অনলাইনে আবেদনের জন্য নির্দেশিকা



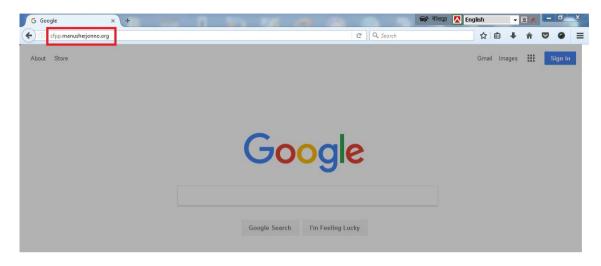
মানুষের জন্য ফাউন্ডেশন (এমজেএফ)
প্লট # 3 এবং 4, এভিনিউ # 3, হাজী রোড, রূপনগর
মিরপুর - 02, ঢাকা - 1216, বাংলাদেশ

www.manusherjonno.org

যেভাবে আবেদন করবেন:

ধাপ: ১

Google Chrome অথবা Mozilla Firefox ব্রাউজার ওপেন করুন। এড়েস বারে cfpp.manusherjonno.org অথবা http://182.163.113.203/mis/cfpp/ লিখে এন্টার চাপুন। (১ নং ছবি দেখুন)



ছবি: ১

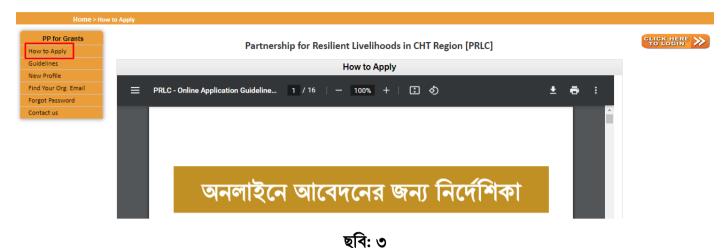
ধাপ: ২

নিচের উইন্ডোতে How to Apply , Guidelines, New Profile, Find Your Org. Email, Forget Password, Contact Us এই মেন্যুগুলো আছে। নিচে প্রতিটি আলাদা আলাদা ধাপে আলোচনা করা হবে। (২ নং ছবি দেখুন)



ছবি: ২

How to Apply: এই গাইডলাইনের মাধ্যমে কিভাবে অনলাইনে আবেদন করতে হবে তা বিস্তারিত লেখা আছে। (৩ নং ছবি দেখুন)



ধাপ: ৪

Guidelines: প্রয়োজনীয় সমস্ত গাইড লাইন এই মেন্যুতে পাবেন। (৪ নং ছবি দেখুন)



ছবি: ৪

ধাপ: ৫

Click Here To Login: মানুষের জন্য ফাউন্ডেশনে যদি এর আগে যেকোন প্রজেক্টে অনলাইনে আবেদন করে থাকেন, তবে আগের ই-মেইল এবং পাসওয়ার্ড ব্যবহার করে এবারও লগইন করুন। যদি আগের নিবন্ধিত ইমেইল বা পাসওয়ার্ড মনে না থাকে তবে নির্দেশিকার পরবর্তী ধাপ ফলো করুন। আর যদি আগে কোন প্রজেক্টেই আবেদন না করে থাকেন তবে সরাসরি নির্দেশিকার ধাপ: ৮ এ যান।



ছবি: ৫

Find Your Org. Email: যদি কোন কারনে আগের ই-মেইল ভুলে গিয়ে থাকেন তবে রেড-মার্ক করা ঘরে আপনার প্রতিষ্ঠানের নাম লিখে সার্চ করুন, আগের ইমেইল পেয়ে যাবেন (৬ নং ছবি দেখুন)। যদি না পেয়ে থাকেন তবে বুঝতে হবে মানুষের জন্য ফাউন্ডেশনে আগে অনলাইনে কোন প্রজেক্টে আবেদন করেন নাই। সেক্ষেত্রে নতুন করে আপনাকে Profile তৈরী করতে হবে।

Home > Online	Guidelines
PP for Grants	Posts and the first Death and the CHT Death (DDIC)
How to Apply	Partnership for Resilient Livelihoods in CHT Region [PRLC]
Guidelines	Organization Email Finder that exist in our PP Submission software
New Profile	Organization Linain inder triat exist in our 11 Submission software
Find Your Org. Email	
Forgot Password	Find Your Email by giving Organization Name
Contact us	
	ছবি: ৬

ধাপ: ৭

Forgot Password: আমাদের সিস্টেমে আগেই নিবন্ধিত করা আপনার প্রোফাইলের পাসওয়ার্ডও না মনে পরে তবে Forgot Password মেন্যুতে ক্লিক করুন। ইমেইল এড়েস বসান এবং Auto Generated Number ঘরে যে লেখাটি আছে (উল্লেখ্য Auto Generated Number লেখাটা বোঝা না যায় তবে Reset বাটনে ক্লিক করুন, নতুন আরেকটি নাম্বার আসবে সেটা ব্যবহার করুন) তা Type Generated Number ঘরে লিখুন এবং নিচে Submit বাটনে ক্লিক করুন। আমাদের সিস্টেমে আগের নিবন্ধিত করা আপনার ইমেইল ঠিকানায় একটি নতুন পাসওয়ার্ড চলে যাবে। এখন এই ইমেইল এবং নতুন পাসওয়ার্ড ব্যবহার করে লগ-ইন করুন (প্রয়োজনে পরবর্তীতে লগইন করে Change Password অপশনে গিয়ে পাসওয়ার্ড পরিবর্তন করতে পারবেন)। নির্দেশিকার ধাপ: ১৬ এ চলে যান। (৭ নং ছবি দেখুন)

Home > F	orget Password	
PP for Grants		
How to Apply		Partnership for Resilient Livelihoods in CHT Region [PRLC]
Guidelines		
New Profile	Forget Password	
Find Your Org. Email		Forget Password
Forgot Password		Americka filled in
Contact us		* must be filled in
	Email:*	
	Type Generated Number :	Enter here auto generate number Auto generated number: 7flWOx
		Submit Cancel Reset

ছবি: ৭

এখানে New Profile এ গিয়ে এর ডেটা ফিল্ডগুলো পূরণ করুন। উল্লেখ্য যে তারকা চিহ্নিত ফিল্ডগুলো অবশ্যই পূরণ করতে হবে। এছাড়াও Organization's Name ফিল্ডের পাশে Already Taken দেখাবে যদি একই নামে অন্য কোন Organization's Name এন্ট্রি করা থাকে। District সিলেক্ট করলে Upazilla নাম দেখা যাবে এবং আপনার উপজেলাটিও সিলেক্ট করুন। Password ফিল্ডে যা দিবেন Retype Password ফিল্ডেও তাই দিতে হবে, এখানে উল্লেখ্য যে পাসওয়ার্ড দেয়ার সময় অবশ্যই ছোট-বড় অক্ষর, সংখ্যা এবং সাইন সহ কমপক্ষে ৮/১০টি (যেমন-Mjf@115381) মিলিয়ে দিলে আপনার গোপন সংকেতটি বেশি নিরাপদ হবে। পরবর্তী সবগুলো ডেটা ফিল্ড পূরণ হলে Submit বাটনে ক্লিক করুন। (৮ নং ছবি দেখুন)

	Partnership for Resilient Livelihoods	in CHT Region [PRLC]		
Basic Information				
	Basic Information			
	* must be filled in			
Organization's Name: *				
Organization's Short Name:				
Office Address :	District : * Selec	t One 🔻 Upazilla : *		
Project Contact Person's Name: ~~	Designation:	Phone:	Email:	
Password: *				
Retype Password: *				
Website (If any):				

ধাপ: ৯

Basic Information -এ দেয়া আপনার ই-মেইল ঠিকানায় একটি ই-মেইল যাবে এবং ই-মেইলটি ওপেন করুন (ইমেইল ইনবক্সে না থাকলে জাজ্ঞ্চ/স্পাম ফোল্ডারে দেখুন)। এখানে লিজ্ঞে ক্লিক করে আপনার প্রোফাইলটি একটিভ করুন (৯-এ নং ছবি দেখুন)। একটিভ হলে আরেকটি উইন্ডো খুলে যাবে এবং নিচের ছবির মত আসবে (৯-বি নং ছবি দেখুন)। এখন আপনার একটি প্রোফাইল তৈরি হলো।

ছবি: ৮



Click on the 'x' symbol to close the alert message. ×
.:: Cogratulation ::.

Your email is now verified.

ছবি: ৯- বি

Submit বাটনে ক্লিক করার পর (১০ নং ছবি দেখুন) নিচের ছবির মত একটি উইন্ডো আসবে তাতে ভেরিফাইড ইমেইল এড়েসটি বসান এবং Next বাটনে ক্লিক করে আপনার তৈরি করা পাসওয়ার্ডটি দিয়ে সাবমিট বাটনে ক্লিক করলে স্বয়ংক্রিয়ভাবে এটি আপনার Profile উইন্ডোতে যাবে। (ছবি: ১০)



ছবি: ১০

ধাপ: ১১

Organizational Profile এ কোন পরিবর্তন করতে চাইলে Profile ধাপ বা ট্যাবে তথ্য পরিবর্তন বা পরিবর্ধন করে আপডেট বাটনে ক্লিক করে আপডেট করুন। তবে উল্লেখ্য যে এখানে Project Contact Person ই-মেইল এড়েসটি কোন ভাবেই পরিবর্তন করা যাবে না। (১১ নং ছবি দেখুন)

MJF > Organiz	ational Profile : Profile	Project Proposal for Grants
PP for Grants Organizational Profile How to Apply		Partnership for Resilient Livelihoods in CHT Region [PRLC]
Guidelines	Profile	
Available calls for PP		Profile Legal Status Board of Directors Donors Others
Password Change Contact Us		* must be filled in
Log Out	Organization's name : *	Organizations name
	Organization's Short Name :	ON
	Office Address :	District: * Rangpur
	Head of Organization:	Mr. ▼ Tuful Designation:* Phone:* 01700000000 Email:* youremail@gmail.com
	Project Contact Person's Name:	Mr. ▼ Asiful Designation:* Phone:* 01800000000 Email:* tuful@manusher.org
	Website (If any):	aa
	Brief History of the Organization (Max 200 Words):	bb
		Update Reset

ছবি: ১১

এখন আমরা চলে আসলাম পরবর্তী ধাপ অর্থ্যাৎ Legal Status এ। এখানে মোট ৭টি ডেটাফিল্ড আছে। NGO Bureau Registration Certificate, NGO Bureau Registration Certificate Social Welfare Registration Certificate. Social Registration Certificate Number, Women Affairs Registration Certificate, Women Affairs Registration Certificate Number, Scanned copy of TIN certificate. Scanned copy of VAT certificate এবং Approved constitution/article of incorporation এই ফিল্ডগ্লোর মধ্যে NGO Bureau Registration Certificate এবং NGO Bureau Registration Certificate Number এর ঘর অবশ্যই পুরণ করতে হবে। যে ফিল্ডগুলো ব্রাউজ করে পূরণ করতে হবে সেই ফাইলগুলো JPG, JPEG, PNG বা PDF ফরমেট আবশ্যিক। Choose file এ ক্লিক করলে ফাইল সিলেক্ট করার পর পাশে No file chosen এর পরিবর্তে আপনার সিলেক্ট করা File Name দেখা যাবে। ফিল্ডগ্লো পরণ হয়ে গেলে Update বাটনে ক্লিক করে পরবর্তী ধাপ Board of Directors এ যাওয়া যাবে। (১২ নং ছবি দেখুন)

MJF > Organia	ational Profile : Profile > Legal Status	Project Proposal for Gr	ants
PP for Grants Organizational Profile How to Apply	Pa	artnership for Resilient Liveli	hoods in CHT Region [PRLC]
Guidelines	Legal Status		
Available calls for PP		Profile Legal Status Board of	of Directors Donors Others
Password Change Contact Us		* must be filled in & only JPG, JPE	G, PNG & PDF files are allowed
Log Out	NGO Bureau Registration Certificate:*	Choose File No file chosen	View File
	NGO Bureau Registration Certificate Number: *	666	
	Social Welfare Registration Certificate:	Choose File No file chosen	View File
	Social Welfare Registration Certificate Number:	222	
	Women Affairs Registration Certificate:	Choose File No file chosen	View File
	Women Affairs Registration Certificate Number:	777	
	Scanned copy of TIN certificate:	Choose File No file chosen	View File
	Scanned copy of VAT certificate:	Choose File No file chosen	View File
	Approved constitution/article of incorporation:	Choose File No file chosen	View File
		Update Reset	

ছবি: ১২

ধাপ: ১৩

Board of Directors ধাপে Directors দের বিভিন্ন তথ্য দিতে হবে। Add New Row তে ক্লিক করে ডেটা রো ইনসার্ট হবে এবং ক্রুস বাটনে ক্লিক করলে শুধুমাত্র ঐ রো টি ডিলিট হবে। এখানে তথ্য পূরণ করুন। ফিল্ডগুলো পূরণ হয়ে গেলে Update বাটনে ক্লিক করে পরবর্তী ধাপ Donors এ যাওয়া যাবে। (১৩ নং ছবি দেখুন)



ছবি: ১৩

Donors ধাপে আপনার প্রতিষ্ঠানের বিভিন্ন প্রজেক্টের Donor দের বিভিন্ন তথ্য দিতে হবে। Add New Row তে ক্লিক করে ডেটা রো ইনসার্ট হবে এবং ক্রস বাটনে ক্লিক করলে শুধুমাত্র ঐ রো টি ডিলিট হবে। এখানে তথ্য পূরণ করুন। ফিল্ডগুলো পূরণ হয়ে গেলে Update বাটনে ক্লিক করে পরবর্তী ধাপ Others এ যাবে। (১৪ নং ছবি দেখুন)



ছবি: ১৪

ধাপ: ১৫

Others ধাপে আপনার প্রতিষ্ঠানের Approved Policy আছে কিনা, থাকলে তা পাশের ফিল্ডে এবং প্রতিষ্ঠানের বিরুদ্ধে কোন অভিযোগ থাকলে তা নিচের ফিল্ডে বিস্তারিত ভাবে লিখুন। ফিল্ডগুলো পূরণ হয়ে গেলে Update বাটনে ক্লিক করে পরবর্তী ধাপ Available Application পেজে যাবে। (১৫ নং ছবি দেখুন)

MJF > Organi	izational Profile : Profile > Legal Status > Board of Directors > Donors > Others Project Proposal for Grants
PP for Grants Organizational Profile How to Apply	Partnership for Resilient Livelihoods in CHT Region [PRLC]
Guidelines Available calls for PP Password Change	Others Profile Legal Status Board of Directors Donors Others
Contact Us Log Out	Approved policy (if yes please mention) :
	Governance: Has your organization been accused of or involved in any alleged or proven cases of corruption? If yes, please provide relevant details and background of information. Update Cancel Reset

ছবি: ১৫

ধাপ: ১৬

Password Change: আপনার Basic Information এ দেয়া পাসওয়াড যদি পরিবর্তন করতে চান তবেই এই ধাপের ফিল্ডগুলো Old Password, New Password, Confirm Password ক্রমান্বয়ে পূরণ করুন এবং Update বাটনে ক্লিক করুন। (১৬ নং ছবি দেখুন)

MJF > Passw	ord Change	Project Proposal for Grants
PP for Grants Organizational Profile How to Apply		Partnership for Resilient Livelihoods in CHT Region [PRLC]
Guidelines	Login	
Available calls for PP		Password Change
Password Change Contact Us		* must be filled in
Log Out	* Old Password :	
	* New Password :	
	* Confirm Password :	
		Update Cancel Reset

ছবি: ১৬

এখন আবেদন করার জন্য বাম পাশের মেন্যু Available calls for PP তে ক্লিক করে Apply বাটনে ক্লিক করুন এবং পরবর্তী ধাপে যান। (ছবি: ১৭)



ছবি: ১৭

ধাপ: ১৮

Available Calls for PP এর আন্ডারে অনেকগুলো পেইজ আছে, Project Summary, Executive Summary, Project Description, Project Management, Financial Management, Annex & Application View. প্রথমেই Project Summary কাজ করতে হবে, প্রয়োজনীয় ডেটা ফিল্ডগুলো (তারকা চিহ্নিত ডেটা ফিল্ডগুলো আবশ্যিক) পূরণ করতে হবে, Save & Next বাটনে ক্লিক করে পরবর্তী Executive Summary পেইজে যেতে হবে। (১৮ নং ছবি দেখুন)

MJF > Online A	Application : Project Summary	Project Proposal for Grants
PP for Grants Organizational Profile How to Apply Guidelines	Project Sumn	Online Application Executive Summary Project Description Project Management Financial Management Annex Application View Organization Name : Organizations name
Available calls for PP Password Change Contact Us	Title of the Project : *	* must be filled in Partnership for Resilient Livelihood in CHT Region [PRLC]
Log Out	Total Budget of the Project (BDT): * [N.B Please don't use comma(,)]	
	Major Activities of Project: (1-5 Max)	
		Save & Next Cancel Reset

ছবি: ১৮

Executive Summary তে প্রয়োজনীয় প্রতিটি ডেটা ফিল্ড পূরণ করুন। Save & Next বাটনে ক্লিক করে পরবর্তী Project Description পেইজে যান। (১৯ নং ছবি দেখুন)

MJF > Online /	Application: Executive Summary Project Proposal for Grants
PP for Grants	Online Application
Organizational Profile	Project Summary Project Summary Executive Summary Project Description Project Management Financial Management Annex Application View
How to Apply	
Guidelines	* must be filled in
Available calls for PP	
Password Change Contact Us	Executive summary will provide a brief overview of the proposed project:
Log Out	* Context and Rationale (Max 200 Words):
9	
	* Project Goal: To contribute to poverty reduction and resilient livelihoods of extremely poor households in the three Chittagong Hill Tracts (CHT)
	districts of Bangladesh.
	* Outcomes:
	1:Sustained livelihoods and income generation amongst the target households in the CHT districts.
	2:Improved and sustained nutrition practices for a better and healthy lifestyle for the extremely poor households in CHT region. 3:Increased investment of resources by local communities and the Government aimed at the most vulnerable regions and population segments in
	the CHT districts.
	* Output and Major Activities (Max 300 Words):
	* Direct and Indirect Beneficiaries:
	* Major Stakeholders:
	* Total Budget (BDT): 4.00
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ছবি: ১৯

Project Description এর Under -এ যে সব ডেটা ফিল্ড আছে সেগুলো পূরণ করুন। নিচের দিকে Geographic locations with direct beneficiaries: পাশে (ছবি: ২০) Add New বাটনে ক্লিক করলে ডেটা রো দেখা যাবে, কোথায় কাজ হবে সেই অনুযায়ী জেলা, উপজেলা, ইউনিয়ন সিলেক্ট করুন এবং কোথায় কতজন Beneficiaries আছে তা নারী-পুরুষ কলামে পূরণ করুন। একাধিক টাইপের beneficiary হইলে আবার Add New বাটনে ক্লিক করে আরেকটা ডেটা রো নিন, এইভাবে যতবার Add New বাটনে ক্লিক করবেন ততবার রো তৈরী হতে থাকবে। যদি কোন তথ্য ভুল হয় তবে পাশের ক্রুস বাটনে ক্লিক করলে ঐ রো মুছে যাবে। Save & Next বাটনে ক্লিক করে পরের ধাপে যান। (২০ নং ছবি দেখুন)

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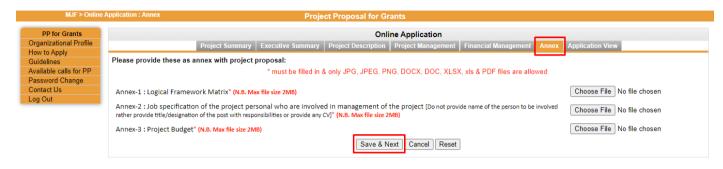
ছবি: ২১

Financial Management এর Under- এ যে সব ডেটা ফিল্ড আছে সেগুলো পূরণ করুন। যেখানে যেসব তথ্য দিতে হবে তা যথাযথ পূরণ করুন এবং Choose file বাটনে ক্লিক করে ফাইল আপলোড করুন এবং ফাইল আপলোড হলে No file Chosen এর পরিবর্তে আপনার আপলোড করা ফাইলটির নাম দেখাবে। তবে মনে রাখতে হবে ফাইলগুলো অবশ্যই JPEG, PNG, PDF হতে হবে, তবে Organisation budget ক্লেত্রে Excel বা PDF হতে হবে। (২২ নং ছবি দেখুন)।

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Contact Us Log Out	* Role of Executive Committee and senior staff member in financial management:	
	* Approved list of policies and guidelines:	
	* Procurement procedure followed by organisation:	
	* Asset and inventory management system:	
	* Internal audit and review system of financial data:	
	* Financial risk mitigation process:	
	* Policy to address financial irregularities:	
	* Financial reporting system and accounting software if any:	
	* Educational background and experience of finance team members:	
	The following documents need to be uploaded along with application: Board approved audited financial statements (scan copy) for the last 2 years (Only PDF file is accepted): * Chapter File No file chapter.	
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	Organisation budget for the current year (forecast): * (N.B. Only Excel & PDF file [Max file size 2MB]) Choose File No file chosen	
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ছবি: ২২

Annex এর Under- এ যে সব ডেটা ফিল্ড আছে সেগুলো পূরণ করুন। Choose file ক্লিক করে ফাইল আপলোড করুন, আপলোড হলে No file Chosen এর পরিবর্তে আপনার আপলোড করা ফাইলটির নাম দেখাবে। ফাইলটি অবশ্যই JPG, JPEG, PNG, DOCX, DOC, XLSX, excel & PDF (২৩ নং ছবি দেখুন) Save & Next বাটনে ক্লিক করে পরের ধাপে যান।



ছবি: ২৩

Application View - এ যে সব ডেটা আপনি এতক্ষন দিয়েছেন তা একনজরে এখানে দেখতে পারবেন। যদি কোন তথ্য ভুল বা বাদ পরে গিয়ে থাকে তবে নির্দিষ্ট ধাপে গিয়ে পরিবর্তন করলেই সেটা এখানে সঠিক ভাবে দেখা যাবে। যদি সব তথ্য সঠিক হয়ে থাকে তবে সবার শেষে আছে "We are solemnly declared that the information and documents provided in the project proposal are completely true and authentic to the best of our knowledge. If needed, we can place the original documents and papers for further verification "এখানে টিক চিছ্ল (√) দিয়ে Final Submit for Apply বাটনে ক্লিক করে আপনার আবেদন পূর্ণ করুন। কিন্তু এর পর আর কোন ধরনের সংশোধন, পরিমার্জন, পরিবর্ধন করতে পারবেন না, তাই ফাইনাল সাবমিট করার আগে আপনার তথ্য আবার যাচাই করে নিন। আপনার আবেদনটি সঠিকভাবে পূরণ করার পর আপনার নিদিষ্ট ই-মেইলে একটি মেইল যাবে, যদি কোন কারনে না পেয়ে থাকেন তবে Junk/Spam মেইলে চেক করে দেখুন। (২৪ নং ছবি দেখুন)।

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Contact Us এ আপনি মানুষের জন্য ফাউন্ডেশনের সম্পূর্ণ ঠিকানা পাবেন এবং Log Out এ গিয়ে আপনার একাউন্ট থেকে বের হতে পারবেন। (২৫ নং ছবি দেখুন)



