

To: President, **Samata Senate**

Date: 4/27/2025

Subject: Recommendation of Final Grant Proposals for Funding Approval

Dear President,

On behalf of the Samata Grant Committee, I am pleased to forward our final recommendations for grant funding consideration. After a thorough evaluation process guided by our established selection criteria and scoring methodology, two proposals emerged as the top candidates:

1. **Bal Bikash School**, Bajhang (Karnali Province)
2. **Laxmi Pratisthan**, Kavre (Bagmati Province)

The original proposed budgets are NPR 400,000 for Bal Bikash School and NPR 600,000 for Laxmi Pratisthan, totaling approximately NPR 1,000,000 (around USD 7,200). However, this amount can be optimized and reduced to **USD 6,200**, with the following allocation:

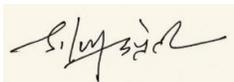
Laxmi Pratisthan – USD 3,400

Bal Bikash School – USD 2,800

We recommend supporting both organizations with this adjusted grant amount. These proposals align well with our mission and promise a strong comparative impact. We propose presenting this recommendation at the forth coming Executive Board meeting.

Thank you for your consideration. I look forward to your feedback and endorsement.

Best regards,



Prof. Gopi Upreti
Chair, Samata Grant Committee

Mr. Gopendra Bhattarai (member)
Mr. Thakur Gyawali (member)
Dr. Bishnu Joshi (member secretary)

Grant Proposal Selection Procedure (SSP).

The Grant Proposal Selection Procedure represents a Standard Selection Procedure (SSP), commonly known as a Standard Operating Procedure (SOP), designed to systematically evaluate and select proposals submitted by various organizations or entities seeking funding support from Samata Senate. This procedure is meticulously structured to ensure objectivity, fairness, transparency, and efficiency throughout the entire selection process. A brief description of this procedure is provided in the following steps:

Step 1: Proposal Submission

Interested organizations or entities submit their grant proposals through the online platform as specified in the Grant Proposal Guidelines. All submissions must adhere strictly to the format, content, and documentation requirements outlined in these guidelines. Proposals should also be sent directly via email to the Chair of the Samata Grant Committee to ensure dual channels of submission, enhancing transparency and efficiency.

Step 2: Initial Screening

The Samata Grant Committee undertakes an initial extraction and review of all submitted proposals to verify completeness and adherence to guidelines. Following submission, an initial screening phase ensures proposals align with essential guidelines, effectively filtering out non-compliant submissions. Proposals that fail to meet essential guideline criteria, such as budgetary limit, format, documentation, and thematic relevance, are promptly identified and eliminated from further consideration. This ensures that only compliant and eligible proposals proceed to the detailed evaluation phase.

Step 3: Development of Evaluation Criteria and Matrix

Eligible proposals move forward to a rigorous evaluation based on clearly defined selection criteria developed by the Grant Committee. Proposals are then rigorously assessed using established selection criteria that evaluate project feasibility, impactfulness, budget justification, sustainability, and strategic alignment with the organization's objectives and goals. A quantitative scoring matrix further enhances objectivity, allowing committee members to independently and confidentially evaluate proposals, thereby reducing potential biases and promoting equitable treatment of all submissions. To ensure fairness and objectivity, these criteria are operationalized into a quantitative scoring matrix template, which serves as the official evaluation tool.

Step 4: Independent Committee Scoring

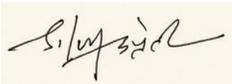
Each committee member individually reviews and scores the proposals against the established criteria using the quantitative selection matrix. Scores are confidentially submitted to the Chair of the committee, ensuring impartiality and independence in the evaluation process. This individualized scoring method reduces biases and enhances the integrity of the selection procedure.

Step 5: Compilation and Final Review

The Committee Chair compiles all submitted scores into a final aggregated matrix, clearly showing the ranking of each proposal based on cumulative scores. This final scoring matrix is then circulated among committee members for their review and additional comments, fostering a comprehensive and collaborative final assessment before recommending the highest-scoring proposals to the executive board.

Step 6: Executive Approval and Funding Decision

Upon thorough review and committee consensus, the two highest-scoring proposals are recommended by the Committee Chair for final approval. These selected proposals are presented formally to the Samata Executive Board, where a final decision on funding is made. The Executive's approval concludes the selection process, and successful proposals are officially notified of their grant award. This signifies a robust and credible grant award process that adheres to recognized best practices for grant proposal evaluation and approval.

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Selection Criteria

The Samata Grant Committee is committed to promoting equitable and impactful educational development through a fair and transparent grant selection process. In evaluating proposals, the Committee adheres to four key selection criteria that reflect its core mission of supporting underprivileged school-going children, particularly in underserved and underdeveloped regions. These criteria ensure that grants are awarded to initiatives that not only align with the educational goals of the Committee but also demonstrate accountability, inclusivity, and potential for transformative impact. Each proposal is rigorously assessed against these criteria to ensure effective use of resources and meaningful educational outcomes. These criteria are briefly described as follows:

1. Geographical Region (Remoteness and Underdevelopment):

Karnali Province and the Far-Western Province represent some of the most geographically remote and socioeconomically underdeveloped regions in the country. These areas face persistent challenges across nearly every dimension of human development, including limited access to quality education, inadequate healthcare, poor infrastructure, underdevelopment and low social mobility. The combination of rugged terrain, weak institutional presence, and chronic poverty has left these communities disproportionately disadvantaged.

Given these realities, grant proposals originating from such regions should be given priority in the selection process. Interventions in these areas have the potential to generate transformative changes, not only by addressing urgent educational needs but also by catalyzing broader social and developmental progress. Supporting initiatives from these provinces aligns with the principles of equity, inclusive development, and regional balance, ensuring that resources reach those who are most in need and where they will have the most profound impact.

2. Affiliation with Students and Schools

All grant proposals submitted to the Samata Grant Committee by non-governmental organizations (NGOs), irrespective of the geographical region, must demonstrate a clear and direct affiliation with school-going children and recognized educational institutions. This affiliation is a fundamental eligibility criterion, ensuring that the proposed interventions are genuinely rooted in the educational landscape and are designed to benefit the intended student population in a tangible and meaningful way.

Proposals must outline specific strategies that directly support students' learning outcomes, educational access, or overall school development. These may include limited infrastructure support (internet and computers), learning materials, student welfare programs, or teacher training initiatives. Proposals lacking this essential connection to students and schools fall outside the core mission of the Samata Grant Committee and therefore should not be considered for funding. This criterion safeguards the integrity and purpose of the grant program by ensuring that resources are utilized to uplift and empower the educational journey of children.

3. Transparency and Accountability:

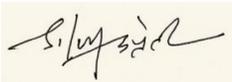
Transparency and accountability are core principles that must be upheld by any organization—be it a school or a non-governmental organization (NGO)—seeking funding from the Samata Senate. Grant recipients are expected to maintain the highest standards of ethical and financial integrity throughout the implementation of their proposed initiatives. This includes transparent budgeting, responsible use of funds, and timely reporting of activities and outcomes.

To ensure these standards are met, all applicants must provide verifiable documentation that supports their organizational credibility, past performance, and intended use of the grant. Additionally, the Samata Grant Committee reserves the right to conduct thorough inquiries and on-site field monitoring to assess both the legitimacy and effectiveness of the proposed interventions. Compliance with these requirements is not only a measure of institutional trustworthiness but also a vital mechanism to ensure that public resources are used efficiently and equitably for the intended beneficiaries—school-going children.

4. Comparative Impactfulness

The criterion of *Comparative Impactfulness* recognizes that the same intervention can yield significantly greater outcomes in regions with lower baseline educational, social, and physical development. Supporting school-going children in remote and underdeveloped areas often addresses fundamental gaps—such as access to basic infrastructure, learning materials, or trained teachers—that more developed regions have already overcome. As a result, even modest grants in these underserved regions can transform educational trajectories, reduce inequalities, and create ripple effects across entire communities.

Prioritizing such proposals ensures that limited resources generate the highest marginal benefit, fostering inclusive development and empowering those most in need. This approach not only maximizes impact per dollar but also aligns with equity-focused and justice-driven grantmaking principles.

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Official Meetings and Minutes (August 2024 – April 2025)

Formation of the Committee



The Annual General Convention of the Samata Global Senate held on August 11, 2024, established the Samata Senate Grant Committee, chaired by Professor Gopi Upreti. The committee members appointed were Mr. Gopendra Bhattraï, Mr. Thakur Gyawali, Dr. Bishnu Joshi, Ms. Pooja Chand, Ms. Urmila Nirdoshi, and Mr. Thakur Gyawali.

Meetings and Minutes:

August 17, 2024 (Initial Consultation): Due to logistical constraints in physically convening, Chair Prof. Gopi Upreti proposed organizing regular meetings via telephone conferencing, which was agreed upon by all members. Dr. Bishnu Joshi accepted the role of Member Secretary for the Committee. *Ms. Puja Chand and Ms. Urmila Nirdoshi could not attend any of the meetings due to their professional busy engagement and voluntarily quit from the committee.*

September 6, 2024 (First Formal Meeting): Members introduced themselves and discussed preliminary plans. Chair Prof. Upreti informed members that he had been drafting the Grant Proposal Guidelines and Procedures. The Committee agreed to reconvene on September 20, 2024.

September 20, 2024: Chair Prof. Upreti shared and reviewed drafts of the Grant Proposal Guidelines and Procedures with the committee. Members were requested to review the documents thoroughly and provide feedback before the next scheduled meeting.

September 27, 2024: The Committee discussed the feedback received and finalized the following items:

- (i) *Approval of the Grant Proposal Guidelines and Procedures.*
- (ii) *Decision to upload finalized guidelines and procedures to the Samata Global Senate website for institutional records.*
- (iii) *Approval of an annual grant submission timeline: Proposals to be accepted from January 1 to March 31 annually.*
- (iv) *Grant Proposals review period set from March to April.*
- (v) *Final submission of the selected Grant Proposals to the Samata Senate Executive Board by June 30 annually.*

Chair Prof. Upreti requested Mr. Thakur Gyawali, in-charge of the Samata Senate website, to manage the uploading of these documents.

November 30, 2024: The Committee met and discussed the Grant Proposal Application Template prepared by the Chair. The template was finalized and approved for uploading on the website. The Committee further agreed to create a dedicated portal titled "Call for Grant Proposal" and to

implement an online Grant Request Application Form (Google Forms). Additionally, it was decided that applicants could alternatively submit proposals via email directly to the Chair.

November–December 2024: To ensure functionality, committee members conducted tests of the online Grant Application Template and submission portal using mock documents. Mr. Thakur Gyawali confirmed that the portal and submission processes were fully operational, however, some technical glitches in uploading and downloading documents from website portal were reported by some entities who submitted proposals.

February 15, 2025: The Committee convened to discuss:

- (i) The functionality and efficiency of the online Grant Request Application Form.
- (ii) Increasing awareness of the grant opportunities, considering initially slow submission rates.

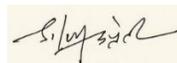
The Committee resolved to enhance publicity through online news portals in addition to existing outreach strategies (word-of-mouth and website information).

April 6, 2025: The Committee formalized a quantitative Grant Scoring Criteria Matrix, focusing on objective evaluation of submissions based on:

- (i) ***Geographical Region (Remoteness & Underdevelopment):*** Priority given to submissions from remote geographical regions (For example Karnali Province and Far-Western Province).
- (ii) ***Affiliation with Students and Schools:*** Mandatory requirement for proposals to involve schools and school-going children.
- (iii) ***Transparency and Accountability:*** Proposals must demonstrate documented transparency and accountability, verifiable through committee assessments and field visits.
- (iv) ***Comparative Impactfulness:*** Prioritization of interventions likely to yield substantial improvements relative to baseline conditions, promoting equity-driven resource allocation.

April 6–11, 2025: Committee members individually scored submitted grant proposals using the established grant proposal evaluation scoring matrix. Cumulative scoring identified Bal Bikash School (Bajhang, Far-Western Province) and Laxmi Pratisthan (Kavre, Bagmati Province) as first and second priority, respectively.

April 12, 2025: Based on the scoring results, Chair Prof. Upreti recommended allocating a total grant amount of \$6,200, \$2,800 for Bal Bikash School and \$3,400 for Laxmi Pratisthan. The Committee unanimously approved this recommendation. These two entities will subsequently be presented to the upcoming Samata Global Senate Executive Board meeting for final approval.

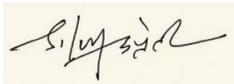


Example of Grant Proposal Scoring Matrix Template.

Each committee member independently scores on a 1-5 scale against each criterion. These criteria are namely:

1. Geographical Region,
2. Affiliation with Schools and Students,
3. Transparency and Accountability, and
4. Comparative Impactfulness.

Grant Proposals Scoring Matrix Template (Example)				Scoring Judgement Criteria (1 - 5) 1 being the Lowest and 5 being the Highest Score						
SN	Organizational Entity	Amount	Committee Members	Geographical Region	Affiliation with Schools and Students	Transparency & Accountability	Comparative Impactfulness	Total Score	Remarks	
1	XYZ	X	X	4	4	3	5	16	Reccomendable	
			Y	3	3	5	3	14		
			Z	3	4	3	3	13		
2	XYZ	X	X	3	3	3	4	13		
			Y	4	3	3	4	14		
			Z	2	4	3	3	12		
3	XYZ	X	X	2	3	2	4	11		
			Y	3	2	4	3	12		
			Z	4	3	3	4	14		
4	XYZ	X	X	3	2	4	3	12		
			Y	4	3	4	4	15	Reccomendable	
			Z	3	4	3	3	13		
5	XYZ	X	X	4	3	3	3	13		
			Y	3	3	4	3	13		
			Z	3	3	3	4	13		



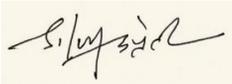
Appendix

Appendix I: Submitted Grand Proposals and documents

Appendix II: Final Scoring Matrix

Appendix III: Selection Criteria

Appendix IV: Committee Meetings and Minutes

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