

# **GUIDELINES FOR AWARENESS PROGRAM ON ENVIRONMENT & FOREST CONSERVATION**

## **Section 1: The Objective:**

To create awareness and sensitivity among general public, students and other target groups about the importance of conservation of forests and its ecosystem, biodiversity, wildlife and the various environmental problems created by human activities.

To enable behavioral change at the individual level and adopt measures for environment protection and conservation.

## **Section 2: Scope and Background**

Increasing population, rapid urbanization and poverty have generated huge pressure on the natural resources and lead to degradation of the environment. To prevent the environment from further degradation, the message of conservation needs to be spread among the public at large and adopt measures to mitigate the impacts of environmental degradation.

Environmental degradation cannot be prevented by laws alone. Public participation is equally important with regard to environmental protection. The aim of environmental awareness is to make people from all walks of life aware of specific issues, such as climate change, loss of biodiversity, declining fisheries, ozone layer depletion, illegal trade in endangered species, destruction of habitats and animal corridors, land degradation, depleting ground water supplies, introduction of alien species, environmental pollution, solid wastes and sewage disposal pose a serious threat to ecosystems in forest, rural, urban and riverine ecosystems.

**Section 3: Various awareness generation activities shall be adopted and few examples are given below:**

1. Organize seminars, debates, workshops, lectures and popular talks.
2. Organize group field visits to environmentally important sites including polluted, dumping sites and degraded sites, National Parks, Wildlife Sanctuaries etc.
3. Organize rallies, marches, human chains, exhibitions, fairs, live concerts, folk dances and street theater at public places with a view to spread environmental awareness.
4. Take up activities like tree plantation and cleanliness drives.
5. Grow kitchen garden, maintain vermi-composting pits, construct water-harvesting structures in school, practice paper re-cycling etc.
6. Prepare inventories of polluting sources and forward it to enforcement agencies.
7. To sensitize people about maintenance of public places like parks and gardens.
8. Mobilize action against environmentally unsound practices like garbage disposal in unauthorized places, unsafe disposal of hospital waste etc.
9. Undertake case studies, compile lists of environmentally friendly products and community initiatives which have impacted the environment.
10. Create database on land use pattern, species diversity, medicinal plants, etc. to help planned conservation efforts.
11. Test soil, water and air quality and study their impact on health.
12. Volunteer to assist in guiding visitors of zoo, public gardens and protected areas.
13. Volunteers to assist in wildlife census and other biological inventorisations.
14. Start and maintain a small orchidarium, seed bank, arboretum, nursery, herbarium, etc. in schools.
15. Demonstrate/promote eco-friendly practices like non-chemical pest management, use of energy-efficient devices such as energy efficient Chulhas (stove) or use of renewable energy for meeting local needs.
16. Organization of film or slide shows at community centers, Schools, Colleges, Museums, etc. on environmental themes.
17. Choosing products that are recyclable and also products made from recycled materials.
18. Initiate the establishment of plant nurseries in schools, villages, etc.
19. Organising quiz/essay/painting/poster competitions on environment for school children.

#### **Section 4: Eligibility criteria for organisations willing to receive grant and undertake awareness activities:**

1. The proponent could be a recognized academic/research institution or a government department/government undertaking with at least three years of experience of working in environment related fields.
2. The proponent could be a registered voluntary/professional organization/Trust/NGO with at least three years experience in environment related fields and registered under the relevant provisions for a minimum of three years and raising audited accounts.
3. The proposal should specify the outcome expected particularly in regard to enhancement in awareness about environmental issues.
4. The proponent shall bear a minimum of 10% of the total cost of the proposal which could be from the proponent own funds or from a sponsor.
5. The proponent shall involve a representative of the department while undertaking awareness activity.

#### **Section 5: Screening Committee**

The Environment & Forests Department shall constitute an Internal Screening Committee for consideration 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 organisation has not received any grant under this programme during the financial year in which the proposed event falls. Financial assistance would not be provided more than once in a financial year.
- Application from Government Department / undertaking / academic / research institution has been duly forwarded by Head of the institution.
- The applicant/institution has already submitted copies of audited expenditure statement, utilization certificate, report on the awareness activity undertaken and also settled other issues, if any, relating to previous grant(s) received by them from the department.
- In case of NGOs, valid registration is also a must.

## **Section 6: Detailed procedure for conducting awareness programs**

Organization/Institutions volunteering for undertaking awareness programs with Grant-in-Aid support from E&F Department are required to follow all the procedures mentioned below:

- (1) Only organization/institution having eligible criteria alone will be considered for granting aids to undertake awareness activity.
- (2) Eligible organization/institution shall submit the completely filled in application as per the proposed format. **(Annexure A)**
- (3) Internal screening committee of the department will scrutinize the application for assistance to undertake awareness activity. Reasons for not selecting any organization/institution shall be communicated to the concerned authority.
- (4) The selected organization/institution shall involve the local Division/Range office of the E&F Department while preparing and conducting the awareness activity.
- (5) The organization/institution is required to submit the following documents after the completion of the awareness program
  - a. Audited Expenditure statement.
  - b. Utilization certificate **(Annexure-E)**.
  - c. Scrutiny format in case of Seminar/Symposium/Workshop/Conferences. **(Annexure-B)**.
  - d. Photographs of the event.
  - e. Copy of registration sheet **(Annexure-C)** in which the participants registered themselves for the awareness activity.
  - f. A detailed report on the awareness activity undertaken.
  - g. A brief reference on the impact of the activity among the participants based on the feedback submitted by participants and also by means of circulating a self-assessment questionnaire among the participants before and after the awareness activity shall also be included in the report.

**Note:** Assistance from the Environment & Forest Department may be requested for preparation of feedback/self-assessment questionnaire.

A model of self-assessment questionnaire is given as **Annexure – ‘D’**.

## **Section 7: To Organize Nature/Eco-clubs in schools or locality:**

It is a well-established and recognised fact that Young Students can be catalysts in promoting a mass movement about the ensemble of environmental issues. As future citizens, inculcation of environment friendly attitudes and behavioural patterns amongst them can make a significant difference to the long term efforts for protection of the environment. Children are triggers for a chain reaction, making a difference at the local and community level which in due course lead to awareness at village, city, State, country and global level.

The educational institutions shall avail grants for creation of such Nature Clubs/Eco Clubs and for organizing Nature Camp activities in Schools, Colleges, Universities and other educational institutions.

The Eco/Nature Clubs shall be registered with the department and the proforma of application for registration is given in **Annexure 'F'**.

The Nature/ Eco-Clubs shall undertake activities mentioned in **Section 3**. After completion of the activity, the person-in-charge of the nature club shall furnish a brief report along with the necessary documents such as photographs of the activity undertaken, UC, Scrutiny Format if workshops/conferences,etc was undertaken, feedback of the participants, etc.

The Nature camp activities inside PAs/Zoo shall be carried out with the necessary permission and assistance from the E & F Department. The application format for obtaining permission from the E & F Department is given in **Annexure 'G'**.

## **Annexure 'A'**

### **Application Form for Grant-in-Aid to Awareness Programme**

#### **About the Organization:**

1. Title of the Proposal/Project:
2. Name and address of the Organization /Institution:
3. Name and Designation of the Key persons of the Organization:
4. Activities of the organization/institutions:
5. Objective of the organization:
6. Designation of person Empowered/Authorized to receive financial grant from Department of Environment and Forest (Details for transfer of funds electronically as per annexure):
7. Status/Category in which the organizing Institution falls whether Registered Society/Academic institution/University/College/School(Govt./Private)/Government Department/Non-Governmental organization/Others (Specify).
8. In case of a Registered Society applying for grant, copies of the documents such as Registration Certificate (Valid)/Memorandum of Association/Audited Statement of Accounts for last three preceding years/Annual report of the organizing Institute for last 2 years shall be submitted.
9. Number of persons enrolled in the Organisation/Institution.
10. Key problems / issues to be addressed:
11. Objectives and strategies and proposed activities:
12. Key outputs & outcomes:
13. Comment on Sustainability aspect. How the outcome/outputs will be sustained?
14. Give a brief statement on follow-up action taken by the organization on the awareness activity carried out by them in the past 3 years with Department of Environment and Forestgrant (Event-wise information).
15. Institutional capability of the organizing institute in organizing environmental events. Whether the organization has taken up such programme in the past, and the documentary evidence thereof:

16. Date (s) of the event:

17. Place where the event is to be held:

18. Details of target group:

19. No. of participants in the proposed event:

Adult : \_\_\_\_\_ (Male : \_\_\_\_\_ Female : \_\_\_\_\_)

Children : \_\_\_\_\_

20. Financial Assistance required (Budget Break up):

21. Any other sources of funding:

22. Agencies which can be benefited by the proposed activity:

23. Have you received any grant during the past 3 years from the Department of Environment and Forests or any other organisation? Yes                  No

If yes, specify them and provide details thereof:

S.No.	Financial Year	Source	Amount (in Rs.)
1.	Year in which the proposed event falls say 2014-15		
2.	2013-14		
3.	2012-13		

**Verification:** The facts and information given in this proforma are true to the best of my knowledge and belief. Also no person associated with the above mentioned Organization seeking financial assistance through this application is working in the Envr. & Forests Dept. or any other Government agency to which proposal for funding has also been submitted.

Date :

Signature of the Applicant with full name, designation, address, mobile phone & e-mail ID.

**Annexure 'B'**  
**SCRUTINY FORMAT: PROPOSALS FOR SEMINARS / SYMPOSIA / WORKSHOPS / CONFERENCES**

Sl. No.	Applicant Details			Proposal/Activity Details								Budget Details (Rs)			Remarks
	Name & Address	Type #	Experience of the Institution ##	Title of the Proposal	Type of Proposal (State/District/Village)	Proposed Place	Thrust Areas in the Proposal	No. of participants / Target Group	Keynote Speakers / Technical Sessions	Partnerships (If Any)	Proposed Outcomes ###	Amount Requested from E&F Dept.	Co-financing/Contributions from other Sources	Total Budget Required*	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Notes

1. **# Type of Applicant** means: Whether a Govt. Institution/Govt. Supported/NGO/Trust/Cooperative/Society/Private Sector/Research Body/Academic/University & others etc.
2. **## Experience**: must define the measurability in terms of past similar experiences. i.e Experience of the related activities and mandate of the organization.
3. **### Outcomes**: must define measurable, quantified and qualitative details through the proposed activity, with what benefits emerges for better environment.
4. \* Detailed budget proposal shall be annexed.



### Annexure 'C'

### Registration Sheet

Name of the Activity :

List of members attended :

<b>S No</b>	<b>Name</b>	<b>Address</b>	<b>Contact Number</b>	<b>Signature</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>

## **Annexure ‘D’**

**A self-assessment questionnaire shall be circulated among the participants before and after the awareness program to assess the impact of the activity.**

A model of questionnaire is given below:

1. Name of the Participant :
2. How would you assess your personal knowledge of the following groups: wild plants/insects/birds/ mammals/whole nature? : Poor/Moderate/Good
3. Has biodiversity preserving/enhancing been any importance to you?  
Yes/Somewhat/No
4. What bird species have you noticed: A list of commonly seen birds shall be given.
5. What kind of feelings do birds evoke? :  
Possible answers suggested as: they are useful to me/pleasure/curiosity/indifference/nuisance/annoyance/Hunting instinct/something else
6. Are you aware of Climate Change/ Impacts of Climate Change: Yes/ No.
7. What do you think Forests and trees are really valuable: Yes/ No.
8. Do you think growing trees/afforestation will help in mitigation of Climate Change? Yes/No.
9. How would you assess changes in bird numbers in your locality in the last 10 years? Increase/Decrease.
10. Any reasons that can be attributed for the change in their numbers?
11. Could you name any activities beneficial to wildlife?
12. Was the topic interesting to you? Yes/No.

**Note:** For preparation of feedback form/Self-assessment questionnaire assistance from the E & F Department may be taken.

**Annexure 'E'**  
**GFR 19-A**  
[See rule 212 (1)]

**Form of Utilization Certificate**  
**(Awareness Generation Activity)**

S.No.	Letter No. and date	Amount
1.		
	<b>Total</b>	

Certified that out of Rs. \_\_\_\_\_ of grants-in-aid sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ under \_\_\_\_\_ this Environment & Forest Department Letter No. \_\_\_\_\_ given in the margin and Rs. \_\_\_\_\_ On account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of Awareness Generation Activity for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year has been surrendered to Government (vide No \_\_\_\_\_ dated \_\_\_\_\_) will be adjusted towards the grants-in-aid payable during the next year \_\_\_\_\_

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for the purpose for which it was sanctioned.

Signature of the Head of the Organisation

Date \_\_\_\_\_

## **Annexure 'F'**

### **Environment & Forest Department**

#### Application for registration of Eco/Nature Club in Schools, Colleges, Universities and Other Educational Institution

1. Name of Institution :
2. Postal Address of the Institution :
3. Email ID :
4. Telephone Number :
5. Mobile Number :
6. Name and address of the Principal with  
Telephone Number & Mobile Number :
  
7. Name & address of Eco/Nature Club Incharge :
  
8. Whether any Nature Club/Eco Club/Forest Club  
Is functioning in the Institution : Yes / No  
If yes, furnish
  - a) Name of the Club :
  - b) Number of Members :

#### **Undertaking**

I.....(Name)  
hereby undertake on behalf of this institution that I shall abide by the conditions as per the existing Laws pertaining to Environment & Forests Department, orders of the Forest Officers-in charge of the jurisdiction in relation with the functioning of the Nature/Eco Club.

Name & Signature of Head of Institution

Place :

Date :

(Seal)

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#### **For office use**

- Date of receipt of application :
- Date of communication of confirmation order :
- Name and Signature of Officer-in-Charge :

**Annexure ‘G’**  
**Environment & Forest Department**  
Application for Nature Camp activities in Protected Areas/Zoo by Schools, Colleges,  
Universities and Other Educational Institution

1. Name of Institution :  
2. Postal Address of the Institution :  
3. Email ID :  
4. Telephone Number :  
5. Mobile Number :  
6. Name and address of the teaching staff with Telephone Number & Mobile Number :  
7. Name and address of student participants :  
8. Name of Wildlife Sanctuary or National Park proposed for the Camp :  
9. Duration of Camp : 48 hours / 72 hours  
10. Dates proposed :  
11. Whether the Institution has participated in Nature Camp previously : Yes / No  
If yes, please furnish  
a) Name of Wildlife Sanctuary/National Park :  
b) Date of Camp :  
c) Number of Participants :  
12. Whether any Nature Club/Eco Club/Forest Club Is functioning in the Institution : Yes / No  
If yes, furnish  
a) Name of the Club :  
b) Number of Members :

**Undertaking**

I.....(Name)  
hereby undertake on behalf of this institution that I shall abide by the conditions as per the existing Laws pertaining to Environment & Forests Department, orders of the Forest Officers-in charge of the jurisdiction and maintain discipline throughout the Nature Camp.

Name & Signature of Head of Institution

Place :

Date :

(Seal)

**For office use**

Date of receipt of application :  
Date of communication of confirmation order :  
Duration of Camp :  
Name and Signature of Wildlife Warden

