



**DIRECTORATE OF ENVIRONMENT AND CLIMATE  
CHANGE  
GOVERNMENT OF KERALA**

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**Guidelines for Submitting Proposals for Environment  
Management Training Programmes / Workshops**

The Directorate of Environment and Climate Change (DoECC) promotes creation of environmental awareness among all groups of the society through various programmes in the state plan scheme “**Environmental Awareness and Education**”. The objective of one of the component programme of the said plan scheme titled “*Environment Management Training Programmes/Workshops*” is to provide an interactive platform to professionals, scientists, decision-makers and other groups of the society to build capacity, share knowledge and experience on various aspects of environment conservation and management, focusing on the wise use and sustainable development principles.

Under this programme, financial assistance is provided to academic institutions, non-governmental organizations, government agencies etc. to build capacity on identified thrust areas related to environment or any emerging area impinging on technology, innovation in regard to environment and climate change.

**Who are eligible?**

- Any recognized academic / research institution /government organization / government undertaking having at least 3 years experience of working in environment related subjects.
- Any registered voluntary / professional organization / trust having proven credentials, and 3 years experience in environmental field and registered

under the Societies Registration Act for minimum three years and raising audited accounts.

- The coordinator should be a permanent faculty/ regular staff/ office bearer of the institution/organization in the State.

### **Thrust areas**

The proposals for financial assistance should have focus on environment related subjects and or environmental awareness amongst masses. DoECC has identified the following thrust areas:-

1. Climate Change – Vulnerability and Risk Assessment, Adaptation and Mitigation.
2. Ecosystem Services and Values- Assessment and Monitoring
3. Environmental Auditing
4. Waste management (with special focus on plastic waste)
5. Environmental Impact Assessment – Regulations, Tools & Procedures
6. Natural Resource Management
7. Ecosystem health assessment & reporting methods
8. Integrated Wetland Management – wetland monitoring tools & techniques, Integrated Management Plan Preparation
9. Invasive species – monitoring and management
10. Energy & water efficient agricultural practices
11. Environmental communication
12. Urban ecosystems - sustainability & management
13. LiFE – Lifestyle for Environment
14. Coastal Regulation Zone Notification provisions
15. Wetlands Conservation regulations

### **Procedure of Applying the Scheme**

The institutions who wish to avail financial assistance under this programme should submit their proposal in the prescribed proforma (Annexure-I) along with a softcopy in MS Word format, along with necessary documents to **The Director, Directorate of Environment and Climate Change, 4<sup>th</sup> Floor, KSRTC Bus Terminal Complex,**

**Thampanoor, Thiruvananthapuram-695001** on or before **30-09-2023**. An affidavit should be incorporated in the prescribed format (Annexure-II) in respect of submission of Utilization Certificate (in KFC FORM-44) and audited statement of expenditure submitted at right time.

### **Scrutiny of proposals and approval**

The screening of the proposals will be done in two stages.

#### **Stage 1:**

In this stage, the respective section of DoECC will cross check the proposals in terms of eligibility criteria, experience and other conditions given in the guidelines.

#### **Stage 2:**

The DoECC has constituted an Internal Screening Committee for the selection of such proposals. The Committee shall consider those proposals, which are complete in all respect, keeping the following aspects in view while recommending the proposal(s) for financial assistance:

- The applicant organization has not received any grant under this programme during the financial year in which the proposed event falls. Financial assistance will not be provided more than once in a financial year, in the normal course.
- Application from Government Department / undertaking / academic / research institution has been duly forwarded by Head of the institution.
- In case of NGOs and other Professional Organizations, valid registration details of the organization and the last 3 year's audited statements of accounts should be submitted.
- The proposals for financial assistance will be given depending on the quality of the proposal (the technical/scientific contents of the training programme, relevance, level of participation, target groups and numbers, etc), provided that previous grant, if any, released by DoECC to the applicant organization has been fully settled in terms of Expenditure Statement, Utilization Certificate, reports etc. The proposal should focus on topics relating to the main theme of the programme and organization should indicate the full details of key resource persons. If the committee approved the proposal, a confirmation letter will be sent to the

institution.

### **Quantum of assistance**

Financial assistance is only for organizational expenses of the proposed event and not for capital items like construction, equipment, automation etc. The maximum amount may go up to Rs. 2 Lakh. The Internal Screening Committee of DoECC can consider higher quantum of assistance in very exceptional case(s) on merits.

### **Release of Fund**

The sanctioned amount will be disbursed in two installments – *i.e.* 60% of the sanctioned amount will be given in advance and the remaining 40% amount will be released after the successful completion of the programme and submission of report, attendance sheet of participants and duly filled audited Statement of Expenditure, Utilization Certificate (in KFC FORM-44), signed by the Coordinator, Head of the Institution and/ Finance Head (both in hard copy and softcopy) and other relevant documents in digital form also. The final report and financial documents should be submitted to DoECC **on or before 15-02-2024**. If the participating organization fails to give the UC, Statement of Expenditure and report to DoECC in time, then the organization would not be eligible for any grant in future. The unspent amount shall be remitted to Government as per the relevant rules. DoECC should be duly acknowledged for the financial/technical support in all the publications and other resource materials that has been prepared for the programme.