

**APPLICATION FOR GRANT-IN-AID UNDER THE NON MATCHING  
SCHEME OF FINANCIAL ASSISTANCE TO VOLUNTARY  
ORGANISATIONS PROVIDING PUBLIC LIBRARY SERVICES**

From:

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

To

The Director,  
Raja Rammohun Roy Library Foundation  
Block DD-34, Sector-1, Salt Lake,  
Calcutta-700064

Sub: Grant-in-aid under the Non-Matching Scheme of Financial Assistance to  
Voluntary Organizations providing Public Library Services.

Sir,

I submit herewith an application under the above-mentioned scheme. 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) All assets acquired wholly or substantially out of the grant shall not be encumbered or disposed of or utilized for purposes other than those for which grant is given. Should the organization cease to exist at any time, such properties revert to the Foundation;
- (b) The accounts of the scheme shall be properly and separately maintained. They will always be open to check by an Officer deputed by the Foundation or the State Govt./U.T. Administration. They shall also be open to test check by the Comptroller and Auditor General of India at his discretion;
- © If the Foundation or the State/U.T. Govt. have reasons to believe that the grant is not being utilized for approved purposes, the Foundation may stop payment of further installments and recover earlier amount in such manner as they may decide;
- (d) The organization shall exercise reasonable economy in its working. In case there is any increase in the cost of construction the grant of the Foundation will not be enhanced and the extra expenditure will have to be borne by the organization;
- (e) In case of grant for construction of building, the construction will be completed within a period of two years from the date of receipt of the first installment of grant unless further extension is granted by the Foundation;
- (f) No change in the approved plan of the building shall be made without the prior approval of the Foundation;

- (g) The organization undertakes to meet the balance of the estimated expenditure on the scheme;
- (h) The present application form duly filled-in is enclosed together with the required documents

faithfully,

Yours

Place:

Date:

Signature of the applicant  
With his designation and  
office seal

**ANNEXURE-I**  
**( To be completed by all applicants)**  
**(Part-I)**

1. Name & address of the Registered Voluntary Organisation. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Name & address with pin code no. of the library run under the voluntary organization mentioned at Sl.No.1. : \_\_\_\_\_
3. Date of establishment of the library : \_\_\_\_\_
4. (i) Whether registered as a society or as a trust. If so, a copy of the registration certificate be enclosed. : \_\_\_\_\_
- (ii) Date of registration : \_\_\_\_\_
5. Audited statement of accounts including Receipt & Payments Accounts, Income & Expenditure A/c and Balance Sheet of the Organisation as a whole for the last three years Be attached. : \_\_\_\_\_
6. Break-up of the estimates of Receipts & Expenditure on the library for the current Financial year. : \_\_\_\_\_
  - (a) Salaries of staff etc. : \_\_\_\_\_
  - (b) Purchase of books and other reading materials; : \_\_\_\_\_
  - (c) Purchase of library furniture and equipment, if any; : \_\_\_\_\_
  - (d) Construction/Extension/Addition of building, if any; : \_\_\_\_\_
  - (e) Other items of expenditure; : \_\_\_\_\_
  - (f) Estimated receipts; : \_\_\_\_\_
7. Whether the library is located in its own or : \_\_\_\_\_

rented building

- (i) Whether the library has a reading room facility, if so, the area of the reading room to be mentioned. : \_\_\_\_\_
- (ii) The no. of persons as may sit together at a time in the reading room to be mentioned; : \_\_\_\_\_
8. The total no. of manuscripts, books and periodicals available in the library. : \_\_\_\_\_
- a) Periodicals : \_\_\_\_\_
- b) Books : \_\_\_\_\_
- c) Manuscripts : \_\_\_\_\_
- d) Other items : \_\_\_\_\_
9. a) Is the library open to public without restriction, if not, give particulars. : \_\_\_\_\_
- b) Total no. of members of the library to be mentioned. : \_\_\_\_\_
10. The average no. of persons visiting the library everyday : \_\_\_\_\_
11. Is there a separate section for Children? If so, mention the no. of children books in Stock. : \_\_\_\_\_
12. Whether the following services other than the reading facility on the premises and lending of books for home are available. : \_\_\_\_\_
- (i) Reference services;
- (ii) Bibliographical services;
- (iii) Documentation services;
- (iv) Reprographical facilities and
- (v) Extention services, such as, lecture, study group, exhibition etc.
13. Is the entire collection of the library classified and catalogued? Also indicate the system followed : \_\_\_\_\_
14. A statement giving details, (Year, purpose : \_\_\_\_\_

amount etc.) of assistance received during the last five years from the Foundation, the Central Govt./State Govt./Public Body indicating the Purpose for which grant was sanctioned and Also whether or not audited accounts and Utilization certificate have been submitted.

15. Grant, if any, received in the previous year under this scheme and for what purpose and expenditure incurred so far. Mention the years for which the Audited A/cs., are submitted. : \_\_\_\_\_

16. Designation and complete address with pin code no. in whose favour account payee cheque is to be sent : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place:

Date:

Signature of the applicant  
With his designation and  
office seal

**ANNEXURE-II**

(To be filled by only those desiring grant for purchase of books, library furniture and equipment)

1. Name & Address of the library : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Total estimated item-wise expenditure for purchase of books, furniture & equipment. : \_\_\_\_\_
  - (a) Books
    - i) Books : \_\_\_\_\_
    - ii) Binding of old books limited to 10% of cost of books. : \_\_\_\_\_
  - (b) Furniture and equipment : \_\_\_\_\_  
such as Almirah, Rack, Display Board, Catalogue Card Cabinet, B/W TC, Cardex, Educational Audio Cassettes, Tape Recorder, Plain Paper Copier, Reading Room Table, Chairs, Dari and Mat. (Articles other than these are not Admissible)
  
3. How much assistance is required by the library the amount asked for should not exceed 75% of total estimated cost shown against Sl.No.2 or Rs.30,000/- for purchase of furniture and equipment And Rs.15,000/- for purchase of books, Whichever is less. : \_\_\_\_\_
  
4. Details of the library furniture and equipment proposed to be purchased (Description, Specification, Quantity and Price be mentioned). : \_\_\_\_\_
  
5. Approximate no. of books with prices to be purchased alongwith the cost of binding of old books. : \_\_\_\_\_
  
6. Expenditure incurred for the purchase of books: \_\_\_\_\_ during the last three years separately.
  
7. A statement indicating the equipment, furniture: \_\_\_\_\_

already available in the library with its estimated cost.

8. Whether the organization is in a position to meet the balance expenditure i.e.25% of the total expenditure estimate on the purchase of books, furniture and equipment. If so, the source of the receipt be mentioned (Bank Certificate showing the balance as on date may be attached).

:\_\_\_\_\_

Place:

Date:

Signature of the applicant  
With his designation and  
office seal

### ANNEXURE-III

(To be filled by only those desiring grant for construction or extension/addition of library building)

1. Name & Address of the library : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1A. Description of the proposed construction : \_\_\_\_\_  
\_\_\_\_\_

Total estimated expenditure on the proposed : \_\_\_\_\_

construction. Total estimated expenditure should not exceed Rs.4.00 lakhs

3. How long it will take to complete the construction (organization must complete the construction within two years from the date of the first instalment) : \_\_\_\_\_

4. How much assistance is required by the organization to complete the construction. The amount asked for should not exceed 75% of the total estimated cost (shown against Sl.No.2) or Rs.3.00 lakhs, whichever is less. : \_\_\_\_\_

5. I) Whether the plan for the proposed construction is approved by the local body, viz. Corporation, Municipality, Panchayat and Notified Area Authority (If the proposed construction is a part of bigger plan, the portion proposed to be covered under the proposed scheme should be demarcated with RED INK on the body of the plan. Approved plan to be attached). : \_\_\_\_\_

ii) Please indicate whether the total estimated cost of the construction of the building is based on state PWD/CPWD : \_\_\_\_\_

prevailing rates and duly authenticated by a registered firm of architect/building engineer/PWD/CPWD (Original estimates to be attached).

iii) **In case of proposed construction of the ground floor**

- a) Total cost of construction upto Plinth level : \_\_\_\_\_
- b) Total cost of construction upto roof level : \_\_\_\_\_
- c) Total cost of the remaining work : \_\_\_\_\_

iv) **In case of construction of work other than ground floor:**

- a) The cost of construction upto linton level : \_\_\_\_\_
- b) The cost of construction when the roof has been laid. : \_\_\_\_\_
- c) The cost of construction of the remaining work. : \_\_\_\_\_

6. Where the library is at present housed? : \_\_\_\_\_  
Whether it is in a rented accommodation or in its own building and whether it is a temporary construction or a pucca construction.

6A. Whether the proposed construction will be adjacent to or on the existing building. : \_\_\_\_\_

7. Does the plot of land on which the building is: \_\_\_\_\_  
proposed to be constructed belong to the library. Mention the total area of the land with cost thereof. (Duly authenticated English version of the deed of land alongwith a certificate from Government Pleader be attached)

8. Whether the organization is in a position to meet the balance of expenditure i.e. 25% of the total estimated expenditure or the balance thereafter for the construction of the library building. If so, the source of the receipt be mentioned. : \_\_\_\_\_

9. Declaration:

On behalf of the organization I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme of the Foundation  
And I undertake to abide by them.

Place:

Signature of the applicant  
With his designation and  
office seal

Date: