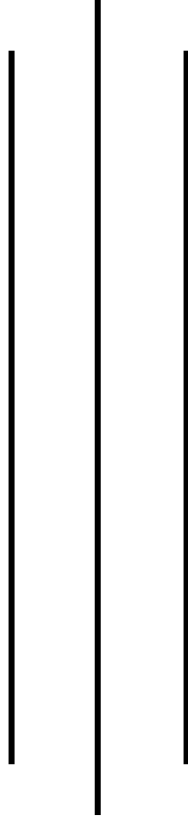


**GUIDELINE FOR EMPOWERMENT OF PERSON WITH DISABILITY AND
STRENGTHENING ORGANIZATION FOR PERSON WITH DISABILITY AT LOCAL
LEVEL, 2079**



**Provincial Government
Ministry of Social Development
Province-1, Biratnagar, Nepal**

GUIDELINE FOR EMPOWERMENT OF PERSON WITH DISABILITY AND STRENGTHENING ORGANIZATION FOR PERSON WITH DISABILITY AT LOCAL LEVEL, 2079

For the management and development of organization of persons with disability at different local levels of province 1 under the “Empowerment of person with disability and strengthening organization for person with disability” at the local level approved by the ministry of social development of fiscal year 2079/80, using the authority given by section 9 of Provincial Allocation Act, 2079, the provincial government, ministry of social development has approved this guideline.

1. Short title and commencement:

- 1) The guideline name will be “Guideline for empowerment of person with disability and strengthening organization for person with disability at local level, 2079
- 2) This guideline will start immediately.

2. Definition: In this guideline, the subject or context doesn't mean otherwise

- a) Organization means the non-profitable organization (Organization of person with disability) operated by the person with disabilities in the area of disability established under the Disability Prevention and Rehabilitation Program at local level and managed by persons with disabilities who have been registered and facilitation the implementation of Disability Prevention and Rehabilitation Program in the past.
- b) Local level means the local level of province 1 where the Disability Prevention and Rehabilitation Program is implemented.

3. Organization receiving grants:

- 1) The organization must receive a grant from the relevant local level under the Disability Prevention and Rehabilitation Program, in the amount allocated by the ministry, in order to achieve following objectives: -
 - a) To empower persons with disabilities and ensure their right,
 - b) To strengthen the organization of person with disability (O.P.D),
- 2) In order to receive the grants according to sub-article -1, the organization has to submit an application to the relevant local level with the following details and documents: -
 - a) Photocopy of certificate of organization registration and renewal certificate
 - b) Photocopy of official letter approved by the local level government

- c) Photocopy of permanent account number card and clear taxation certificate of the organization
- d) Photocopy of the audit report of previous fiscal year of the organization
- e) Photocopy of the decision from the meeting of the working committee of the organization regarding the request for grant
- f) Proposal regarding the grant request as per annex-1
- g) Bank account details of the organization

4. Arrangements regarding the use of grant money: The organization can spend the total grant money received as follows: -

- a) Up to a maximum of 10% on administrative work
- b) Up to 30% (For a maximum of 4 meetings) in working committee meeting of the organization including meeting allowance.
- c) Up to maximum of 20% for annual review meetings
- d) Up to a maximum of 15% for disability related advocacy
- e) Up to maximum of 15% for capacity building of person with disabilities
- f) Up to maximum of 10% for the monitoring and evaluation of the overall program, including expansion and mobilization of ward-level milijuli groups

5. Activities to be done by the organization: According to this guidelines, the organization should use the grant money for the following activities: -

- a) When spending on the administrative work, it should be spent on organization audit report, renewal report, stationary, communication and including other the necessary administrative works.
- b) The meeting of the working committee should be held at least 4 times a year. If the meeting is held, one of the alternative options should be paid for the meeting allowance or transportation expenses. Even if an interpreter or support participates in the meeting, and even if a participant lives a long distance away, meeting expenditures can only be spent within the allocated budget.
- c) Notice should be given to general members of the organization at least 15 days prior to the meeting of the annual review, and during the annual review, all of the activities done by the organization throughout the year should be made public through financial and progress reports, and suggestions given by general members and participants in the organization's activities should be recorded and records should be kept.

- d) In the case of a disability, the organization must advocate as required. While advocating in this manner, the problems faced in the area of disability at the local level, as well as the effective implementation of policy arrangements, should be highlighted as key issues.
 - e) The organization must implement capacity building programs for the working committee and other general members at the local level. In this manner, before implementing the capacity development program, the working committee must discuss and establish the framework.
 - f) The organization has to monitor and evaluate the overall program including expansion and mobilization of ward level milijuli groups.
 - g) A representative of the organization attends the monthly meeting of the milijuli group and identifies the problems of the persons with disabilities in the ward, and supports them in various activities, to help strengthen the relationship between ward people's representatives and ward-level milijuli groups and to make efforts to strengthen the cooperation between community-based rehabilitation facilitators and milijuli groups, written suggestions should be submitted to the Disability Coordination Committee at the local level to solve the problems faced by persons with disabilities and other problems observed through monitoring. The organization can also monitor the educational status of persons with disabilities enrolled in schools, and their access to public structures, the condition of access to treatment, the condition of meaningful participation of persons with disabilities in various programs and activities at the local level, the current situation of the implementation of the policy system, etc. In this way, money allocated for monitoring can be used for lunch, local transportation, food, etc.
6. **Procedure for settlement of Grant Amount:** The organization has to keep the gross bill of all expenditures made during the fiscal year and submit a certified copy of the bill to the relevant local government. Furthermore, the auditing must be done, and a copy of the report must be submitted in to the relevant local level within ninety days of the end of the fiscal year.
7. **Reporting:** In accordance with this guidelines, the organization must submit a report regarding the activities carried out throughout the year to the relevant ministry and local level.
8. **Amendment and remove:** Depending on the situation, the Ministry may make changes to or remove this guideline.

S.no.	Details	Unit	Rate	Amount
1.	Organization administrative expenses			
2.	Meeting of the working committee			
3.	Annual Review			
4.	Capacity Development Program			
5.	Advocacy for Disability			
6.	Monitoring and Evaluation			

Annex -1

(Related to part (G) of sub-article (2) of article 3)

Format of proposal letter for requesting grand funds

1. Background

2. Introduction of the organization

3. Personal details of people associated with the organization

4. Reasons for applying for grants

5. Details of the activities to be undertaken after receiving the grant

a.

b.

c.

d.

6. Estimated budget amount and budget sources

a. Estimated budget amount:

b. Sources:

i. Government of Nepal:

ii. Provincial Government:

iii. Relevant local level government:

iv. National Federation of the Disabled- Nepal:

v. Other organization:

7. Detailed statement of expenses

8. Expected Outcome

