

**GOVERNMENT OF INDIA  
MINISTRY OF CULTURE**

**CULTURAL FUNCTIONS GRANT SCHEME**

SCHEME OF FINANCIAL ASSISTANCE FOR SEMINARS FESTIVALS AND  
EXHIBITIONS ON CULTURAL SUBJECTS BY NOT-FOR-PROFIT ORGANISATIONS

Applications are invited for financial assistance under the above mentioned scheme from Not-For Profit Organisations including Societies, Trusts, Companies and Universities for supporting the seminars, research, workshops, festivals and exhibitions etc. organized by them on different aspects of Indian Culture.

Applicant Organisation may send the completely documented applications, in the enclosed proforma, along with the recommendation of any of the National Akademies, any culture-related organisation under the Government of India or by State Government/UT Administration/ State Akademies, **Section Officer, S&F Section, NAI Building Back Side 2nd Floor Janpath Road, New Delhi-110001.** The application should be addressed to the Section Officer (S&F), Ministry of Culture, Government of India, New Delhi. For any clarification please contact Section Officer (S&F) at Telephone No. 011-23389608. The Scheme shall remain open round the year.

**Documents to be attached:**

- (a) Constitution of the Organisation or appropriate details
- (b) Constitution of the Board of Management or Governing Body or and particulars of each member (*in case of NGOs/VOs*)
- (c) Copy of the latest available Annual Report or similar documents
- (d) A detailed project report including (i) description of the project for which assistance is requested alongwith its duration and qualifications and experience of the staff to be employed for the project; (ii) Item-wise details of recurring and non-recurring expenditure separately, and (iii) the source(s) from which counterpart funds will be obtained
- (e) A statement of income and expenditure of the applicant organisation for the previous three years and a copy of the balance sheet for previous year certified by a Chartered Accountant or a Government Auditor
- (f) An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination
- (g) Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds

[Incomplete applications not supported by the required documents will be summarily rejected and returned.]

## **APPLICATION FORM FOR CULTURAL FUNCTIONS GRANT SCHEME**

1. Name of the Organization:
2. Postal Address (with telephone/fax/e-mail address):
3. Date of Establishment & Registration of the Organization:
4. Registration number of the Organization: if applicable.
5. Unique ID Issued by NGO Partnership System: (Where Applicable)
6. Permanent Account Number (Income Tax):
7. Name of the Banker & Account Number:
8. Brief details of the Institution/Organization, its objectives and activities:
9. Title of the proposed Project:
10. Date & Period of execution:
11. Synopsis of the project (to be annexed):
12. Details of the project (to be annexed):
13. Total estimated cost of the project (items-wise details to be annexed):
14. Amount of assistance sought from the Ministry of Culture:
15. Details of the other sources of finance for the project (matching share):
16. Quantum of assistance received during the last Three years from Ministry of Culture:
17. Whether or not audited statement of accounts and the utilization certificate in respect the grant released by the Ministry on the earlier occasions have been submitted. If so, copies of the utilization certificate may be enclosed.

18. I certify and declare that:
- a) The particulars of statements made above are true
  - b) The institution/organization will abide by the rules and conditions laid down by the Ministry of Culture.

Signature \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Office Stamp: \_\_\_\_\_

Note: Please enclose all the documents and furnish full information as indicated in enclosed check-list.

**Recommendation of the Appropriate Agency**

(This does not apply for Universities Departments/Centres).

The recommendation of any of the National Akademies, and culture-related organization under the Government of India or by State Government/UT Administration/State Akademies, covering the following points may be forwarded along with the application:

1. That the said organization is registered under the Societies Registration Act (XXI of 1860), Trusts Act, Companies Act or any Central or State Act.
2. That the said organization is active and good and deserves to be assisted for project as in the application.

Note: the officer signing the certificate should be Head of Akademy/cultural organization of the Government recommending the case, or Under Secretary or above to the State Government/UT Administration.

**CHECK LIST**  
(To be enclosed with the application)

S.No.	Information given/documents attached	Whether information given/documents attached (Please write Yes/No or Not Applicable (NA))
1.*	Registration Number	
2.*	Copy of the Registration Certificate and Memorandum of Association to be attached (excepting University Departments./Centres)	
3.	Permanent Account Number (if applicable)	
4.	Project in brief in not more than 150 type-written words	
5.	Synopsis of the Project	
6.	Complete details of cost of proposed project	
7.	Audited statement of accounts & utilization certificate in respect of grants released by the Ministry of Culture on earlier occasions	
8.	Last three year's receipt and payment account and balance sheet with auditor's certificate	
9.	Whether the recommendations as required in the applications form, has been sought and enclosed	
10.	Whether duly filled in indemnity bond (as per format) has been enclosed	
11.	Whether duly filled in bank authorization letter (as per format) has been enclosed	
12.	Whether duly filled in resolution (as per format) has been enclosed	
13.	Unique ID issued by NGO Partnership System has been indicated.	

**\*\*Signature-----**  
**Name-----**  
**Designation-----**  
**Office Stamp-----**  
**\*\*The signature must be similar to that in application.**

***\*To be furnished by VOs/NGOs. University Department/Centres may furnish similar applicable details.***

**The following points may be noted/checked before sending the documents:**

- (i) The Bond should be on Rs.20/- Non-Judicial Stamp paper.
- (ii) The Grantee should put his Signature on every page of the bond.
- (iii) All the columns of the Bank Authorization Letter (**The format is available just below the “Download Forms” link**) may be properly filled up and got verified by the Bank Manager/Authorities.
- (iv) Name & Signature of two witnesses with full address should be mentioned in the bond.
- (v) The Resolution format should be filled correctly with the signatures of the Chairman/President/& members of the organization.

# **BANK AUTHORIZATION LETTER**

(I./We \_\_\_\_\_ Organization/Society/NGOs name) would like to receive the sums disbursed by the Ministry of Culture, to me/us electronically to our bank account; detailed below:-

<b>Payee's Particulars</b>	
Name of payee as in Bank Account	
Address	
District and Pin Code	
State	
Telephone Number with STD code	
Mobile No.	
E-mail Address (if any)	
<b>Bank Details</b>	
Name of the Bank	
Bank Branch (full address & Telephone Number)	
Bank Account Number	
Mode of Electronic Transfer available RTGS NIFD any other	
IFSC Code	
MICR Code	

Account number and IFSC/MICR Codes have been verified by me and are correctly recorded above.

Sd-\*

Signature

Name \_\_\_\_\_

Manager  
(Bank branch maintaining the Account)

Name of Organisation \_\_\_\_\_

\*(To be signed by the Manager of the Bank)

Date \_\_\_\_\_

(Seal)

(To be furnished on Rs.20/- Stamp Paper)

**BOND**

KNOW ALL MEN BY THESE PRESENTS THAT we the \_\_\_\_\_ ABC \_\_\_\_\_ (name of the organization as in Registration Certificates) an association registered under the Societies Registration Act, 1860 having been registered by the office of \_\_\_\_\_ (Name and full address of Registering Authority), vide Registration Number \_\_\_\_\_ dated \_\_\_\_\_ office at \_\_\_\_\_ in the State of \_\_\_\_\_ (hereinafter called the obligor/obligors) are held and firmly bound to the President of India (hereinafter called the Government) in the sum of Rs. \_\_\_\_\_ (in words Rs. \_\_\_\_\_ only) with interest therein @ 10% per annum well and truly to be paid to the President on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this \_\_\_\_\_ day of \_\_\_\_\_ in the year Two thousand and \_\_\_\_\_.

3. WHEREAS the obligors has sent a request proposal to Government, through the Union Ministry of \_\_\_\_\_ for Grants of Rs. \_\_\_\_\_ vide his letter number \_\_\_\_\_ dated \_\_\_\_\_; the obligors has agreed to execute this bond in advance, in favor of Union Ministry of \_\_\_\_\_ for entire amount of Rs. \_\_\_\_\_ as requested in the proposal sent to the Government. The obligor is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor is willingly executing this bond of proposed amount with the stipulation that obligor will be bond upto this amount or by the actual amount approved/sanctioned by the Government, which ever is less. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall not be enforceable. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance alongwith interest at the rate of 10% (ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earn thereon.

5. The Society/Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use (such as letting out premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building or other assets created/acquired/constructed largely from out of Government grant. The decision of the Secretary to the Government of India in the Ministry of \_\_\_\_\_, Department of \_\_\_\_\_ or the administrative Head of the Department concerned shall be final and binding on the Society/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The member of the executive committee of the grantee will

- (a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction and
- (b) not divert the grants or entrust execution of the scheme or work concerned to other institution (s) or organization (s); and
- (c) abide by any other conditions specified in the agreement governing the grant-in-aid.

In the events of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest @10% per annum thereon.

7. AND THESE PRESENTS ALSO WITNESS THAT

- (i) The decision of the Secretary to the Government of India in the Ministry of \_\_\_\_\_ Department of \_\_\_\_\_ on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and
- (ii) The Government shall bear the stamp duty payable on these bonds. The cost can be adjusted from the grants.

In witness whereof these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No.\_\_\_\_\_ dated \_\_\_\_\_ passed by the Governing Body/Executive Committee of the obligors, a copy whereof is annexed hereto as Annexure B.

( \_\_\_\_\_ )  
Signed for and on behalf of  
Signature of the grantee

Name of the Obligator Association, as regist	1. Registration Number of Association _____
Full Mailing Address _____	2. Date of Registration _____
Telephone No./Mobile No. _____	3. Registration Authority (RA) _____
E.Mail address (if available) _____	4. Mailing Address of (RA) _____
Fax No. _____	5. Telephone No./Email etc. of RA _____

(In the presence of) Witness with name, address and signature

- i) WITNESS – 1.
- ii) WITNESS – 2.

(Sign)  
Accepted for an on behalf of the President of India  
Designation  
Date  
Name & Address

**RESOLUTION**

A meeting of the Executive Committee of

\_\_\_\_\_ held on \_\_\_\_\_ and resolved that the terms and conditions laid down in the Ministry of Culture vide its sanction letter No. \_\_\_\_\_ dated \_\_\_\_\_ are acceptable to our Institution and the Committee hereby authorize Shri/Smt. \_\_\_\_\_ President / Secretary to sign the bond, Pre-Stamp Receipt and the Bank Authorization letter on behalf of the Institution.

The following members were present in the meeting:

Sl.No	Name of Member	Signature
1.		
2.		
3.		
4.		
5.		
6.		

Signature of the President/Chairman  
(With Name & Address with Official Seal)

Place:  
Date:

**The following points may be noted/checked before sending the documents**

- (i). The Bond should be on Rs.20/- Non-Judicial Stamp paper.
- (ii). The Grantee should put his Signature on every page of the bond.
- (iii). All the columns of the Bank Authorization Letter (**The format is available just below the “Download Forms” link**) may be filled up and got verified by the Bank Manager/Authorities.
- (iv). Name & Signature of two witnesses with full address should be mentioned in the bond.
- (v). The installment amount being released and to be received by the grantee, must be indicated clearly in the Pre-Stamped Receipt (PSR), if applicable.
- (vi). In case of organization, the Resolution format should be filled correctly with the signatures of the Chairman/President & members of the organization.

**Form to be filled according to Central Plan Scheme Monitoring System**

*Type of Registration* :

*Agency Name* :

*Act/Registration No* :

*Date of Registration  
(DD/MM/YYYY)* :

*Registering Authority* :

*State of Registration* :

*TIN Number* :

*TAN Number* :

*PAN Number* :

*Address1* :

*Address2* :

*Address3* :

*City* :

*State* :

*District* :

*Pin Code* :

*Contact Person* :

*Phone No* :

*Alternate Phone/Mobile No* :

*Email* :

*Unique Agency Code* :