

APPLICATION FOR GRANT UNDER THE NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ORGANISATION OF SEMINAR/CONFERENCE BY THE PROFESSIONAL ORGANISATIONS, LOCAL BODIES, NGOs ENGAGED IN PUBLIC LIBRARY DEVELOPMENT/LIBRARY MOVEMENT AND UNIVERSITY DEPARTMENT OF LIBRARY SCIENCE

From:

(To be routed through the State Government/Union Territory Administration)

To
The Director
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-I, Salt Lake
Kolkata – 700 064.

Subject: Assistance towards organization of Seminar/Conference by Professional Organisations, Local Bodies and NGOs engaged in public library development/library movement and University Department of Library Science.

Sir,

I submit herewith an application vide Annexure-I for a grant under the "Non Matching Scheme of Financial Assistance towards organization of Seminar/Conference by Professional Organisations, Local Bodies, NGOs engaged in public library development/library movement and University Departments of Library Science". I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions :

- (a) The accounts of the project shall be maintained properly and separately and shall be submitted to the RRRLF as and when asked for;
- (b) The organization undertakes to meet the balance of the estimated expenditure of the project/ proposal.
- (c) The present application form duly filled-in is enclosed together with the required documents.
- (d) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the institution is liable to refund the entire amount.

Yours faithfully

Place :

Date :

Signature of the applicant
with designation and office seal

Annexure – 1

(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letters)

1. A Name of the institution /organization sponsoring the project:

1. B Postal address of the applicant :
 - i. Name of the Street/Row/Lane with premises no. if any
 - ii. Village/Town, Via
 - iii. Post Office
 - iv. District
 - v. State
 - vi. Name of Nearest Railway Station
 - vii. Pin code No.
 - viii. STD Code No., Telephone No.

(Route direction to reach the organization to be attached in separate sheet)

2. Date of registration (A copy of the Constitution/Memorandum of Association, copy of the latest available Annual Report, Audited Accounts and copy of the Society Registration Certificate are to be attached)

3.
 - (i) Theme/Topic of the Seminar/Conference
 - (ii) Date, time & venue of the proposed seminar/conference

4. Name & qualification of the resource persons :
(separate sheet be attached)

5. No. of delegates/participants :

6. Whether TA and DA will be paid, if so, to :
whom and for how many persons and
at what rates.
7. Detail estimates of the :
seminar/conference
(Item-wise details of the proposed
expenditure)
8. Amount of assistance required :
9. Whether the institution is in a position to :
meet the balance expenditure, if so,
mention the source from which the said
funds will be obtained
10. Whether any grant is received from the : Yes / No
RRRLF under this scheme

If yes, give sanction letter No. & date:

11. Declaration

On behalf of the institution, I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. The cheque may be drawn in favour of

List of enclosures :

- (i) Copy of the Constitution/Memorandum of Association
- (ii) Copy of the Society Registration Certificate
- (iii) Latest available Annual Report
- (iv) Latest Available Audited Accounts
- (v) Estimate for the seminar

Place :

Date :

Signature of the applicant
with designation and
Office seal