

FINANCIAL ASSISTANCE FOR TAGORE CULTURAL COMPLEXES (TCC)

APPLICATION FORM

1. Name and complete address of the Applicant Organization/ Department or Body etc. of State Government /UT Admin. (Refer Para 3 of the scheme component) _____

- E-mail id _____
- Telephone/Mobile _____
2. Details of the "Project Executing Agency" under the State Govt./UT Admin. /Organisation concerned. _____

- E-mail id _____
- Telephone/Mobile _____
- Fax: _____
3. Project Proposed (Tick one)
- (a) New Tagore Cultural Complex (TCCs) (refer para 4.1 of the scheme component)
- (b) Upgradation of existing Auditoria/Cultural Complex (refer para 4.2 of the scheme component)
- (c) Completion of approved/ongoing MPCC Project (refer para 4.3 of the scheme component)
4. Total cost of project proposed : _____
- (i) Amount of assistance sought from this Ministry (refer paras 5.1 to 5.3 of the scheme component): _____
- (ii) Matching share of the Applicant Organisation/ State Government Department/UT Admin. Department etc. (refer paras 5.2 & 5.3 of the scheme component) _____
5. Feasibility Report including detailed description and Justification/objective of the proposed project _____
- Annexure

DECLARATION

1. It is hereby declared that necessary funds for running the TCC and for its day to day activities will be provided by the applicant.
2. The checklist has been filled up and documents mentioned therein have been attached.
3. It is certified that the information contained in this application form and the checklist is true and correct to the best of my knowledge and nothing has been concealed herefrom.

Signature of Authorised Signatory

Date: _____

(Name) _____

Place: _____

(Designation) _____

For & on behalf of _____

[Name of the Applicant Organisation/
State Govt./UT Admin.]

Note: Incomplete/deficient application forms/proposals and not in prescribed forms would not be considered for grant of financial assistance under Scheme component of Financial Assistance for Tagore Cultural Complexes.

FINANCIAL ASSISTANCE FOR TAGORE CULTURAL COMPLEXES (TCC)

CHECK LIST

Name of the Applicant/ Organization/
Department of State Govt./UT Admin. _____

Amount of assistance sought from this Ministry: _____

Name of the Project for which grant is sought: _____

Are the following documents attached with the application form?

Note:

- i. Documents mentioned at 'A' are to be submitted by all applicants.
- ii. Documents mentioned at 'B' are to be submitted **only if applicant is State Govt./UT Admin. Departments/Bodies/ Agencies etc.**
- iii. Documents mentioned at 'C' are to be submitted **only if the applicant is a not-for-profit cultural organization.**

A. Project Proposal along with a Feasibility Report of the proposed project, including the following documents: (Para 7.1 of the scheme component)

Note:- All the pages of the application and enclosures should be serially numbered and filled below.

Sl.No.	Particular/description of documents	Whether submitted [mention Yes/No]	Page No. of enclosures
1.	Building/development plans (existing/proposed)		
2.	Summary of the cost estimates (Building, equipments, facilities, etc.)		
3.	Sources of finance/funds for the matching share		
4.	Time schedule for completion of the project		
5.	Post-completion plan to show how the organization will manage the operation & maintenance of the facility created through the project and meet the recurring maintenance/ operational costs		

B. Supporting Documents for applications by Government Departments/ Bodies/Agencies: (Para of the scheme component)

Sl.No.	Particular/description of documents	Whether submitted [mention Yes/No]	Page no. Of enclosures
1.	Evidence in support of allocation of land in the name of applicant organization in case of new projects and the layout plan & details of facilities and infrastructure already available if the proposal is for upgradation of an existing auditorium or multipurpose cultural centre.		

2.	A letter of commitment for providing the matching share.		
3.	A bank authorization letter (in the prescribed format) showing ECS details of the Bank account of the “ Project Executing Agency ” which is verified and signed by the Manager of the concerned bank (in original).		

C. Supporting Documents for applications by reputed not-for-profit cultural organizations: (Para of the scheme component).

Sl. No.	Particular/description of documents	Whether submitted [mention Yes/No]	Page No. of enclosures
1.	Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts or registered trust deed.		
2.	Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any.		
3.	List of present members of the Board of Management/ Office Bearers/Trustees with name & address of each member.		
4.	Organization’s Profile containing a description of the organisation, its strengths, achievements and year-wise details of its activities over the last three years.		
5.	Copies of Annual Accounts [Income & Expenditure Statement, Statement of Receipt & Payment and Balance Sheet] for the last 3 financial years (duly certified / audited by a Chartered Accountant or Government Auditor).		
6.	Copies of last three year’s Income Tax Assessment Orders		
7.	Copy of PAN Card and Registration under Section XII A, 80G of IT Act, if any.		
8.	Copy of the title deed : (registered conveyance deed, gift deed, lease deed, etc.), showing ownership of the land/building in the name of the applicant organization and confirming that the property can be used for Commercial/ Institutional purpose. In case the proposal is for upgradation of an existing auditorium or multipurpose cultural centre, layout plan and details of facilities and infrastructure as already available, may be provided.		
9.	Documentary evidence in support of the claim that the organization has secured or made arrangements to secure its matching share e.g. a bank statement, certificate of expenditure already incurred on the project (with an year-wise break-up duly certified by Chartered Accountant), loan sanction letter, or letter of the State Government/Union Territory Administration, Local Body, etc. sanctioning funds for the project.		

10.	A duly filled-in Resolution (in original & in the prescribed format) of the Board of Management/ Executive Board/ Governing Body of the organization authorizing a person to sign the application for grant, bond, etc. on behalf of the organization.		
11.	A duly filled-in indemnity Bond (in original & in the prescribed format), on a stamp paper of prescribed denomination) for the amount of assistance sought, signing on every page by the authorised signatory with stamp of the organisation along with signature of two witnesses with their name and complete address at the given place.		
12.	Copy of active Unique ID No. of the organisation obtained from the NGO-DARPAN portal.		
13.	A duly filled-in Bank Authorization Letter (in original & in the prescribed format) showing ECS details of the Bank Account of the organization, which is verified and signed by the manager of the concerned bank.		

*Signature of the Authorised Signatory

Name : _____

Designation : _____

For & on behalf of _____
(Name of the Applicant Organisation/State/UT Govt.)

Office Stamp :

***(The Signature must be of the same person who has signed the application form).**

Date : _____

Place : _____

NOTES:

- (i) The applicant organizations are free to attach any other document they may wish to submit in support of their proposal (e.g. Annual reports, Press clippings/ reviews, award letters, affiliation letters etc.).
- (ii) Wherever the documents are in a regional language, an English or Hindi version must also be made available. Wherever copies of certain documents are being submitted, the same should be duly attested by a Gazetted Officer or Notary Public.

RESOLUTION

A meeting of the Executive Committee of was held onand resolved that the terms and conditions laid down in the scheme sub-component of 'Financial Assistance For Tagore Cultural Complexes (TCC)' and the sanction letter that Ministry of Culture may issue in pursuance of our application are and will be acceptable to our organisation and the Committee hereby authorize Shri/Smt....., Chairman/President/Secretary of this organisation to sign the application, indemnity bond, Bank Authorization letter etc. on behalf of the organisation.

The following members were present in the meeting:

Sl. No.	Name of Members (in Block Letters)	Residential Address	Occupation/ Profession	Signature (in Blue Ink)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10...				

Signature of the Chairman/President/Secretary (with Name, Address and Official Seal)

Place:

Date:

Note: The grantee organization should ensure that all the above details regarding Chairman/President/Secretary and members of the organization are entered mandatorily.

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 _____ (hereinafter called the obligor/obligors) are held and firmly bound to the President of India (hereinafter called the Government) in the sum of Rupees _____ (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 obligor/obligors has/have sent a request proposal to Government, through the Union Ministry of Culture for Grants of Rupees. _____ under the Scheme component of 'Financial Assistance for Tagore Cultural Complexes' under "Scheme of Financial Assistance for Creation of Cultural Infrastructure", the obligor/obligors has/have agreed to execute this bond in advance, in favour of Union Ministry of Culture for entire amount of Rupees _____ as requested in the proposal sent to the Government. The obligor/obligors is/are willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor/obligors is/are willingly executing this bond of proposed amount with the stipulation that obligor/obligors will be bound upto this amount or by the actual amount approved/sanctioned by the Government, whichever is less. The obligor/obligors is/are 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 obligor/obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall not be enforceable. 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 obligor/obligors agrees/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 (obligor) 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 Culture or the administrative Head of the Department concerned shall be final and binding on the Society/Trust (obligor), in respect of all matters relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The member of the executive committee of the grantee (obligor) will

- (a) abide by the conditions of the grants in aid by the target 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 organization(s); and
- (c) abide by any other conditions specified in the agreement governing the grant-in-aid.

In the events of grantee (obligor) 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 Government of India, the whole or a part amount of the grant with interest @ 10% per annum thereon.

7. All disputes between the Ministry/Central Govt. and the Grantee Organisation/bodies etc. shall be subject to Jurisdiction of courts at Delhi only w.e.f 02.07.2019

8. AND THESE PRESENTS ALSO WITNESS THAT

(i) The decision of the Secretary to the Government of India in the Ministry of Culture, Government of India 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 obligor; and

(ii) The Government shall bear the stamp duty payable on these bonds. The cost can be adjusted from the grants.

In witness whereof these presents have been executed as under on behalf of the obligor and day herein above written in pursuance of the Resolution No. _____ dated _____ passed by the Governing Body/Executive Committee of the obligor/obligors, a copy whereof is annexed hereto.

(_____)
Signed for and on behalf of the applicant
Name of the Obligor/obligors (Association, as registered) _____
Full Mailing Address _____
Tele.Number/Mobile No. _____
E-mail address (if available) _____
Fax No. _____

1. Registration Number of Association _____
2. Date of Registration _____
3. Registration Authority (RA): _____
4. Mailing Address of RA _____
5. Telephone No./E-mail etc of RA _____

(In the presence of) Witness with name, complete address and signature

i)

ii)

(Sign) _____
Accepted for an on behalf of the President of India
Designation _____
Date _____
Name & Address _____

The grantee must note/check the following points before sending this document:-

- i) The Bond should be on Rupees 20/- Non-Judicial stamp paper and should be submitted **in original**.
- ii) The authorized signatory should put his signature on every page of the bond with stamp of the organisation.
- iii) The name & signature of two witnesses with their full address must be entered in the bond.

BANK AUTHORIZATION LETTER

I/We _____ (Organization/Society/NGO) would like to receive the sums disbursed by the Ministry of Culture to us electronically to our bank account; detailed below :-

Payee's Particulars	
Name of payee as in Bank Account	
Address	
District & Pin Code	
State	
Telephone Number with STD code	
Mobile No.	
E-mail Address (if any)	
Bank Details	
Name of the Bank	
Bank Branch (full address & Telephone Number)	
Bank Account Number	
Account Type	
Mode of Electronic Transfer available ECS/RTGS/NEFT	
IFSC Code	
MICR Code	

Signature** _____

Name _____

Name of Organization _____

** To be signed by the authorized signatory,
as per resolution.

Account number and IFSC/MICR Codes have been verified by me and are correctly recorded above.

Manager*

(Bank branch maintaining the Account)

*** (to be signed by the Manager of the Bank in blue ink)**

(Seal)

FORMAT OF UTILIZATION CERTIFICATE

GFR 12 - A
[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE
FOR AUTONOMOUS BODIES OR THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR in respect
of recurring/non-recurring
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme
2. Whether recurring or non-recurring grants
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-aid-Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under..... (name of the scheme) has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure-I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure - II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure - II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Name.....

Chief Finance Officer

(Head of the Finance)

(Strike out inapplicable terms)

Signature

Name.....

Head of the Organisation

[(See Rule 239)]

FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS)
(Where expenditure incurred by Govt. bodies only)

Sl. No.	Letter No. and date	Amount	Certified that out of Rs. _____ of grants-in-aid sanctioned during the year _____ in favour of _____ under the Ministry/Department Letter No. and date given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (vide No.– dated --)/will be adjusted towards the grants-in-aid payable during the next year -----.

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature.....

Designation.....

Date.....

PS: The UC shall disclose separately the actual expenditure incurred and loans and advances given to suppliers of stores and assets, to construction agencies and like in accordance with scheme guidelines and in furtherance to the scheme objectives, which do not constitute expenditure at the stage. These shall be treated as utilized grants but allowed to be carried forward.