

**APPLICATION FOR GRANT UNDER THE MATCHING SCHEME OF ASSISTANCE TOWARDS ORGANISATION OF SEMINARS, WORKSHOPS, TRAINING COURSES (ORIENTATION/REFRESHER) AND BOOK EXHIBITIONS.**

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: Assistance towards organization of Seminars, Workshops, Training Courses, (Orientation/Refresher) and Book Exhibition.

Sir,

I submit herewith an application for a grant under the scheme, “ Matching Scheme of Assistance towards organization of Seminars, Workshops, Training Courses (Orientation/Refresher) and Book Exhibitions”. 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 as and when asked for.
- b) The organization undertakes to meet the balance of the estimated expenditure of the scheme.
- c) The present application form duly filled-in is enclosed together with the required documents.

Yours faithfully,

Signature of the applicant  
With his designation and  
Office seal.

**Annexure-1**  
(To be completed by all applicants)

1. Name and address of the institution/  
Organization sponsoring the project : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Nature of the institution /organization : Govt./Aided/Private  
(Tick the appropriate)
  
3. If Government, give the name and address of : \_\_\_\_\_  
Head of the Department and Head of Office : \_\_\_\_\_  
\_\_\_\_\_
  
4. If aided, mention the source of aid and amount : \_\_\_\_\_  
of recurring aid
  
5. If a society or a trust, mention the date of : \_\_\_\_\_  
registration  
(A copy of the Memorandum of Association/  
Constitution with particulars of present  
Members and a copy of the latest annual report  
Latest audited accounts along with Xerox copy  
Of Registration Certificate are to be enclosed)
  
6. Particulars for seminars, workshops, training  
courses and exhibition.
  - i) A description of the project ( with the : \_\_\_\_\_  
details of the place, time, subject,  
objectives, synopsis of syllabus, \_\_\_\_\_  
number of books to be displayed, \_\_\_\_\_  
as the case may be number of \_\_\_\_\_  
beneficiaries)
  
  - ii) Duration of seminar/workshop/training : \_\_\_\_\_  
course/book exhibition  
(Specific date(s) be mentioned)
  
  - iii) Name and qualification of resource : \_\_\_\_\_  
persons/guides/teachers \_\_\_\_\_
  
  - iv) Number of delegates/participants : \_\_\_\_\_

- v) Whether T.A. and D.A. will be paid, if so, to whom and how many days and at what rates : \_\_\_\_\_
7. Estimates of expenditure of the project (give item wise details of expenditure) : \_\_\_\_\_
8. Whether the institution/organization is in a position to meet the balance amount of estimate in excess of financial limit of assistance if the grant is sanctioned : \_\_\_\_\_
9. Whether any grant is received from Foundation under this scheme : Yes/No
- If yes, give sanction letter No. & date : \_\_\_\_\_

**List of Enclosures:**

- j) Constitution/Memorandum of Association of the organization
- ii) Copy of the Society Registration Certificate
- iii) Latest available Annual Report
- iv) Latest available Audited Accounts
- v) Item-wise details of estimated expenditure

**10. Declaration**

On behalf of the institution/organization 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.....

Place:

Date:

Signature of the applicant  
With his designation and  
Office seal

:

**11. Recommendation**

This is to certify that the project is useful for improvement of library services in the State/U.T. and deserves assistance by the Foundation. The amount of assistance recommended is Rs.....( Rupees.....) only from the matching fund which has been approved in the State Library Committee Meeting held on .....

Place:

Signature.....

Name and designation of the  
Convener, SLC  
Office seal

Date: