

**Form of application for financial grant under the Scheme for Financial Assistance
for Digitization of Museum Collections**

Sl.	Item	Details
1	Name and complete postal address of the Museum / Institution / Society / Trust along with Telephone Nos. and E mail	
2	Number & Date of Registration (Copy of Registration Certificate to be enclosed)	
3	Bank details (Name, Branch & Account No. with IFSC Code)	
4	Name , Designation and Address, Telephone Number and E Mail of the officer in charge of the Project	
5	Purpose for which grant is required (Please give component wise details of the proposed project and financial assistance sought from the Ministry)	Purchase of software for digitization – Photography of collections- For installation of digital information kiosks in the Museum- Creation of a Museum website – Procurement of hardware for digitization works – Development of an online Museum Library -
6	Details of Artifacts available for exhibition including the reserve collections: Please enclose detailed lists showing the following parameters: a) Number and Details of artifacts (sculptures, paintings, coins, manuscripts etc.)	

	b) Sources from where obtained c) Present value of artifacts (Please attach an item wise list)	
7	Total Project Cost	
8	Whether the Museum is willing to display its collection online over a website for public information	
9	Brief details of the software proposed to be used for digitization of the collections of the Museum	
10	Details of own funds of the organization to be used for the project	
11	Project details: a. Proposed commencement date b. Completion date	
12	List of Documents attached with the proposal.	
13	Details of Grants given by the Ministry of Culture on any previous occasion (Pl give scheme wise details of any previous grant availed by the Organization from the Ministry of Culture)	

Signature with Seal of the Organization

Date:

Place:

LIST OF DOCUMENTS TO BE ATTACHED WITH THE PROJECT PROPOSAL.

The following documents are required to be attached along with application failing which the proposal will not be considered for the grant:

- (i) Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared by a reputed agency in the field and the Estimates duly authenticated by the District Information Officer of the National Informatics Center (NIC). Photos of artifacts and collections of the Museum must also be enclosed with the DPR / Estimates
- (ii) Copies of the audited statement of accounts for the last three years
- (iii) Latest Annual Report/Activity Report
- (iv) Details of other sources of funding the project and future sustainability plan for the Museum
- (v) Documents regarding ownership and possession of land in the name of organization(Attested English/Hindi Version)
- (vi) Certificate as per rule 209(1) GFR 2005 (In the Performa enclosed).
- (vii) Bond (In the Performa enclosed).
- (viii) Authorization letter for sending grant directly into Bank (In the Performa enclosed).
- (ix) Copy of the Memorandum of Association of the Institution / Rules and Bye laws of the Society / Trust
- (x) Copy of the Registration Certificate.
- (xi) State Government's Recommendation in the prescribed proforma.
- (xii) Brief details of the software proposed to be procured for digitization works.

Recommendation of the Department of the State Government dealing with Museums

(No part should be left blank)

- (i) The application of.....
..... is forwarded and recommended on the basis of the report/comments of the Deputy Commissioner/Collector of the district, in which the particular museum is located (except in the case of State Govt. Museums). The report/comments of the DC is also enclosed.
- (ii) Status of the Institution
- (iii) Status of the Land on which Museum is located
- (iv) The application has been examined and found eligible
- (v) Comments of the State Government with reference to the items for which grant has been sought, if any:
- (vi) The financial arrangements made by the institution/organization to generate their share and balance requirement, if any.

Place
Date

Signature
Name and Designation
Rubber Stamp of the Officer recommending the application

DETAILS OF THE MUSEUM

Sl	Item	Details
1	Name and Designation of the Officer whose is administratively controlling the Museum. (Postal Address with Tel. No.& Fax, E-mail, etc.)	
2	Does the Museum have its own website? Please give website address if available	
3	Name the main sections of the Museum, Number of Galleries and their area.	
4	Total Number of Exhibits and their Nature. Whether Original or Copies	
5	Details of Exhibits kept in reserve.	
6	Is there any classified Inventory of the artifacts / Accession register	
7	Have the art objects been registered by the Regional Registration Officer or an exemption has been obtained from the Archaeological Survey of India?	
8	Rates of Admission Fee, if any and Visiting Hours. Annual Income from sale of tickets	
9	Number of visitors during the last 3 years. Details to be given annually	
10	Details of Staff employed and Number of guides available	
11	Item-wise Annual Budget and Expenditure during the last 3 years and Current year:	
12	Annual Income of the organization and Sources of Income	

Signature of Authorized Signatory with Stamp

Date:

Place:

CERTIFICATE AS PER RULE 209 (1) OF GFR 2005

It is certified that _____
_____ (name of organization) has not obtained or
applied for grants for the same purpose or activity from any other Ministry or Department
of the Government of India or State Government.

Signature
Name
Designation
Rubber Stamp

Date:
Place:

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

BOND

KNOW ALL MEN BY THESE PRESENTS THAT we

the _____
_____ (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 _____ (herein after called the obligor/obligors) are held and firmly bound to the President of India (herein after called the Government) in the sum of Rs. _____ (in words Rupees _____ 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 agrees 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 higher proposed amount to accept the actual amount approved/sanctioned by the Government. 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 fulfil and comply with all the conditions mentioned in the letter of grant then above written bond or obligation shall be void and of no effect. 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 along with 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 earned 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 Ministry or 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 members of the executive committee of the grantee will
- (a) abide by the conditions of the grants in aid by the targets 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 organizations(s); and
 - (c) abide by any other conditions specified in the agreement governing the grants 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. The stamp duty for this bond shall be borne by the Government.

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 presents.

In witness where of 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 of the obligors, a copy whereof is annexed hereto as Annexure B.

()
Signed for an on behalf of
Signature of the grantee
(Name of the obligor Association, as registered)

Full Mailing Address _____
Telephone Numbers/Mobile No. _____
E-Mail Address (if available) _____
Fax Number _____

1. Registration Number of Association_____
2. Date of Registration_____
3. Registration Authority (RA)_____
4. Mailing Address of (RA)_____
5. Telephone Number/Email etc of RA_____

(in the presence of) Witness name and address

(i)

(ii)

(Sign)

Accepted for an on behalf of the President of India
Designation

Date

Name and address

AUTHORIZATION LETTER

(I/We _____)
_____)

Organization/Society/NGOs name) would like to receive the sum disbursed by the Ministry of _____ to me/us electronically to our blank account; detailed below:-

Payee' Particulars

1. Name of payee as in bank account _____
2. Address _____
3. District _____
4. Pin Code _____
5. State _____
6. Telephone Number with STD code _____
7. Fax No. _____
8. E-mail Address (if any) _____

Bank Details

1. Name of the Bank _____
2. Bank Branch (Full address & Telephone Number) _____
3. Bank Account number _____
4. Account type _____
5. Mode of Electronic Transfer available (RTGS/NIFD/Any other) _____
6. IFSC code _____
7. MICR code _____

Signature (Name) _____
Name of Organization _____
Registration Number _____
Authority & Place of registration _____
Date of Registration _____

Account number has been verified by me

Manager
(Bank branch maintaining the Account)
(seal)

Government of India
Ministry of Culture

**Form for Registration of Agency under Central Plan Scheme Monitoring System of
Ministry of Finance.**

1.	Type of Registration	(Central Government/Central Government PSUs/State Government institutions/State Govt. PSUs/ Register Societies/ NGO/ Trusts etc.)(Please strike out which is not applicable)
2.	Agency Name	
3.	Act/Registration No:	
4.	Date of Registration (DD/MM/YYYY):	
5.	Registering Authority:	
6.	State of Registration:	
7.	TIN Number:	
8.	TAN Number:	
9.	Block No/Building/Village/ Name of Premises	
10.	Road/Street/Post Office	
11.	Area/Locality	
12.	City:	
13.	State:	
14.	District:	
15.	Pin Code:	
16.	Contact Person:	
17.	Phone No:	
18.	Alternate Phone/Mobile No.	
19.	Email:	

20.	Unique Agency Code	<i>(To be filled by Ministry)</i>
21.	Name of the Bank:	
22.	Branch:	
23.	Account Number:	
24.	Agency Name as per Bank Account:	

(Note: Sl. No. 21 to 24 has to be the same information as provided in the Authorization letter from the Bank)

Signature
Name
Designation

Place:
Date: