



Annual Report 2009-2010



Certificate

Standard **ISO 9001:2008**

Certificate Registr. No. **01 100 058990**

TÜV Rheinland Cert GmbH certifies:

Certificate Holder: **CAP Foundation**
Work Force Development Initiative

Flat # 101 & 102, Gowri Shankar Residency,
Plot No. 53 & 54, Kamalapuri Colony, Phase-III,
Sri Nagar Colony Main Road,
Hyderabad - 500 073, A.P., India

Scope: **Developing Employability Skills Through Training**

An audit was performed, Report No. 058990. Proof has been
furnished that the requirements according to ISO 9001:2008
are fulfilled.

The due date for all future audits is 03-02(dd-mm).

Validity: The certificate is valid from **2009-04-14 to 2012-04-13**



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Am Grauen Stein · 51105 Köln

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ABOUT US

CAP Foundation is a registered trust, initiated as an innovative public – private partnership to demonstrate a model to address poverty alleviation through Linking Learning and Livelihood needs of working children and disadvantaged youth-at-risk to equitable qualitative learning and promising labor market oriented vocational training opportunities. The Foundation specializes in working with the most deprived, vulnerable and difficult-to-reach sections of young people in poor urban and peri-urban communities -at-risk and has a very strong gender perspective.

Vision: : CAP Foundation's vision is to be an end-to-end community based solutions provider in linking quality learning and sustainable livelihoods for vulnerable communities of children and young people and build safer, healthier and productive communities of young people capable of supporting self directed growth and positive citizenship.

Mission: CAP Foundation's mission is to

promote access to community based qualitative, sustainable and affordable integrated learning opportunities that link education and livelihoods to positive outcomes for all young people from economically and educationally disadvantaged backgrounds achieve their career and life aspirations and prepare them for self directed growth and positive citizenship.

Approach: CAP Foundation facilitates exchange of resources, opportunities and competencies between businesses, communities through public-private partnerships that contribute to long term and sustainable livelihood development benefitting the difficult-to-reach sections of young people in society.

In 2005, it has been registered as a non-profit organization 'SCOPE' in the USA and in 2007, it was registered as a trust 'CAP- UK' in the United Kingdom.

Initiated as a successful rapid learning program for school drop outs, CAP has now moved to

provide comprehensive academics, vocational and occupational / employability training interventions including life skills, career exploration, spoken English and computer skills for in-school, out-of-school and post high school and young adults between 13 – 25 years of age.

The Foundation has staff of over 400 including senior management team consisting of Urban Planners, Social Workers, Management Graduates, Gender Specialists, Educationists, Media & Communication specialists, Centre Facilitators and Community Development Field Workers.

Currently, with over Rs. 13 crores annual budget CAP's programs and activities are spread across Andhra Pradesh, Assam, Gujarat, Jharkhand, Maharashtra, National Capital Region of Delhi, Orissa, Chhattisgarh, Haryana, Punjab, Rajasthan, Tamil Nadu and Uttar Pradesh. Its international projects are in Egypt and Sudan. In the past, CAP has worked in Sri Lanka, Vietnam, Philippines, Bangladesh and Nepal with local partners in these countries.

Key partners of CAP include Corporate Social Responsibility design and interventions, Bilateral and International Agencies, a large range of multinational corporate & business houses, Government and non-profit organizations and local NGOs / CBOs.

CAP offers its services for both direct program implementation and capacity building of its local partners for program implementation. CAP Foundation has developed and demonstrated the following three flagship programs:

1. Child Centred Community Development Program

CAP is successfully implementing a Child

Centered Community Development program to address the community needs related to early child care, education, health, HIV / AIDS, water, sanitation, thrift, credit and self help groups for improved quality of life for children and their families. Through this program, CAP is reaching out to over 20,000 children and their families in 21 sub urban slum neighborhood communities of Hyderabad

2. Teen Channel-Community Learning Centre Initiative

The Teen Channel program aims at reaching out to the adolescents who opt out of school as well as potential drop-outs between the ages 13 – 18 years by providing a holistic education module for high school level academic certification with life skill modules and career exploration opportunities.

The Teen Channel attempts to connect learning and livelihood for out-of-school and post high school young people between 13 – 18 years. The model addresses issues affecting their quality of life and future in an enabling environment that addresses issues affecting their quality of life and future in an enabling environment that addresses their learning needs – academic, vocational, occupational. In the last four years, over 6000 adolescents have accessed the program with 76% completing elementary and high school State Board examination.

3. Ek Mouka – Employability Training Program

This is a new economy livelihood promotion training program which is exclusively designed for the school drop outs / unemployed secondary school graduates / street youth / retrenched workers / migrant youth / resettlement community members from the poorest 15 % of the Indian population. The



program supports both employment opportunity oriented workforce preparation as well as tiny and microenterprise development that is specifically and clearly oriented to identified labor market requirements and opportunities.

Over the last two years, around 70,000 out-of-school and post school young adults between 18-25 years have accessed dignified jobs through market oriented employability training program with an average 80% placement across 8 sectors in 12 states of India, Sri Lanka, Nepal and Bangladesh. This program is ISO 9001-2008 certified.

Teen Channel – Ek Mouka Community Learning Initiative

CAP has been offering three flagship programs as

independent service delivery platforms. The need was for an integrated program delivery to offer multiple options through the continuum of services to promote access to community based qualitative, sustainable & affordable learning opportunities that link education and livelihoods for positive outcomes for these young people from economically & educationally poor urban communities. It was, therefore, planned to initiate a pilot for demonstration of the continuum of services as a community based integrated model of education and training fit for replication and scaling up in a sustainable manner.

Since 2003, CAP has successfully demonstrated the Teen Channel program for high school completion for out of school adolescents, vocational education program for adolescents post high school and employability skill training

program for disadvantaged young people. Specifically customized program interventions for locally designed delivery have been demonstrated for disadvantaged adolescents and young people in poor urban communities in and around Hyderabad and across several states in the country. However, the three flagship innovative programs were being offered as independent service delivery platforms. The need was for an integrated program delivery to offer multiple options through the continuum of services to promote access to community based qualitative, sustainable & affordable learning opportunities that link education and livelihoods for positive outcomes for these young people from education & economically poor urban communities. It was, therefore, planned to initiate a pilot for demonstration of the continuum of services as a community based integrated model of education and training fit for replication and scaling up in a sustainable manner. In doing so, young people would be able to afford more than one option to choose from for academics, vocational and employability training at the same time rather than having access to only one program at a time.

With MSDF support, CAP launched a pilot in June 2008 to demonstrate the continuum model. This pilot project was called the Teen Channel-Ek Mouka Community Learning Initiative. In the two year pilot project, it was planned to reach out to approximately 9505 adolescents and young people between 13 –23 years of age in Hyderabad and Chennai. Of these, 6105 youth were to be covered through 5 centres in Hyderabad and 3400 through 2 centres in Chennai. In Hyderabad, the program was planned to be implemented in 5 geographical locations - Musheerabad, Shapurnagar, Kapra, Patancheru and Balanagar and 2 locations- Koddambakkam and Thiruvellure in Chennai.

Against the planned target of 9505, till date, 8362 adolescents and young people have accessed the program under the 3 components cumulatively. Component wise, the program has reached Teen Channel (TC) - 2851; Vocational College (VC) - 1168 & Employability Training Centre (ETC) - 4343 young people spread across 5 centres of Hyderabad & 3 centres in Chennai.





FROM THE CHAIRPERSON'S DESK....

Looking Back...

CAP has successfully developed models under the Teen Channel and Ek Mouka Employability Training Programs for academic high school completion for out of school adolescents, post high school vocational education program and employability skill training program for young people in poor urban and suburban communities in and around Hyderabad and across several states in the country. However, these three flagship programs were being offered as independent service delivery platforms. The need was for an integrated program delivery to offer multiple options to them.

MSDF responded to CAP's request to support its "Teen Channel-Ek Mouka Community Learning Initiative" with a grant of Rs. 3.91 crores for a two year pilot project from April 2008 to March 2010. Against the planned target of 9505 young people, 8362 have been reached in the pilot phase program.

The pilot phase, however, has not been without several challenges; critical among them being the institutional design management leadership challenges and sustainability. Comprehensive review and realignment of design components led to significantly improved result delivery in the second year. The pilot phase also demonstrated the great potential for replication and scaling up notwithstanding, the need for strengthening some process components and consolidating some others.

The multi campus Community College platform recognized by Indira Gandhi National Open University (IGNOU) and developed towards the end of the pilot phase will be the institutional base for the proposed phase. Besides offering high school academic completion, the centers will offer short term occupational skills certification and medium term diploma and long term associate degree vocational in a systematic, predictable and accountable manner. Each Community College centre will receive necessary support to operate with optimal efficiency and be monitored as in a sense a strategic business unit, to operate and be accountable for sustainability


Dr. Nalini Gangadharan



CENTRE WISE DETAILS

Teen Channel Results - In the Teen Channel program for out of school adolescents in providing academic support for high school completion:-

- 2851 adolescents were enrolled in the Teen Channel program.
- Of the above, 771 were enrolled in first year and 2080 in the second year
- 692 (89.8%) of the 771 children enrolled in TCs in Year 1 appeared for Class X state Board exam in Year 1.
- Of these, 498 (72 %) passed Class X/high school Board exams/high school.
- 26% of those who passed their X Board exams secured first division.
- 65.6% of these students have gone further education
- Those enrolled in the second year will appear in the X class Board exams to be held in March-April 2010.

Centre	Planned	Achieved
Shapurnagar	500	854
Kukatpally/Balanagar	400	366
Musheerabad	265	160
Patancheru	350	187
Audiah	320	192
Chengalpet	400	397
Vyasarpadi	-	415
Kodambakkam	475	280
Total	2710	2851

Of the total number of adolescents and youth who accessed Teen Channel program, 54% are boys and 46% girls. In terms of their age profile, nearly half of them (47%) are between 14 - 16 years, another 35% are between 17 - 18 years and 18% are above 18 year of age. Further, 26% of the students belong to SC & ST categories and 40% are from backward classes revealing that the program has reached the at- risk, vulnerable and marginalized.

Musheerabad centre in Hyderabad reached lesser numbers despite having started from the beginning of the pilot phase, because it was located in the madrasa and catered mainly to Muslim minority girls with very limited access to others. Patancheru and Audiah were late starters- Patancheru because of its proximity to rural areas and distance from community settings and Audiah centre was started in the

second year in place of Kapra.

In Chennai, though the initial response was very slow, it was expedited in year 2 through a change in the strategy by offering part time learning facility in the evenings and weekends to working children and by initiating a third centre. Vyasarpadi in North Chennai, though not originally planned, was covered and received a very good response as it is a very large slum in the city with children mostly working in slaughter houses.

Vocational College Results:

In the post high school vocational stream, over the last two years,

- A total of 1168 children have been enrolled in vocational courses till date.
- 860 children from the above were enrolled in vocational courses (2 years and 1 year). The students of 2 years vocational courses will appear in their final state intermediate level Board exams in the month of March 2010.
- 308 children of 2 year vocational colleges in Hyderabad appeared in the Board of Intermediate exams in Year 1. Of the 196 appeared in the first year and 112 students appeared in second year.
- 79% and 87% students passed exams in the first & second year respectively. Of those passed 86% have secured first division.
- 51% of those who passed their second year accepted placements.
- 49% have opted to go for higher education

Centre	Planned	Achieved
Shapurnagar	500	488
Kukatpally/Balanagar	150	230
Musheerabad	150	0
Patancheru	175	171
Audiah	130	0
Chengalpet	150	179
Vyasarpadi	-	100
Kodambakkam	200	-
Total	1455	1168

The number of youth reached was less as compared to planned because of the procedural delays and change in the decisions of the government certifying body. In Hyderabad, due to non compliances by some of the private/corporate junior colleges, the State Board of Intermediate, Government of Andhra Pradesh decided not to give permission for starting new vocational colleges in the first year of the pilot. To overcome this, CAP decided to operate centres in Kukatpally (Balanagar) affiliated to its existing CAP College at Shapurnagar being in the same district (Ranga Reddy). But here again the Board of Intermediate restricted its sanction on number of sections and seats. The limited number of seats per course also affected enrolment in vocational courses. CAP therefore explored the possibility of providing 6 months certificate course through State Institute of Vocational Education.

In Chennai, vocational program could not be started in the first year as per the original plan and was later covered under community college in the second year.

EK Mouka Employability Training Program Results

- Till date, 4343 youth have been covered under the employability training program through centers (4 centers in Hyderabad and 3 centers in Chennai).
- Placements-82% of those who have completed training have received placements
- Sample employers include ICICI Bank, Ravi Ram Motors, Motherson India, Sundaram Fasteners, Ford Motors, BMW Motors, Infosys, Manikanta Couriers, Syaram, R.S. Brothers

and ICICI Bank. Taruni Shopping Mall, Info-systems, Big Bazaar, SGF Technologies, Reliance Life insurance and Tata Indicom, Nokia, Idea Cellular

- 79% and 87% students passed exams in the first & second year respectively. Of those passed 86% have secured first division.

Centre	Planned	Achieved
Shapurnagar	537	661
Kukatpally/Balanagar	425	431
Musheerabad	615	394
Pattancheru	675	466
Audiah	975	120
Chengalpet	1100	861
Vyasarpadi	-	766
Kodambakkam	1070	644
Total	5340	4343

- 51% of those who passed their second year accepted placements.

- 49% have opted to go for higher education

Between VC & ETC nearly 1500 trained youth accepted placements in the first year. . With an estimated average salary of these youth at Rs. 3000/-per month, an amount of Rs. 44.79 lakh will be income derived by these young people in a single year to support their families with incremental incomes for consecutive years.

In all the three components, Shapurnagar centre was able to reach out to more numbers (in the first year it supported the of vocational program in Kukatpally as an affiliated centre) than planned as compared to others as the centre had started 2 years prior to the pilot and had been well established.

Total number of students reached out to during the period Jan 09 to March 2010 in Workforce Development Initiative

Oct – Dec	Jan – Mar	Apr-June	July - sep	Oct - Dec	Jan-Mar 2010
0	0	0	389	0	206
3408	2865	3015	3084	1700	1149
2509	2091	2132	1442	779	473
1099	1305	1564	652	983	176
3317	3242	3852	4249	3340	1680
712	369	830	889	971	569
475	145	285	1032	1003	215
320	75	0	92	577	86
249	250	658	340	514	253
12089	10342	12336	12169	9867	4807

In the pilot phase several positive results and experiences were encouraging. While these have been listed above, the lessons learnt, challenges faced and responses generated are taken as the base for the next phase.

Workforce Development Initiative

Preparing disadvantaged youth for 21st century jobs

CAP Foundation's "Ek Mouka" employability model's uniqueness is the manner in which the following priorities are combined and incorporated in linking learning & livelihood:

1. An access-barrier free aspiring learning model specific to vulnerable youth
2. Market-oriented competency-based employability skill development
3. A model feeder line for higher education
4. Active and continuous participation of the industry at every stage
5. Institutionalized process tools.

The model, now adopted by several NGOs, governments and corporations, has demonstrated a new paradigm in community-based learning and livelihood promotion opportunities for disadvantaged youth, which is both sustainable and replicable. Most importantly, it effectively addresses the disconnect between training of the youth and their 'employment of choice'. This is done by working in tandem with the government's policies for creating employment in emerging sectors and at the same time partnering with corporate houses, using them for placement and business mentoring.

USAID/India support through grant no. 386-G-00-06-00125-00 helped scale up the Ek Mouka model. This program was inaugurated on 23rd April 2007. Initiated in September 2006, the program was implemented in two phases – the first 24 months (Sep 06 – Sep 08) formed the core program phase and the subsequent 12 months (Oct 08- Sep 09), the expansion phase I and (Oct 09 – Sep 10) as expansion phase - II

It has been demonstrated during the core program period that this model is "at the right time, right place, for right target group" in the current transition economy. The program has so far ensured placement of 75% of trainees and almost 60% trainees have opted for higher education after placement.

During the core program phase, Ek Mouka expanded to the three regions of NCR, Maharashtra and Jharkhand, reaching out to over 15,000 disadvantaged youth in these regions. At the same time an institutional mechanism was put in place to scale up the model much beyond these numbers. The program demonstrated scale up and institutionalization of CAP's key processes such as community mobilization to target the most vulnerable young men and women, labor market inventory through market scan, business mentor networks, capacity building of facilitators (trainers), curriculum development in new competencies and interface with industries.

In the subsequent expansion phases (Oct 08-Sep 10) the program was scaled up beyond the initial three states following a wider "target of opportunity" approach and set up to benefit an additional 75,000 youth across 15 states in the country. The major emphasis during this phase has been to spread the footprint of the Ek Mouka model across the country. At the same time the model itself has been improved upon and made more flexible and viable, keeping in view the long term sustainability of the initiative.

Name of the Organisation	:	CAP Foundation			
Address of the Registered Office	:	101, Gowri Shankar Residency, 53&54, Kamalapuri Colony Phase-III, Hyderabad-500073, Andhra Pradesh, India,			
	Ph		:	+91-40-2354 0019 /	
		2534 / 1763 / 64			
	Fax		:	+91-40-2354 4663	
		www.capfoundation.in			
No. of states operating	:	15			
No. of training centres in India	:	95			
No. of international locations	:	6			
No. of staff	:	387			
No. of students trained	:	Oct 2009 – Sep 2010		37192	
Courses and profiles offered	:	Data Entry operators, Scanning and Indexing Executive, Computer Hardware, Assistant, Web Designers, Information Technology Enabled Services, administrators, Database administrator/ Managers, DTP assistant Internet, café manager, IT based accounting executives, Website maintenance & upgrade, Animators			
Customer Relations and Sales	:	Over the Counter sales executive, Direct marketing executive, Mall floor, sales people, Billing clerks, Tele marketers, Field promotion agents, Customer Response executives, Credit collectors, Market Researcher, Insurance Agents, Multi Skilled rural marketing executives, Techno marketer			
Hospitality	:	Waiters, Stewards, Captains, Restaurant Managers, Billing Clerks, Housekeeping staff, Coffee specialists, Dessert specialists, Mock tail, specialists, Sandwich specialists, Café Managers, Assistant Cooks, Kitchen assistants			
Repairs & Maintenance	:	White goods repair and maintenance technicians, cell phones repair and maintenance technicians, automotive repair and maintenance technicians, Refrigerators & Air conditioners repair and maintenance technicians, Multi skilled repair and maintenance technicians, Facilities maintenance			
Health Care	:	Home Care Nursing Assistants, Bed Side Patient Assistants, Hospital Health Workers, Hospital, Administrative assistants, Pharmacy assistants, Child Care nursing assistants			
Socio – Economic profile of Students					
Age wise details of Students	:	18-22 years	:	58%	23-27 years : 29%
		Above 27 years	:	13%	
Gender details of Students	:	Female	:	53%	Male : 47%
Caste details of Students	:	SC	:	17%	ST : 8%
		OBC	:	28%	General : 47%
Education details of Students	:	Less than Xth	:	49%	Xth to XIIth : 39%
		Above XIIth	:	12%	

Placement Details after completion of the training programme

Salary Ranges	:	1000-3000	:	31%
	:	3001-5000	:	51%
	:	5001-7000	:	18%
Sample Employers	:	HDFC Bank, ICICI Bank, AIG Life Insurance, Barclay's Bank, Taj McDonald's, Café Coffee Day, Baskin Robins, Barista, Lifestyle, Shopper's Stop, Pantaloons, Big Bazaar, West Side, TITAN, MORE, Hindustan Unilever Ltd., Eureka Forbes, TNT India Pvt Ltd., Asian Sky Shop, AIRTEL, TATA Indicom, Reliance Communications, HUTCH		
Partners (in alphabetical order)	:	United States Agency for International Development United Nations Development Programme Tata Steel Rural Development Society Tata Consultancy Services Reliance Haryana SEZ Pvt Ltd Reliance Energies Pvt Ltd Rajiv Udyog Sri Rajasthan Mission on Livelihoods Quest Posco Plan India Moserbaer Trust Ministry of Rural Development Ministry of Food Processing Microsoft Unlimited Potential Michael & Susan Dell Foundation Mahindra World City M+V Lucent Alcatel Jamshedpur Utilities Services Company International Labour Organisation Indira Gandhi National Open university Gujarat Urban Development Mission Government of Maharashtra European Union DLF Christian Children's Fund Ballarpur Industries Pvt Limited Dr B R Ambedkar Open university American India Foundation		
Budget (USAID + Leverage)	:	2006 – 2007	:	Rs. 70 million
	:	2007 – 2008	:	Rs. 100 million
	:	2008 – 2009	:	Rs. 132 million
	:	2009 - 2010	:	Rs. 160 million

Strategy 1. Expansion of the Ek Mouka – workforce development model:



The programme reached out to 1,00,000 youth in 13 states - Assam, Orissa, Jharkhand, Chhattisgarh, Andhra Pradesh, Tamil Nadu, Karnataka, Delhi, Uttar Pradesh, Rajasthan, Haryana, Punjab and Chandigarh, Maharashtra, Gujarat with a maximum number of 105 employability training centres

During the expansion phase, the program expanded beyond the initial three states to 12 new states of Gujarat, Tamil Nadu, Andhra Pradesh, Assam, Orissa, Chhattisgarh, Rajasthan, Punjab, Haryana, Uttar Pradesh, Karnataka

and Kerala. It reached out to newer targets groups like the Tsunami affected families in Tamil Nadu, urban poor in Gujarat, displaced youth due to the SEZ in Orissa, tribal groups in Rajasthan and trafficked rescued victims in Maharashtra. The pictorial representation of the ETCs supported by USAID and other partners is provided.

The key activities are;

a. Market scans:

Market scans were conducted to analyze the job opportunities, skill demand and youth profile of a region/area before starting the program. This helped design and implement contextualized training programs suited to local requirements. In all 81 labour market scans including revisits were conducted wherever necessary.

b. Developing partnerships

This program opened up avenues for collaborations with many international agencies, partnerships with corporate and implementation of many government program to promote employability and job placement for disadvantaged youth. Following is a list of government, international agencies and corporate that CAP has engaged with in providing employability skills training and youth to the disadvantaged youth.





Strategy 2: Customized, contemporary and quality training

The following steps have been taken in order to improve the quality of the training program and introduce value additions to the model:

- Curriculum Development for certificate and diploma program in Retail, Hospitality Services, Automobile repairing and Health Care services were developed for face to face classroom delivery as well as through technology enabled interface and e learning. To the extent possible content has been translated into three languages – Hindi, Telugu and Tamil
- Capacity building of trainers: Orientation, Induction and domain based training for trainers has been a continuous activity. Competent trainers across projects and locations through an assessment process have been provided middle management and senior management capacity building and leadership program.
- Quality Certification: The Ek Mouka

workforce development initiative has now received an ISO 9001-2008 certification. The external surveillance audit is completed for the year and the certification renewed.

- MIS: A robust Management Information System (MIS) was designed and is operational
- Placement of students is an outcome of the various quality improvement interventions put in place. Cumulatively, the program has so far provided placements to 71140 students. For both the employer and the community the student who has received placement becomes a symbol of success of the model. With a conservative estimation of 60% continuing in jobs beyond a year and an average salary estimate of Rs. 3500/- per month per student, the cumulative accrued income into the families of these beneficiaries is an estimated Rupees 120 million over the three years period proving the CAP Ek Mouka model as an effective tool for poverty alleviation.

Strategy 3: Institutional Mechanisms and sustainability

The core period focused on strengthening internal institutional mechanisms. This included policy and process related quality system procedures. Thereafter external efforts have been made to create an integrated eco system to sustain the adaptation and replication of the CAP Employability model in various geographic, cultural and target groups through direct implementation as well as through technical support to local agencies.

In response to the alumni feedback for recognition of the training and access to continuous and advanced skills training, the Community College framework has been developed and registered with Indira Gandhi National Open University to provide certificate, diploma and associate degree to the aspiring youth and alumni.

CAP Foundation has initiated an independent CAP Workforce Development Institute to provide technical resource and hands on support to other local education, training and placement service providers and other community based organisations,

Strategy 4: Research, advocacy and mainstreaming

Policy advocacy, supported by research and documentation, leading to mainstreaming of the Ek Mouka model is a long-term goal of the project, emphasized during the extension phase. The WDI is playing a critical role to achieve this objective. Three research activities are conducted in this period. A research project on "Impact of the Ek Mouka – Workforce Development Initiative intervention in the Special Economic Zones", a Post-placement Survey and a sector analysis of Food processing and health is conducted

Several advocacy events and activities have been

undertaken to promote the model and its stakeholders in the past three years. These include presentations in several state, national and international conferences and skill summits organized by business organizations, industry federations, government, non government and international agencies besides training institutes and universities, batch inaugurals, valedictory programs, presentations, participation in conferences and seminars, media events, VIP visits and exchange programs. Efforts with media and individuals both at national and international level have contributed to the advocacy and dissemination work during this project.

This WDI supported by USAID India brought CAP together with many corporate, government and other bi-lateral and international organisations to create a successful program that has impacted the lives of over 100,000 youth and their families across the country. With the strength of its continuing stakeholders, the employers and the strong Alumni, the program has grown in strength and is poised to continue its innovative and impactful journey beyond the grant funding from USAID. The CAP Community College and the Workforce Development Institute that have developed out of this initiative along with many services stand testimony to the sustainable next phase of this program.

As we draw to the close of the USAID funded programme for "Preparing disadvantaged youth for 21st century jobs" it is imperative for us to express our gratitude and appreciation to all organisations and individuals who have contributed to our experience, learning and success. The students, their families, the staff and board members of CAP thank all the partners, funders and collaborators for their support and encouragement and look forward to their continued association with CAP.

CAP-OVERSEAS



FORSA ACTIVITY IN EGYPT 2009-2010

Youth Employability Skill Development (FORSA) is a program of Plan Egypt and CAP foundation, India to provide Employability skills for underprivileged youth of Egypt. Plan Egypt and CAP Foundation entered into an agreement to train the youth in two years period from July-09. As per the MOU of the program CAP foundation will act as a technical support agency.

CAP Foundation conducted TOT (Training of Trainers) and selected a team of 12 students from three universities - Ain Shams, American University of Cairo and Helwan University - to conduct the market scan.

Road show and community Mobilization.

After completion of two batches, Abu Soud of Forsa training center realized that Facilitators needed some special training to conduct Road shows and Community Mobilization. CAP Foundation conducted a one day work shop for 11 facilitators of Forsa program in Egypt along with Plan Egypt country Director.

Work Shop on Quality and skill of Facilitation and review of Road show practices in Cairo and Alexandria



After the initiation of the fourth training center of Forsa program in Egypt Forsa management team decided to conduct a one day work shop to all facilitators for boosting the facilitation skills and quality of facilitation in the center. Mr. Shijo Joseph CAP Foundation led the work shop on November 6, 2010 at Abu El Soud forsa training center.

The focus was on the definition of quality and basic human skill to the facilitators after he arranged group activity with facilitators to identifying the necessary qualities and skills in Forsa facilitation .The end of the group presentation facilitators got more knowledge about Facilitation in Forsa training program. After the skill and quality presentation Mr. Shijo Joseph arranged an opportunity to all Forsa training centers to share their best strategies in road show and how they overcome the challenges in Road show. The Training wound up with HR manual presentation by Plan

Consultant.

In this workshop 19 facilitators attended from four Forsa training center included Forsa Coordinator and Plan Consultant.

Details of students and placement in Cairo and Alexandria.

Till date Forsa program has trained 518 students from Cairo and Alexandria of which 348 are girls who have successfully completed the program. After the three months training program Forsa arranged placement to 266 students in Cairo and Alexandria out of which 159 girls and 105 boys have been successfully found suitable placements.

Mobilization areas in Cairo and Alexandria

For mobilization and road show Forsa facilitators worked with 25 communities in Cairo and 7 communities in Alexandria.

Details of Training Centers and communities:

Abu El Soud Training center:

- | | |
|---------------|-------------------|
| 1. Kairalla, | 2. Dar el Salam , |
| 3. El Manial, | 4. Ain Sera |
| 5. Abu Soud, | 6. Gaiera |

El Marg Training center:

- | | |
|---------------------|---------------------|
| 1. El Marg, | 2. Materiya, |
| 3. Seigal, | 4. Abdullah reffie, |
| 5. Ez bathel Nakal, | 6. Ainshams, |
| 7. Moassasa, | 8. Shoraffa, |
| 9. Salam city, | 10. Zayton, |
| 11. Khanka, | 12. Gazheera |

El Zahara Training center:

- | | |
|--------------|------------------|
| 1. Kairalla, | 2. Dar el Salam, |
| 3. El Zhara | |

Alexandria:

- | | |
|----------------------|-----------------------|
| 1. Abu Sulaiman, | 2. Syaa, |
| 3. Seioff | 4. Sherouk eleslam |
| 5. Omar Ebn Elkhatab | 6. A b d El m o n e m |
| 7. Skina | Ryad, |

Details of Business Mentors or Corporate Of Forsa Program in Egypt:

Cairo

1. Lulu Hyper, Nasar City,
2. Nile Badraway Hospital,
3. Triumph Hotel, Heliopolis
4. Golden shoot (Furniture)
5. Speed Couriers,

6. Mukhattam Hospital,
7. Toshiba Arabi Hospital

Alexandria

1. Elsuf health center
2. Med café
3. El sraia hospital
4. Alex company for oil
5. Plaza hotel
6. Four Season hotel in Cairo and Alexandria

Forsa Club

Forsa Club was formed as an alumni association of 15 students who completed Forsa training program successfully.

Alumni Study about Road show

Mr. ShiJo Joseph CAP Foundation India conducted an alumni study about road show and community mobilization on August -2010. In this study Mr. Shijo collected 30 samples from El Marg and Abu Soud center for analysis. The end of the analysis Forsa realized about the influential factors of the road show is Time of road show, friends influence and communication style.

From next batch onwards Forsa started to use Alumni students for bringing new students to the training program and this strategy was very successful in El Marg third batch and Abou soud fourth batch.





S. Sahoo & Co.

Chartered Accountants

FORM 10B
(See Rule 17B)

**AUDIT REPORT UNDER SECTION 12A(b) OF THE INCOME
TAX ACT, 1961, IN THE CASE OF CHARITABLE OR
RELIGIOUS TRUSTS OR INSTITUTIONS**

We have examined the attached Balance Sheet of "CAP FOUNDATION" as at 31st March 2010 & the related Income & Expenditure Account on the said date.

These financial statements are the responsibility of the CAP FOUNDATION'S management. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with generally accepted auditing standards in India. These standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are prepared, in all material respects, in accordance with an identified financial reporting framework and are free of material misstatements. An audit includes, examining the evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements. We believe that our audit provides a reasonable basis for our opinion.

On the basis of the information and explanation given to us, we are of the opinion that :

- (a) the Balance Sheet gives a true and fair view of the state of affairs of CAP FOUNDATION, as at 31st March, 2010; and
- (b) the Income & Expenditure Account gives a true and fair view of the results of operation of CAP FOUNDATION for the year ended on the date stated above.



S. Sahoo

CA Subhjit Sahoo, FCA

MM NO: 057426

FRN :322952E

Partner

For and on behalf of

S.SAHOO & CO.

CHARTERED ACCOUNTANTS

Dated: 01/09/2010
Place: Hyderabad

CAP FOUNDATION

101 & 102 PHASE - 3 GOWRI SHANKAR RESIDENCY. PLOT NO. 53/54
KAMALAPURI COLONY, SRINAGAR COLONY ROAD
HYDERABAD - 500073

BALANCE SHEET AS AT 31ST,MARCH,2010			
		Amount (Rs)	
	SCHEDULE	F.Y.2009-10	F.Y.2008-09
SOURCES OF FUNDS			
I.FUND BALANCES:			
a.General Fund	[01]	28,429,992.54	47,513,653.00
b.Corpus Fund		1,001.00	1,001.00
c.Asset Fund	[02]	14,007,533.00	-
		42,438,526.54	47,514,654.00
II.LOAN FUNDS:			
a.Secured Loans		-	-
b.Unsecured Loans		-	-
		-	-
TOTAL Rs.	[I + II]	42,438,526.54	47,514,654.00
APPLICATION OF FUNDS			
I.FIXED ASSETS			
	[03]		
Gross Block		29,819,448.00	24,385,110.00
Less: Accumulated Depreciation		11,414,305.00	8,022,939.00
Net Block		18,405,143.00	16,362,171.00
II.INVESTMENTS			
	[04]	7,250,000.00	6,300,000.00
III.CURRENT ASSETS, LOANS & ADVANCES:			
a.Loans & Advances	[05]	3,684,813.75	5,072,954.00
b.Other Current assets	[06]	6,243,347.98	1,141,840.00
c.Cash & Bank Balance	[07]	66,440,566.56	39,022,906.00
	A	76,368,728.29	45,237,700.00
Less:CURRENT LIABILITIES & PROVISIONS:			
a.Other Current Liabilities	[08]	18,533,222.25	11,934,037.00
b.Unspent Grant Balance	[09]	41,052,122.50	8,451,180.00
	B	59,585,344.75	20,385,217.00
NET CURRENT ASSETS	[A - B]	16,783,383.54	24,852,483.00
TOTAL Rs.	[I+II+III]	42,438,526.54	47,514,654.00
Significant Accounting Policies and Notes to Accounts			
	[32]		

The schedules referred to above form an integral part of the Balance Sheet.

For & on behalf :

S.SAHOO & CO.
Chartered Accountants

[CA Subhjit Sahoo, FCA,IIB]
Partner
MM No. 057426
Firm Regn No. - 322952E

Place : Hyderabad
Date : 01.09.2010

For:

CAP FOUNDATION

[Dr. Nalini Gangadharan]
Chairperson

CAP FOUNDATION

101 & 102 PHASE - 3 GOWRI SHANKAR RESIDENCY. PLOT NO. 53/54
KAMALAPURI COLONY, SRINAGAR COLONY ROAD
HYDERABAD - 500073

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31/03/2010			
		Amount (Rs)	
	SCHEDULE	F.Y.2009-10	F.Y.2008-09
I. INCOME			
Grants	[10]	139,340,427.30	112,197,172.00
Contribution Towards CSR Activities	[11]	6,360,962.50	5,202,201.00
Other Contribution	[12]	10,205,117.00	8,834,030.00
Interest Income	[13]	2,690,569.98	1,151,258.00
Donation		2,355,032.00	4,782,466.00
Other Income	[14]	2,677,302.15	502,751.00
TOTAL Rs.		163,629,410.93	132,669,878.00

II. EXPENDITURE

Programme Related Expenses :-

Workforce Development Employability Initiative	[15]	100,115,794.16	73,651,401.00
Teen Channel	[16]	17,686,745.75	5,901,993.00
Vocational Training Expenses	[17]	3,674,661.00	2,502,852.00
Other Programme Expenses	[18]	28,801,243.25	35,856,611.00
 Ek - Mauka CSR Activities Expenses	[19]	 5,865,298.50	 4,491,263.00
Office & Administrative Expenses		2,959,276.73	6,257,120.00
 Depreciation	[03]	 3,391,366.00	 2,688,972.00
Less: Depreciation transferred to Asset Fund	[03]	2,398,842.00	-
		992,524.00	2,688,972.00

TOTAL Rs.

160,095,543.39 131,350,212.00

III. EXCESS OF INCOME OVER EXPENDITURE [I - II] 3,533,867.54 1,319,666.00

IV. EXCESS OF INCOME OVER EXPENDITURE
TRANSFERRED TO GENERAL FUND 3,533,867.54 1,319,666.00

Significant Accounting Policies and
Notes to Accounts [32]

The schedules referred to above form an
Integral part of the Income & Expenditure Account.

For & on behalf :

For:

S. SAHOO & CO.
Chartered Accountants

[CA. Subhjit Sahoo, FCA, IIB]
Partner
MID No. 057426
Firm Regn No. - 322952E

CAP FOUNDATION

[Dr. Nalini Gangadharan]
Chairperson

Place : Hyderabad
Date : 01.09.2010

CAP FOUNDATION

101 & 102 PHASE - 3 GOWRI SHANKAR RESIDENCY. PLOT NO. 53/54
KAMALAPURI CLOLNY, SRINAGAR COLONY ROAD
HYDERABAD - 500073

RECEIPTS & PAYMENT ACCOUNT FOR THE YEAR ENDED 31/03/2010			
		Amount(Rs.)	
	SCHEDULE	F.Y.2009-10	F.Y.2008-09
RECEIPTS			
Opening Balance			
Cash in Hand		39,924.00	161,103.00
Cash at Bank		38,982,982.00	22,526,532.00
Fixed Deposits With Bank		6,300,000.00	12,737,583.00
		45,322,906.00	35,425,218.00
Grant in Aid Received	[20]	159,055,737.30	120,648,352.00
Contribution Towards CSR Activities	[21]	5,424,885.00	4,989,782.00
Other Contribution	[22]	9,029,016.00	8,748,623.00
Interest Income	[23]	2,222,343.00	1,967,509.00
Donation		2,355,032.00	4,782,466.00
Other Income	[24]	1,238,285.15	496,537.00
Loans & advances	[25]	121,729.00	206,630.00
		179,447,027.45	141,839,899.00
TOTAL Rs.		224,769,933.45	177,265,117.00
PAYMENTS			
Workforce Development Employability Initiative	[26]	94,308,700.16	69,575,123.00
Teen Channel	[27]	16,826,194.50	5,300,466.00
Vocational Training Expenses	[28]	3,791,489.00	2,245,039.00
Other Programme Expenses	[29]	27,580,312.75	35,071,795.00
Ek - Mauka CSR Activities Expenses	[30]	5,022,466.50	4,170,635.00
Office & Administrative Expenses		1,841,631.73	5,675,870.00
Loans & Advances Paid	[31]	1,357,684.25	4,401,661.00
Non Recurring Expenses		350,888.00	5,501,622.00
		151,079,366.89	131,942,211.00
Cash & Bank Balance c/d			
Cash in Hand		89,291.50	39,924.00
Cash at Bank		66,351,275.06	38,982,982.00
Fixed Deposits with Banks		7,250,000.00	6,300,000.00
		73,690,566.56	45,322,906.00
TOTAL Rs.		224,769,933.45	177,265,117.00

Significant Accounting Policies and
Notes to Accounts

[32]

The schedules referred to above form an
Integral part of the Receipts & Payment Account.

For & on behalf :

For:



S. SAHOO & CO.
Chartered Accountants

[CA. Subhjit Sahoo, FCA, IIb]
Partner
MM No. 057426
Firm Regn No. - 322952E

Place : Hyderabad
Date : 01.09.2010

CAP FOUNDATION

[Dr. Nalini Gangadharan]
Chairperson

Schedule-32

CAP FOUNDATION.

SIGNIFICANT ACCOUNTING POLICIES AND NOTES FORMING PART OF ACCOUNTS FOR THE YEAR ENDED ON 31st MARCH 2010.

A. SIGNIFICANT ACCOUNTING POLICIES

1. *Basis of Accounting:* The accounts are prepared on historical cost basis as a 'going concern'. Income and Expenses are accounted for on accrual basis following generally accepted accounting principles and practices and Accounting Standards issued by the Institute of Chartered Accountants of India for NGOs, wherever applicable, except where otherwise stated.
2. *Fixed Assets:* Assets are stated at cost of acquisition including taxes, duties and other incidental expenses relating to acquisition and installation. No revaluation of fixed assets was made during the year.
3. *Depreciation:* Depreciation on depreciable assets is charged on written down value method as per the rates and manner prescribed under Appendix 1 to the Income Tax Rule 1962.

<u>Item</u>	<u>Rate of Depreciation</u>
Building	05%
Furniture & Fixture	10%
Equipment	15%
Vehicles	15%
Books	10%
Computer & laptop	60%



4. **Investment:** All the Investments are in fixed deposits of schedule banks in compliance with Section 11(5) of the Income Tax Act, 1961 and are stated at face value of amount invested.
5. **Income Recognition:** Restricted project grants were recognized as income on the basis of utilization where as unrestricted project grants and Donations were recognized on the basis of receipts in accordance to the guidelines on "Not for Profit Organization" issued by The Institute of Chartered Accountants of India.

B. NOTES TO ACCOUNTS

1. Income and expenses are generally disclosed as per the Projects name along with funding / donor agencies.
2. Previous year figures to the extent possible has been regrouped and rearranged wherever required.
3. A sum of Rs. 11,322,925/- pertaining to the previous year balance of General Fund has been transferred from General Fund to Asset Fund during the year 2009-10 for the creation of Asset Fund. This had no effect on the Income & expenditure of the trust during the year 2009-10.
4. Interests accrued on fixed deposit are classified under Current Assets as "accrued interest".

A sum of Rs. 1,62,318/ pertaining to the previous years have been written off during the year and the same has been shown adjusted in current year figure as it was excess provision made during one or more previous years.

5. Employer Contribution to Provident Fund is accounted on Payment basis.



6. No provision was created during the year towards the Gratuity Payable if any. The management is planning to start such a scheme during the year 2010-11.

7. Current liability comprises of statutory dues payable and outstanding expenses for services received or committed to be received.

Provisions are based on services received or statutory payment payable. The excess or deficit provision made will be known when actual liabilities are ascertained.

Note : - All the statutory dues (PF, TDS & PT) were paid before the date of signing of the Balance Sheet.

8. Income for the year has been recognized and apportioned as per duration of the project during the year. The balance amount has been deferred to the subsequent financial years.

A sum of Rs. 11,294,603/- transferred to General fund during one or more previous year were accounted for as Income in the Income & Expenditure account during the year 2009-10.

9. The Organization is registered under

a) Trust Registration Act vide registration No.299.

b) Under section 12A of the Income Tax Act, 1961 vide registration no.Hyd/69(10)/12A/04-05 dated 19.11.2003.

c) Under section 80G of the Income Tax Act, 1961 vide registration no. HYD/80G/36(09)/07-08. The said registration was valid till 31.03.2010. The application for renewal of the same was applied on 20.04.2010.

d) Under FCRA 010230592 dated 01.03.2004 with The Ministry of Home Affairs



e) PAN of the Trust AAATC5728R

f) TAN of the Trust HYDC01543D

For & on behalf:



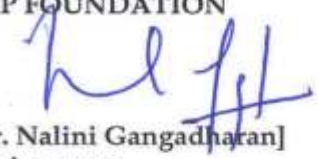
S.SAHOO & CO.
Chartered Accountants


[CA Subhajit Sahoo, FCA]
Partner
MM No. 57426

Place: Hyderabad
Date: 1st Sept' 2010.

For:

CAP FOUNDATION


[Dr. Nalini Gangadharan]
Chairperson



101, Gowri Shankar Residency, 53&54, Kamalapuri Colony Phase-III
Hyderabad-500 073, Andhra Pradesh, India
Ph: +91-40-2354 0019/2354 2534/2354 1763-64 Fax: +91-40-2354 4663
e-mail: info@capfoundation.in www.capfoundation.in