

**APPLICATION FORM FOR SCHEME OF BUILDING & EQUIPMENT GRANT**

**(as applicable for 2008-2009)**

1. Name of the organization :
2. Address (with telephone/mobile/fax/e-mail address) :
3. Year of establishment :
4. Registration number of the organization :  
(Copy of the registration certificate to be attached)
5. Organization's profile (to be attached)
6. Assistance sought for Construction of Building/Modernization/Upgradation/extension of auditorium, studio, music hall, theatre/acquisition of equipment  
(strike off whichever is not applicable)
7. Estimate cost (details to be attached) :
8. Assistance sought from the Ministry of Culture :
9. Other sources of funding :  
(indicate the source here and annex the details, if necessary)
10. Assistance received from the Ministry of Culture in the past whether under this scheme or any other scheme. In case received, indicate if necessary Utilization Certificates have been furnished to the Ministry.
11. Project completion target:

(i) Commencement (DD/MM/YY) :

(ii) Completion (DD/MM/YY) :

12. Details of the project including justification (to be attached) :

13. Permanent Account Number (Income Tax) :

Signature of the applicant\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

Office Stamp\_\_\_\_\_

Date

Place

**Following documents shall be attached:**

- i. A copy of the prospectus/Memorandum of Association and Rules & Regulations of the organization (English or Hindi version attested by a Gazetted Officer)
- ii. Constitution of the Board of Management with particulars of each member.
- iii. A copy of the certificate of registration
- iv. Copies of the accounts audited by Chartered Accountant and annual report of the organization for the last five years together with budget estimates for the current year alongwith detailed year wise activities of organization during the last five years
- v. Details of other sources of funding/grant
- vi. Documents regarding ownership and possession of land in the name of organization (Attested English, Hindi version)
- vii. Documents showing the value of land paid at the time of its acquisition.
- viii. Details of expenditure already incurred, duly audited by a Chartered Accountant, in case the construction of the Building is already underway.
- ix. Plan as approved by the Municipality or the Corporation of such civic body as may be concerned and preliminary estimates of the building plan having the approval of a qualified Engineer not below the rank of an Executive Engineer in State PWD who will certify that the rates are in conformity with standard of the State Government and a copy of the letter according approval for construction from the concerned civil authority should be attached.
- x. Estimated cost and list of equipment to be purchase, duly certified by Chartered Accountant
- xi. Documentary proof of matching share

- xii. Details of grant, if any, already received from the State Government/Union Territory Administration for the purpose of the construction of building or for the acquisition of equipment and furniture.

### **RECOMMENDATION OF THE STATE GOVERNMENT**

While recommending/forwarding the applications/proposals, the State Government/UT administration should cover the following points:-

- i) That as per the land documents, the land is in the possession as well as in the name of the organization
- ii) That the said organization is functioning for atleast 5 years in the field for the promotion of culture, dance, drama, music, fine arts indology and literature and also have been Registered for a period of 2 years under the Registration of Societies Act (XXI of 1860) or any similar Act or as a Trust.
- iii) That the said organization has a predominantly cultural profile and deserves to be assisted for the project.
- iv) That all documents required (eg. Land, plan preliminary etc) alongwith the application are complete and signed by the prescribed authority as given in the advertisement.

## CHECK LIST

(To be enclosed alongwith 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 *	
3.	Permanent Account Number	
4.	Name of the Banker & Account No.	
5.	MICR Code of the Bank	
6.	Project in brief in not more than 150 type-written words	
7.	Detailed synopsis of the project	
8.	Complete details for cost of rehearsals, cost of costumes, cost of transportation, cost of research, cost of scripting, cost of staging, etc.	
9.	Audited statement of accounts & utilization certificate in respect of grants released by the Ministry of Culture on earlier occasions.	
10.	Copy of Income Tax Assessment Order	
11.	Last three year's receipt and payment account and balance sheet with auditor's certificate.	
12.	Copy of the utilization certificate/s for previous years grant	
13.	Whether documents regarding ownership and possession of land in name of the organization (attested English/Hindi Version) have been enclosed.	
14.	Whether documents showing the value of land at the	

	time of its acquisition has been enclosed.	
15.	Whether details of expenditure already incurred, dully audited by Chartered Accountant, in case the construction of building is underway, has been enclosed.	
16.	Whether Plans as approved by the Municipality for the corporation or such Civic body as may be concerned and preliminary estimates of Building plan having the approval of qualified Engineer not below the rank of Executive Engineer in the State PWD, as per the scheme requirements, has been enclosed.	
17.	Whether estimated post and list of equipment to be purchase duly certified by a Chartered Accountant have been enclosed.	
18.	Whether documentary proof of matching share has been enclosed.	
19.	Details of grants, if any already received from the State Government/UT Administration for the purpose of construction of Building or for acquisition of Equipment has been enclosed.	
20.	Whether the recommendations of State Govt./UT Administration, Secretary (Culture), has been sought and enclosed.	
21.	Whether duly filled in indemnity bond (as per format) has been enclosed.	
22.	Whether duly filled in bank authorization letter (as per format) has been enclosed.	
23.	Whether duly filled in resolution (as per format) has been enclosed.	
24.	Whether acquittance/pre-stamped receipt (PSR) (as per format) has been enclosed.	

\* In case where the applicant is an organization

\*\*Signature of the authorised signatory\_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp \_\_\_\_\_

\*\* The signature must be similar to that in the application.

(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

ACQUITTANCE/PRE-STAMPED RECEIPT (PSR) / PRE-RECEIPT / ADVANCE  
RECEIPT

(Form of Acquittance for grant-in-aid to be received through cheques/D.D.'S)

Received a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) by Cheque/Bank Draft from Pay and Accounts Office, Ministry of \_\_\_\_\_, New Delhi on account of the grant-in-aid sanctioned by the Ministry of \_\_\_\_\_, Government of India, New Delhi vide letter No. \_\_\_\_\_ dated \_\_\_\_\_

Place : New Delhi

Date :

Signature of grantee  
Name of Grantee  
Designation

Rubber Stamp of the Organisation

1. Registration Number: \_\_\_\_\_
2. Date of Registration: \_\_\_\_\_
3. Registering Authority: \_\_\_\_\_
4. Address of Registering Authority: \_\_\_\_\_

**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.