



CITI MICRO ENTERPRISE AWARDS

Application form – Best Community Enterprises
Categories- Rural/Urban/ Innovation



Citi Foundation



Introduction

The **Citi Micro Enterprise Awards** is an endeavor to recognize and honor exemplary community micro enterprises whose members and owners have overcome poverty and socio economic challenges, to successfully build self-sustaining businesses, create employment and contribute meaningfully to their communities.

This year, four community based micro enterprises will be recognized as:

Community Micro Enterprise of the Year – *The best community micro enterprise in the country whose members and owners have built a self-sustaining business and contributed meaningfully to the community.*

Best Rural Community Micro Enterprise – *An enterprise located in a rural area and engaged in creating products or providing services to an urban or rural market*

Best Urban Community Micro Enterprise – *An enterprise located in an urban area and engaged in creating products or providing services to an urban or rural market*

Innovative Community Enterprise of the Year – *An enterprise engaged in providing products and services through the development and use of innovative methods or one that has successfully adapted innovation for greater community impact*

Micro enterprises that are owned by the community or largely based within communities are eligible to apply. This includes producer companies, cooperatives, for-profit companies, social enterprises and other legally registered entities. **Such organizations can apply themselves or be nominated for the awards by a third party.**

Applications will be reviewed on the basis of the following evaluation criteria:

Contribution to Community - *This criteria aims to measure the level of community outreach and community empowerment achieved by the enterprise. For this, their policies on inclusion, gender equity, capacity building, employment generation and financial management will be evaluated.*

Establishment and Sustainability –*This criteria seeks to understand the challenges the enterprise faced at inception, the time taken to overcome these challenges and the goals it has set for itself.*

Innovation- *In this section the Community Enterprise will be scored on their creation, or adaption, of innovative technologies for the advantage of their community.*

Management and Governance – *This criteria will take into account the governance structure and policies that have been adopted and followed by the organization. This includes constitution of the board, diversity in the board and the nature of the board's engagement with the enterprise*

Quality Standards and Assurance – *This section intends to highlight the standards adopted by the entity to ensure quality and the willingness to continue meeting the standards for continued excellence.*

IMPORTANT: *Please attach the following documents with the application form:*

- a) Balance sheet for the last 3 years*
- b) Profit & loss details for the past 3 years*
- c) Registration certificate of the Community Enterprise*
- d) Annual Report for the last financial year (if available)*

If you are unable to provide any of the above information, please reach out to ACCESS Development Services at – 011- 26510915 or email at info@cmea.in

Guidelines

To Apply:

- Applications are being sought from Community Enterprises, Micro Finance Institutions (MFIs), banks, NGOs, promoting organizations, individuals or other organizations working with Community Enterprises in rural or urban geographies
- Each nominating organization is allowed to submit a maximum of 5 applications.
- Community Enterprises can apply themselves
- All questions in the application form are mandatory
- An application can be submitted in any number of categories
- To be considered eligible, the Community Enterprise should meet the following criteria:
 - ✓ be a legally registered Indian entity operating in India
 - ✓ have all members no less than 18 years of age and at least 75% of them below the poverty line at the time of setting up of the Community Enterprise
 - ✓ have been set up between April 1, 1996 and March 31, 2010
 - ✓ not producing any hazardous by-products
 - ✓ not be a previous recipient of the Citi Micro Enterprise Awards
 - ✓ not have any pending legal suits against it or its key functionaries
- The members of the Community Enterprise should not be related to any of the award organizers, partners or representatives of the nominating organization
- Lobbying or canvassing of any kind on behalf of a nominee at any point during the Awards process shall lead to disqualification
- The organizers do not take responsibility for any disputes related to the prize money given to winners
- The decision of the Governing Council in respect of selection of the winners will be final and binding
- **The last date for submitting application form is 31st , August 2012**
- The completed application form with the required enclosures should be emailed to info@cmea.in or sent to the following address:
 - Citi Micro Enterprise Awards**
 - C/o ACCESS Development Services
 - 28, 1st Floor, Hauz Khas Village
 - New Delhi -110016

Note:-

- ✓ Applications should be filled in English
- ✓ For support in filling the form, contact us at – 011- 26510915, ext-215/216
- ✓ Typed applications will be preferred

Application

Contact Details:

- A. Name of the Community Enterprise:
- B. Award category (s) applying for:
- Best Rural Community Micro Enterprise
 - Best Urban Community Micro Enterprise
 - Innovative Community Micro Enterprise of the Year
- C. Name of the Chief Executive:
- D. Registered address:
- | | |
|----------|-------|
| City | PIN |
| District | State |
- E. Telephone (STD code)/ Mobile No
- F. E-mail ID (if available)
- G. Website (if available)

Other Details:

- A. Legal status:
- B. Date and year of incorporation of the enterprise:
- C. Nature of business (s) of Community Enterprise (*Farm/Non-farm/Services*):
- D. Product offering or service portfolio of the Community Enterprise:
- E. Mention the geographical presence of the Community Enterprise in the similar order as asked:
(*Village-Block-District-State*):

F. List all the Awards/Recognition conferred on the Community Enterprise?

Name of Award/Recognition	Awarding Agency	Award Category	Year of Award

Provide details of each award giving agency and year

Section I: Contribution to Community

A. **Community outreach, social inclusion & gender equity:** Provide information in the table below:

#	Particulars	FY 2008-09	FY 2009-10	FY 2010-11
1.	Total number of members			
2.	Total number of male members			
3.	Total number of female members			
4.	Active members (in numbers)			

B. Explain the business model and how revenue is generated by the business?

Write in detail about the business structure, supply chain, production plan, customers/buyers of the products or services etc.

- C. Number of trainings conducted for the skill/capacity building of the members of the Community Enterprise annually:

Training here means: trainings in financial literacy, management skills, livelihood, marketing, supply chain management, etc.

- None
- 1-3
- 3-5
- More than 5

- D. Of the total products/services generated what percentage are sold to each of the following categories of customers?

Customer type	Percentage of sales
Directly to individual consumers	
Direct retail (such as <i>kirana</i> shop, small retailer shop)	
Wholesalers	
Govt. Institutions (such as Food corporation of India)	

- E. Distance to the nearest point of sale (eg: local market/haat/APMC) from the production facilities of the enterprise?

- 0-10 Kms
- 10-20 Kms
- More than 20 Kms

- F. Describe in detail the advantages or benefits to the community because of the enterprise:

Advantages or benefits to the members and non-members of the enterprise can be in terms of their increased income, enhanced employable skills, empowerment i.e increased participation and involvement in the village level or block level decision making (political), access to improved health services, access to

safe sanitation, etc.,

Section II: Establishment and Sustainability

- A. Challenges that the Community Enterprise had to overcome when it was established: *(please select one or more options as applicable)*
- Lack of financial support
 - Lack of mentorship
 - Low market access/information
 - Lack of access to latest technology inputs
- B. Who helped the Community Enterprise in overcoming these problems? *(please select one or more options as applicable)*
- Members of the enterprise themselves
 - Promoting organization
 - External experts
 - If others (specify)
- C. How long did it take the Community Enterprise to overcome the above problems?
- 1-5 years
 - 5-10 years
 - More than 10 years
- D. What are the goals of the Community Enterprise for the next 5 years?

#	Goals	Description	Year of achievement	Outcome <i>(mention the target in numbers)</i>
1.	Social			
2.	Financial			
3.	Business strategy or economic (in terms of market expansion, volume of production)			
4.	Increased income of members of the enterprise			
5.	If others (please specify)			

SECTION III – Innovation

To be eligible in this category, the Community Enterprise should have at least one innovation (can be in technology/operational model/Business plan/ implementation plan /strategy/Financial model etc.) that has either been invented or adapted by the Community Enterprise for demonstrable community good

A. Does the Community Enterprise use any type of innovation?

- Yes
- No

B. If yes, then please explain the innovation:

Elaborate on, what the innovation is and the area of its application – in operations, production, service delivery, business generation etc.

C. Explain the impact of the innovation in terms of financial returns, better operations, recognition by society at large, customer satisfaction etc.

Section IV: Management and Governance

A. Does the enterprise have staff in any of the following capacities or roles who are not members of the enterprise: *(please select one or more options as applicable)*

- Chief Executive Officer
- Accountant
- Manager
- If any other (please specify _____)

B. Number of board members:

C. Percentage of women board members:

D. Number of external or independent board members:

E. How are board members chosen:

- Elected - by members of the Community Enterprise
- Selected- by the senior management

F. How often does the Board meet annually

G. When was the last Annual General Meeting held (mm/dd/yy)-

H. Provide any additional information related to the management structure of the Community Enterprise:

Applicant can use this space to provide additional details related to the culture/working style of Community Enterprise, the organizational hierarchy in the enterprise, key designations in the enterprise

SECTION V - Quality Standards and Assurance

A. Does the Community Enterprise have any quality certifications?

- Yes
 No

B. Provide details of such certifications:

#	Name of certification/trademark/standard	Year it was awarded
1.		
2.		
3.		
4.		
5.		

C. Has this achievement of quality standards/certification helped the enterprise?

- Yes
 No

D. If yes, then explain the benefits in terms of optimum utilization of resources, enhanced credibility in the sector, getting bigger business opportunities/orders, increased income etc.

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Nominating organization's details

1.	Name of the organization submitting the nomination:	
2.	Communication address:	
3.	Website:	
4.	Telephone number (with STD code):	
5.	Email of the contact person:	
6.	Year of incorporation:	
7.	Main operation of the nominating organization:	
8.	Mention the type of association with the nominee <i>{Partner agency/promoting organization/donor/advisor/technical service provider/financial institution etc.}</i> :	

Declaration

I declare that the information provided is true and to the best of my knowledge. I understand that my application might be rejected at any stage, if any of the information furnished in the form is found to be inaccurate.

Signature and Seal of the organization filling the form

Date

Authorized Signatory