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

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and complete postal address of the Museum / Institution / Society / Trust along with Telephone Nos. and E mail</td>
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<tr>
<td>2</td>
<td>Number &amp; Date of Registration (Copy of Registration Certificate to be enclosed)</td>
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<td>3</td>
<td>Bank details (Name, Branch &amp; Account No. with IFSC Code)</td>
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<td>4</td>
<td>Name, Designation and Address, Telephone Number and E Mail of the officer in charge of the Project</td>
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<tr>
<td>5</td>
<td>Purpose for which grant is required (Please give component wise details of the proposed project and financial assistance sought from the Ministry)</td>
<td>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 -</td>
</tr>
<tr>
<td>6</td>
<td>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.)</td>
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<td>b) Sources from where obtained</td>
<td></td>
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<td>c) Present value of artifacts (Please attach an item wise list)</td>
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<tr>
<td>7</td>
<td>Total Project Cost</td>
<td></td>
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<td>8</td>
<td>Whether the Museum is willing to display its collection online over a website for public information</td>
<td></td>
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<tr>
<td>9</td>
<td>Brief details of the software proposed to be used for digitization of the collections of the Museum</td>
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<td>10</td>
<td>Details of own funds of the organization to be used for the project</td>
<td></td>
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<tr>
<td>11</td>
<td>Project details:</td>
<td></td>
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<td></td>
<td>a. Proposed commencement date</td>
<td></td>
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<td></td>
<td>b. Completion date</td>
<td></td>
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<tr>
<td>12</td>
<td>List of Documents attached with the proposal.</td>
<td></td>
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<tr>
<td>13</td>
<td>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)</td>
<td></td>
</tr>
</tbody>
</table>

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**

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

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:
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 of10% (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 WITHNESS 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 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 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.

<table>
<thead>
<tr>
<th></th>
<th>Type of Registration</th>
<th>(Central Government/Central Government PSUs/State Government institutions/State Govt. PSUs/ Register Societies/ NGO/ Trusts etc.) (Please strike out which is not applicable)</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>2</td>
<td>Agency Name</td>
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<td>3</td>
<td>Act/Registration No:</td>
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<td>4</td>
<td>Date of Registration (DD/MM/YYYY):</td>
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<td>5</td>
<td>Registering Authority:</td>
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<td>State of Registration:</td>
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<td>TIN Number:</td>
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<td>8</td>
<td>TAN Number:</td>
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<td>9</td>
<td>Block No/Building/Village/ Name of Premises</td>
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<td>10</td>
<td>Road/Street/Post Office</td>
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<td>Area/Locality</td>
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<td>City:</td>
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<td>District:</td>
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<td>Pin Code:</td>
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<td>16</td>
<td>Contact Person:</td>
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<td>17</td>
<td>Phone No:</td>
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<td>18</td>
<td>Alternate Phone/Mobile No.</td>
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<tr>
<td>19</td>
<td>Email:</td>
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</tbody>
</table>
20. Unique Agency Code | *(To be filled by Ministry)*
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: