



POWERING A GREENER TOMORROW



catalyze

inclusive
development



partner



empower



transform

doing business
responsibly



sustain

beyond
philanthropy

SUZLON FOUNDATION

Working with Stakeholders

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Implement projects

Project Implementation Agreement

For projects of amounts of < 1500000 per year no agreement is required but a 1 page approval sheet

- (1) For direct implementation projects of < 100,000 the head of Suzlon foundation has the authority to approve and it does not have to go to the council.
- (2) Decision on use of Disaster/philanthropy fund can be made by Suzlon Foundation head with proper documentations of the process, justification and consultations made.

Indirect Implementation

Once the proposal has been accepted by the council, the agency has to complete the agreement formalities.

Filling up the Agreement Format

The agency should be sent the agreement format at the time of conveying the decision of acceptance by the Council. They have to fill in details in the agreement and also attach required annexure. The agency also has to send all the eligibility documents that are required. The list of these documents has to be sent along with the format of the agreement.

Developing Milestones

The agency should be informed that it has to develop quarterly milestones based on the project activities and payment steps related to these milestones. It should be made clear that the agency would get advance payment for the next quarter only when the milestones of the previous quarter have been achieved. It should also be clarified that the payment would be made only on achievement of the stated milestones.

Clearance from Legal Department

Many times agencies have their own legal departments and need to get an approval from it before they can sign the agreement. Sometimes they also want some changes in the agreement clauses. Completion of the agreement may sometimes need some negotiations before it is acceptable to both the parties.

Direct Implementation

Direct implementation projects are either event like projects or the ones in which in-house expertise/facilities can be used.

Implementation of Events or Short Term Programs

The CSR Manager or State Head can also implement programs directly depending upon the needs of the location and in-house expertise. The CSR Manager or State Head in consultation with Central Team will identify such projects/events. Once in principle verbal consent is given by the Central Team, she/he should fill up the direct project implementation proposal format and get the sanction for budget from the Central Team. Once the project is complete, the State Head or CSR Manager as the case may be, should write a report.

Implementation of Long Term Programs:

If the programs are such where our in-house expertise can be used, they may be directly implemented by us. The best examples of such programs are infrastructure development related projects in which we may have our own expertise – especially in SEZ areas. Such programs can be implemented by the project team there. However, the procedure for implementation of these programs will be a little different.

The CSR State Head or CSR Manager will prepare a complete proposal with BOQ and budget and get approval from local Suzlonian in charge (for e.g. Project Head of SEZ if the project is related to SEZ neighbourhood area). The proposal will be sent to the Central Team and the Central Team will respond within 8 days of receiving the proposal.



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