

Non-matching scheme of financial assistance towards organisation of seminar/conference by professional organisations, local bodies, ngos engaged in public library development/library movement and university department of library science.

APPLICATION FOR GRANT UNDER THE NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ORGANISATION OF SEMINAR/CONFERENCE BY THE PROFESSIONAL ORGANISATIONS, LOCAL BODIES, NOGs 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 Organizations, 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 Organizations, 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 of 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-I

(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 is 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:
- 12 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

**Signature of the applicant
With designation and
Office seal**

**Place:
Date:**