the Application is approved.

The DD should be made in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Receipt for fee amount will be produced. The fee amount can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Coordinator Training before depositing the amount.

Above nominal fee is towards the cost of (i) accommodation, (ii) food, (iii) reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) training facilitation, and (vi) general guidance.

For Foreign Participants

A non-refundable Training Fee of US \$ 350 per participant (for Foreign nationals other than South Asians) or INR 12,500 (for South Asian nationals) is to be paid through DD once the Application is approved. DD should be made in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Receipt for fee amount will be produced. The fee amount can also be deposited by cash/local cheque in the account of GRASSROOTS INSTITUTE. The account details can be obtained from Coordinator Training before depositing the amount.



Above nominal contribution is towards the cost of (i) accommodation, (ii) food, (iii) reading material kit, (iv) CD-ROM (to be provided at the end of training), (v) training facilitation, (vi) release of official offer letter to facilitate visa process, and (vii) general guidance.

HOW TO APPLY AND REGISTER?

Step-I:

Applicants should fill in the Application Form which is attached separately or can be downloaded from <http://www.grassrootsinstitute.in/ift-programs.html>, and submit it by e-mail info@grassrootsinstitute.in quickly to the Grassroots Institute. In case of difficulty, one can request Application Form through e-mail.

Step-II:

If the applicant is found eligible, he/she will be immediately informed and asked to send the amount of requisite training fee through Demand Draft drawn in favour of GRASSROOTS INSTITUTE payable at Delhi or Kullu. Along with the payment, the applicant should also send the hard copy of Application Form duly approved by the Head of Institution and signed by the applicant himself/herself. The DD is to be sent by SPEEDPOST (from India) or AIRMAIL (from outside India) to: *Mr. Chuni Lal (Head of Operations)*, GRASSROOTS INSTITUTE, PO Building, Banjar – 175 123 Distt. Kullu (HP), Tel: 01903-200202, +91-9418133427

Step-III:

After dispatching the DD and hard copy of the Application Form, the applicant is expected to inform Mr. Chuni Lal, Grassroots Institute on his mobile telephone (+91-9418133427).

** Please note that the candidature for this training is non-transferable. No other candidate would be accepted in place of the applicant.*

TRAVEL & TRANSPORT EXPENSES

The travel and transport expenses to Shimla and back would be taken care of by the participant or sponsoring organization. The organizers will not be responsible for any travel or transport expenses and or arrangements. Applicant is required to make his/her own bookings etc. Moreover, the organizers cannot arrange for receiving the participants at Bus Stand, Railway Station or Airport of Shimla. It will be the responsibility of the participants to reach the venue of training.

HOW TO REACH SHIMLA

Best way to reach the place of training is to catch bus from Delhi. Regular buses are available from ISBT Kashmere Gate in Delhi to Shimla. Buses are of several types: ordinary state buses, semi-deluxe state buses, deluxe state buses, deluxe luxury buses, or Volvo buses. One can get buses from Chandigarh also. From the bus one has to get down at ISBT Shimla. After the training, one can visit best tourist places of the country. **Please note that it is better to book buses well in advance due to heavy rush in summer season.**

Trains from various places come till Kalka. One can travel upto Kalka by whatever connected trains are available. From Kalka to Shimla, the narrow gauge heritage train runs everyday. This small train is nominated for UNESCO World Heritage, and crosses 103 tunnels in the mountains before reaching Shimla. Shimla Railway Station is close to ISBT (Bust Stand) of Shimla.



Various domestic flights are available to Shimla. Shimla airport is 14 km away from main city. Airlines generally have their respective buses to drop the passengers in main city.

Bookings for different modes of transport may be made by contacting the following:

|| Bus from Delhi to Shimla (9 hours journey)

HP Tourism: 011-23325320, 23324764

TCIL: 011-23416081-85, 23418023

|| Bus from Chandigarh to Shimla (4 hours journey)

*all types of buses are frequently available from Sector-17

Bust Station in Chandigarh (no need of reservation)

|| Train from Kalka to Shimla

Please see the schedule of trains at the link:

<http://wikitravel.org/en/Shimla>

*Reserve your return ticket from your travel agent or rail ticket counters in your city/town.

|| Flight Connectivity

Please see the schedule of flights at the link:

<http://wikitravel.org/en/Shimla>

*Reserve your return ticket from your travel agent in your city/town.

How to Reach the Venue?

There are two types of local transports available in Shimla. One is the taxi, which is available from Pre-Paid Booth at ISBT. One needs to buy ticket till Firhill near Tunnel 103, where Hotel Firhill is located on hilltop. Other is city bus, which goes till Tunnel 103.

ABOUT THE GRASSROOTS INSTITUTE

Grassroots Institute aims to strengthen the grassroots action for social transformation through mainstreaming innovative learnings. Grassroots Institute was established by Grassroots India to support the grassroots action for change through training, research, skill upgradation and professional education. Presently, the Grassroots Institute is an independent institution that is in evolution phase being operated from Banjar (Kullu) in Himachal Pradesh. For further information about the GI, please contact: info@grassrootsinstitute.in.

CONTACT FOR FURTHER ENQUIRY

MR. CHUNI LAL (*Head of Operations*)

Grassroots Institute

PO Building, Banjar - 175 123 Kullu (HP), India

Tel: 01903-200202, 09418133427

E-mail: info@grassrootsinstitute.in

Websites: www.grassrootsinstitute.in

TOURIST ATTRACTIONS OF SHIMLA

Shimla is hot destination for tourists as it is historic city in the heart of Himalayas. Shimla was summer capital British India. It carries the same legacy even today. There are more than two dozens of attractions in Shimla for the tourists. Further information can be accessed from the following websites:

<http://wikitravel.org/en/Shimla>

<http://www.touristplacesinindia.com/shimla/tourist-attractions.html>

<http://himachaltourism.nic.in/shim.htm>

<http://himachaltourist.com/shimla/index.htm>