

**FORM FOR APPLYING FOR FINANCIAL ASSISTANCE UNDER THE
MUSEUM GRANT SCHEME**

Component A: Establishment and Development of District and Regional Museums

DETAILS OF THE PROJECT

| Sl | Item | Details |
|----|---|---------|
| 1 | Name and complete postal address of the Museum / Institution / Society / Trust along with Telephone Nos. and E mail of officer in-charge of the project. | |
| 2 | Number & Date of Registration.* | |
| 3 | Whether grant is required for setting up of a New Museum or for development of an existing museum. | |
| 4 | Details of Land owned. Please furnish the following particulars: a) Area b) Geographical location c) Proof of Ownership d) Nature of Land – whether leasehold or freehold.** | |
| 5 | Details of Artifacts available for the Museum: Please enclose lists giving the following details: a) Number and Details of artifacts (sculptures, paintings, coins, manuscripts, etc.) b) Sources from where obtained (in each case) | |
| 6 | Details of Building plans*** alongwith a Detailed Project Report (DPR). If the Museum has an existing building, please give details thereof: -Total built-up area -Number of galleries and their names | |
| 7 | Item-wise details of components for which financial assistance sought (admissible components as provided in the Scheme). | |
| 8 | Total Project Cost | |
| 9 | Details of own funds of the Organization to be used for the Project | |
| 10 | Time period for Project completion | |
| 11 | Rates of Admission Fee of the Museum, if any and Visiting Hours. | |
| 12 | Number of visitors who visited per annum during the last 3 years. | |
| 13 | Details of Staff employed | |
| 14 | Item-wise Annual Budget and Expenditure during the last 3 years and Current year: | |
| 15 | Details of Grants given by the Ministry of Culture on any previous occasion.**** | |
| 16 | List of Documents attached with the proposal. | |

Signature of Authorized Signatory with Seal of the Organization

Date :

Place:

* Copy of Registration Certificate to be enclosed.

** Please furnish a non-encumbrance certificate from the District Revenue Authority.

*** Total area of the building to be constructed or renovated. Please enclose plans and drawings of the building.

****Please give scheme-wise details of any previous grant availed by the Organization from the Ministry of Culture.

LIST OF DOCUMENTS TO BE ATTACHED WITH THE PROJECT PROPOSAL

The following documents are required to be attached alongwith application, failing which the proposal will not be considered for the grant:

- i) Detailed Project Report containing detailed estimates and drawings on each item. This DPR and estimates should be prepared by a reputed agency in the field and the Estimates should be duly authenticated by a Govt / CPWD /PWD Engineer. The project proposal should also contain the existing visitors' profile of the Museum and the projected changes in such profiles after implementation of the project. Photos of artifacts and collections of the Museum must also be enclosed with the DPR.
- 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 for the project and future sustainability plan for the Museum.
- v) Self-attested copies of documents regarding ownership and possession of land in the name of the Organization
- vi) Certificate as per rule 209(1) GFR 2005 (In the proforma enclosed).
- vii) Bond (In the proforma enclosed).
- viii) Authorization letter for sending grant directly into Bank(In the proforma enclosed).
- ix) Copy of the Memorandum of Association and Articles of Association of the Organization / Rules and Bye laws of the Society / Trust, as the case may be.
- x) Copy of the Registration Certificate.
- xi) State Government's recommendation in the prescribed proforma.
- xii) Registration of Agency under Central Plan Monitoring Scheme of Ministry of Culture (in the prescribed proforma).

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

Place:

Date

(To be furnished on Rs.20/- Stamp Paper)

BOND

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 of 10%(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 WITNESS 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 where of 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)

Recommendation of the Department of the State Government dealing with Museums

(No part should be left blank)

1. 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.
2. Status of the Institution
3. Status of the Land on which Museum is located
4. The application has been examined and found eligible
5. Comments of the State Government with reference to the items for which grant has been sought:
6. 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

Government of India
Ministry of Culture

Form for Registration of Agency under Central Plan Scheme Monitoring System of Ministry of Finance.

| | | |
|-----|---|---|
| 1. | Type of Registration | (Central Government/Central Government PSUs/State Government institutions/State Govt. PSUs/ Register Societies/ NGO/ Trusts etc.) (Please strike out which is not applicable) |
| 2. | Agency Name | |
| 3. | Act/Registration No: | |
| 4. | Date of Registration (DD/MM/YYYY): | |
| 5. | Registering Authority: | |
| 6. | State of Registration: | |
| 7. | TIN Number: | |
| 8. | TAN Number: | |
| 9. | Block No/Building/Village/ Name of Premises | |
| 10. | Road/Street/Post Office | |
| 11. | Area/Locality | |
| 12. | City: | |
| 13. | State: | |
| 14. | District: | |
| 15. | Pin Code: | |
| 16. | Contact Person: | |
| 17. | Phone No: | |

| | | |
|-----|----------------------------------|-----------------------------------|
| 18. | Alternate Phone/Mobile No: | |
| 19. | Email: | |
| 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:

