

Format of Application by Member to SHG for Financial Assistance under micro - finance

Name of the Members : Name of the Sangha :
Member number : Name of Village :
Name of the husband / father : Date :

Dear Representatives,

I kindly request you to provide me the loan of Rs. -----/- to start -----
business for enhancing my income.

As decided in the group meeting, I agree to pay the interest of Rs.2/- for Rs. 100/- per month.

I prefer to repay the loan in ----- installments, [Weekly/ Monthly/Quarterly].

I need to avail the loan on or before -----.

Kindly do the needful.

Yours faithfully,

SHG to CLA

Request for financial assistance under micro - finance

Name of the Sangha : Date :
Name of Villagae : **Name of the CLA :**
Dear Representatives,

We are enclosing the list of our members whom we recommend for financial assistance. The details are as follows:

Member No.	Name of the member	Purpose	Loan amount	No. of installment	Mode of repayment

We assure for the proper utilization of funds, asset creation and timely repayment of loan.

We kindly request you to do the needful.

Yours faithfully,
Representatives of Sangha
(Signature with seal)

PROJECT COORDINATOR TO HEAD OFFICE

To
Co-ordinator, Micro Finance
OUTREACH, 109, Coles Road,
Fraser Town,
Bangalore - 560 005

Subject :- Request for Financial assistance under Micro Finance
Ref :- Our loan Indent No: _____

Dear Sir,

I kindly request you to release Rs. -----for assisting CLAs / SHGs to implement micro enterprise activities. A detailed break - up is given for your kind reference:

Kindly release the funds at the earliest.

Sl. No.	Name of the CLA	Name of sector	Total loan amount	Required date of disbursement

Yours faithfully,

Project Co-ordinator

Encl: * Abstract copy of PDO with
Loan committee recommendation.

Extract of CLA resolution of appointment of loan appraisal committee

Name of the CLA :
Name of the Village :

Date :
Name of the sector :

Ref :- CLA minute No.----- dated-----:

As per the discussion in the meeting, we recommended the following members to represent the Loan Appraisal Committee for the conducting feasiability study and recommend the members to avail the loan under Micro Finance scheme within a period of 15 days.

The list of members are as follows:

Member No.	Name of member	Name of the Sangha

Yours faithfully,

Representatives
Signature with the seal

Loan appraisal committee to CLA

Name of the CLA :
Name of the Village :

Name of the Sector :
Date :

Sub:- Recommendation for SHG members to avail loan under micro finance
Ref :- CLA minute No. ----- dated ----- for conducting feasibility

With reference to the above subject, we submit that the list of following members are eligible to avail the loan under micro finance. Kindly support them with financial assistance. We are also giving the reasons for the rejection of members who could be assisted in future if they accomplish the requirements.

Member No.	Name of Member	Name of the sangha	Activity chosen		Reason for rejection
			Viable	Not viable	

General Manager
NABARD
Jeevan Prakash Annex
113/1, J.C.Road
Post Box No.29
Bangalore 560 002.

Attn: Dr.A.S. Negi, Deputy General Manager

Dear Sir,

We write to thank you for approving the Biachapura Watershed for implementation under full grant assistance from Watershed Development Fund of NABARD vide your letter No.NB (BL) 9285/WDF 15/2000-01 dated 12.10.2000.

In accordance with the discussions we had with the concerned officials of NABARD, a detailed project proposal for the capacity building phase has been worked out by us and two copies of the same are enclosed for your favourable consideration.

The total cost of the project is estimated at Rs.7,87,300/- which comprises the people/OUTREACH contribution of Rs.1,12,584/- and that of NABARD's Rs.6,75,000/-. It is therefore requested once again that the proposal may kindly be approved for a grant of Rs.6,75,000/- from Watershed Development Fund of NABARD.

In case you need any clarification on the proposal, we would be too glad to provide.

We look out to hearing from you soon.

Thanking you,

Yours sincerely,

S.SREEDHARAN
Deputy Director

Encl: a/a

We ensure for the proper utilization of funds, asset creation and timely repayment of loan