

Annexure – II

Guidelines for Open Shelters for Children in Need in Urban and Semi-Urban areas

1. Target group

Open Shelters in urban and semi-urban areas will cater to all children in need of care and protection particularly beggars, street and working children, rag pickers, small vendors, street performers, orphaned, deserted, trafficked and run-away children, children of migrant population and any other vulnerable group of children.

2. Objectives

These Open Shelters, run by both NGOs and State Governments/UTs, are not meant to provide permanent residential facilities for children but will complement the existing institutional care facilities. The objectives of these Open Shelters include:

- i. To attract above-mentioned target group of children from their present vulnerable life situation to a safe environment.
- ii. To wean these children away from the vulnerable situations by sustained interventions.
- iii. To guide these children away from high risk and socially deviant behaviours.
- iv. To provide opportunities for education and develop their potential and talent.
- v. To enhance life-skills and reduce their vulnerabilities to exploitation.
- vi. To reintegrate these children into families, alternative care and community.
- vii. To carry out regular follow up to ensure that children do not return to vulnerable situations.

3. Programmes and activities

- i. Identify such children within the geographical area/location of the Open Shelters.
- ii. Use innovative child friendly approaches and outreach activities to make contact with them.



- iii. Organizations establishing such Open Shelters could supplement their services through Contact Locations that could be established on railway platforms, crowded market areas, tourist destinations, bus stands, etc.
- iv. Contact Locations can be established by organizations running the 24-hour Open Shelters or their partners.
- v. Use techniques like music, drama, story telling, outings and other child friendly methodologies to attract and sustain the interest of the children.
- vi. Once children start participating, these Open Shelters should introduce age-appropriate education, access to vocational training, recreation, bridge education, linkages to the National Open School Programme (NOSP), health care, counseling, etc.
- vii. In order to provide useful vocational training to children, every Open Shelter should tie up with NGOs and ITIs to either provide vocational training facilities by sending the children to such NGOs or ITIs or provide such facilities within the Open Shelter.
- viii. Cater to individual specific needs like substance abuse, behavioural problems and socially deviant behaviours among others.
- ix. Encourage involvement of social workers, community volunteers, peer educators, students and others. This will provide opportunity to people with skills and time to mentor, guide and improve the quality of life of these children.
- x. Provide life skills to children leading to personality enhancement, raising self esteem, developing a positive approach to life, improving communication skills, ability to deal with trauma, reducing risk and vulnerabilities, etc.
- xi. Provide temporary stay facilities for children; and children requiring long term care shall be referred to the nearest Shelter/Children's home.
- xii. Function as 24-hour Crisis Management Centres to receive and provide necessary assistance to children.
- xiii. Separate Open Shelters should be established for boys and girls.
- xiv. One NGO can run one or more Open Shelters in a city, based on requirements.
- xv. Provide accessibility to children round the clock.
- xvi. Provide accessibility to children of all age groups up to 18 years of age.
- xvii. Provide quality toilets, lockers for children to keep their belongings, washing facilities, recreational facilities both indoor and outdoor, etc.
- xviii. Provide health care facilities and refer children for specialized services for prevention of drug and substance abuse, HIV/AIDS/STIs and other chronic health disorders.
- xix. Maintain standards of care and children should be encouraged to participate in the activities of Open Shelters.



- xx. Prepare Individual Care Plan for each child which will be monitored by the DCPS from time to time.
- xxi. Maintain electronic data of each child and furnish the details to the DCPS as a part of the child tracking system.

4. Accommodation required

- i. A Unit for 25 children shall have minimum carpet area of 2000 sq ft. including a kitchen, two bathrooms and two toilets.
- ii. NGOs running these Open Shelters may contact Municipal Corporations, Zila Parishads, Slum Boards, Railway and Transport authorities for suitable accommodation for Open shelters or contact points.
- iii. NGOs may seek help of DCPS for making arrangement for accommodation.

5. Estimated budget for a unit of 25 children

| Sl. No. | Item | Amount (in ₹) |
|-------------------------------------|---|-------------------|
| A. Non-recurring Expenditure | | |
| 1. | Furniture including mattresses for children, 25 steel lockers, cupboards, tables and chairs etc. | 1,00,000/- |
| 2. | Two Computers with UPS @ ₹ 35,000/- and one printer cum scanner @ ₹ 10,000/- | 80,000/- |
| 3. | 1 Color Television | 15,000/- |
| 4. | Equipments for sports, entertainment, vocational training and kitchen along with utensils, gas stove, water filter, etc. | 1,00,000/- |
| | Total | 2,95,000/- |
| B. Recurring Expenditure | | |
| 5. | Maintenance (food, clothing, medicine, soap, oil, toothpaste, toiletries, etc. – @ ₹ 750/- per child per month (₹ 750 x 25 children x12 months) | 2,25,000/- |
| 6. | Rent for hired building or maintenance for self-owned building for: | |
| | (a) Open Shelters @ ₹ 10,000/- per month (Subject to actuals)* | 1,20,000/- |
| | (b) 3 Contact Points*** @ ₹ 1,000/- per month (Subject to actuals)** | 36,000/- |
| 7. | Water and electricity charges @ ₹ 1,500/- per month (subject to actuals) | 18,000/- |
| 8. | Contingencies (postage, stationary, telephone, photocopy etc.) @ ₹ 1,500/- per month | 18,000/- |
| 9. | Transportation charges @ ₹ 1,500/- per month | 18,000/- |



| Sl. No. | Item | Amount (in ₹) |
|---------|--|--------------------|
| 10. | Miscellaneous for outings, books for library, play materials, educational/sports equipments, etc. @ ₹ 2,000/- per month (subject to actuals) | 24,000/- |
| 11. | Salary: | |
| | One Project Coordinator cum Counsellor @ ₹ 10,000/- per month | 1,20,000/- |
| | One Social Worker @ ₹ 8,000/- | 96,000/- |
| | Two Care Givers cum Bridge Course Educators @ ₹ 5,000/- per month | 1,20,000/- |
| | Three Outreach Workers*** @ ₹ 4,000/- per month | 1,44,000/- |
| | One Helpers for cleaning and cooking purposes @ ₹ 2,000/- per month | 24,000/- |
| | Total | 9,63,000/- |
| | Total (A+B) | 12,58,000/- |

*In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ ₹ 20000/- per month.

**In Metro cities (Delhi, Kolkata, Mumbai, Chennai, Bangalore and Hyderabad) @ ₹ 2000/- per month. With support of DCPS, the voluntary organization running these contact points should make efforts to arrange for free accommodation for contact points at railway stations, bus stands and other public places.

*** Number of Outreach Workers and Contact Points can be increased upto a maximum of 5 depending on the geographical area and number of children to be catered to by the programme.

Note: Though the budget calculations are based on a total of 25 children, in reality there would more children utilizing the services of the Open Shelters for intermittent periods. Apart from the above, NGOs are encouraged to enroll the support of volunteers and raise funds from other sources to run the Open Shelters.

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Annexure - IV

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme

I. Application form for New Proposal

1. Organisation :
- Address :
- Phone :
- Fax :
- Telex :
- E-mail :
- Grams :
- 2(A) i. Name of the Act under which registered :
- ii. Registration No. and Date of registration (Please attach a Photocopy) :
- 2(B). Any other organisation/Institute/ Body, if applicable, give details :
3. Registration under Foreign Contribution Act :
4. Memorandum of Association and Bye-laws (Please attach a Photocopy) :
5. Name and Address of the Members of the Board of Management/ Governing Body :

- 6. List of documents to be attached
(Copy of the Annual Report for the previous 2 years which should contain the Balance Sheet (including receipt and payment account)
- 7. Details of the Project for which the grant-in-aid is being applied
- 8. Grant-in-aid applied for in the current year :

Non-Recurring

Recurring
- 9. Details of the staff employed (Appendix I)
- 10. List of additional papers, if any given

I have read the scheme and fulfill the requirements and conditions of the scheme; undertake to abide by all the conditions of the Scheme

Signature:

Name:

Seal:

Date:

Note: Whenever not applicable, specially in case of new organisation, please write NA.

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme

II. Application for 1st Instalment (on-going cases)

1. Organisation :
- Address :
- Phone :
- Fax :
- Telex :
- E-mail :
- Grams :
2. Audited/unaudited account for the previous years indicating the expenditure incurred on each sanctioned item vis-a-vis the grant sanctioned (Not for a new NGO) :
3. Budget Estimates for the financial year for which grant-in-aid is required (Show recurring and non-recurring seperately) :

Signature :

Name :

Address :

Seal :

Dated :

MINISTRY OF SOCIAL JUSTICE & EMPOWERMENT

Name of the Scheme

III. Application for 2nd Instalment

1. **Organisation** :

Address :

Phone :

Fax :

Telex :

E-mail :

Grams :

2. **Grant in Aid (in Rs.)** **Recurring** **Non-Recurring** **Total**

A. Applied in the current year :

B. Received as 1st instalment :

C. Applied for 2nd instalment :

2. The applicant organization should enclose the following papers :

(i) Annual Report of the previous year

(ii) Audited Statement of accounts of previous year
(Receipts and payments statement and Balance Sheet)

(iii) Audited Utilisation Certificate with item wise expenditure as per the sanctioned norms of grant.

(iv) Details of staff employed as per Appendix I.

(v) Details of beneficiaries as per Appendix II.

(vi) Assets acquired wholly or substantially out of Government grants under GFR 19 as per Appendix III.

(vii) Any other information considered necessary by the organization or as asked for.

Signature :

Name :

Address :

Seal :

Date :