



Government of India  
Ministry of Culture

Applications are invited for Central financial assistance from not-for-profit organizations who are engaged at least for past three years in the desired allied cultural activities/State Governments/Union Territories/District Authorities under Scheme sub-component of 'Financial Assistance for Allied Cultural Activities' under Scheme Component of 'Financial Assistance for Building Grants Including Studio Theatres' under "Scheme of Financial Assistance for Creation of Cultural Infrastructure" who fulfils the eligibility criteria prescribed in the guidelines of scheme sub-component. The full details of the scheme sub-component and application form are available on the websites of National Science Centre(NSC):<http://nscd.gov.in/> and Ministry of Culture:<https://indiaculture.nic.in/>.

2. All registered not for profit organizations that want to apply under the scheme component are required to first sign up/register with NGO Darpan Portal:<https://ngodarpan.gov.in/> and obtain Unique ID No.

3. All entries in the application form should be legible and filled clearly. Each page of the application and enclosures should be serially numbered and signed by the authorised signatory of the organization. Further the page number of the relevant document should clearly be indicated on the check list.

4. The duly filled application form along with all the necessary enclosures as mentioned in the guidelines of scheme sub-component and check-list should be sent by email on [director@nscd.gov.in/](mailto:director@nscd.gov.in) [nscdl01@gmail.com](mailto:nscdl01@gmail.com) or any valid medium of communication to "The Director, National Science Centre, Near Gate No.1, Bhairon Road, Pragati Maidan, New Delhi-110001."

5. It may be noted that incomplete applications and applications without the necessary enclosures as mentioned in the application form will not be entertained, in any respect. Applications, duly filled in and supported by all the required documents, would be taken up for consideration by the Expert Committee.

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## FINANCIAL ASSISTANCE FOR ALLIED CULTURAL ACTIVITIES

### APPLICATION FORM

1. Name and complete address of the  
Applicant Organisation/Department of State  
Government/UT Admin./District Authorities etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
E-mail \_\_\_\_\_  
  
Telephone \_\_\_\_\_
  
2. Details of the "Project Executing Agency"  
under the State Govt./UT Admin. concerned \_\_\_\_\_  
\_\_\_\_\_  
  
E-mail \_\_\_\_\_  
  
Telephone \_\_\_\_\_  
  
Fax \_\_\_\_\_
  
3. Registration details:  
a. Whether registered as Society  Trust  Others   
  
b. Registration No. \_\_\_\_\_  
  
c. Date of registration \_\_\_\_\_
  
4. Name of place with full address where the  
project is located/project would be undertaken \_\_\_\_\_  
\_\_\_\_\_
  
5. Total estimated cost of proposed project \_\_\_\_\_  
a. Assistance sought from Ministry of Culture \_\_\_\_\_  
b. Matching share of the applicant Organisation \_\_\_\_\_
  
6. Unique ID Number obtained from NGO Darpan portal \_\_\_\_\_
  
7. Whether assistance received from Ministry of Culture \_\_\_\_\_  
in the past under any other Scheme  
[If yes, furnish copy of the Sanction Order and the  
Utilisation Certificate for the last grant received]

### DECLARATION

The checklist has been filled up and documents mentioned therein have been attached. 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.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Authorised Signatory

(Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

For & on behalf of \_\_\_\_\_

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

**Note:** Incomplete/deficient application forms/proposals and not in prescribed forms would not be considered for grant of financial assistance under Scheme sub-component of Financial Assistance for Allied Cultural Activities.

**FINANCIAL ASSISTANCE FOR ALLIED CULTURAL ACTIVITIES**

**Check List**

- Name of the Organization:.....
- Project for which grant is sought (viz. Audio/Audio+Video): .....
- Are the following documents attached:

	<b>Attached [Yes/No]</b>	<b>Page No.</b>
<b>1. Project report/proposal which includes:</b>		
<b>a) Organization’s profile containing a description of the organization, its strength, achievements and year-wise details of its activities over the last three years.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>b) Description of the project/proposal including its rationale/ justification.[The grantee must submit proposal with branded equipments]</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>c) Summary of the cost estimates along with copy of sufficient number of quotations of the same brand of equipments called for from different suppliers</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>d) Sources of finance/ funds for matching share.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>e) Time schedule for completion of project, and</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>f) Indicate post completion plan how the organization will manage the operation and maintenance of the facility created through the project and meet the recurring maintenance/ operational costs.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules &amp; Regulations, if any.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. List of present members of the Board of Management/ Office Bearers / Trustees with name &amp; address of each member.</b>	<input type="checkbox"/>	<input type="checkbox"/>

- |   |                          |                          |
|---|--------------------------|--------------------------|
| <b>5.</b> 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).   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6.</b> Copies of last three year's Income Tax Assessment Orders, where applicable.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>7.</b> 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, loan sanction letter, letter of State Government/UT Admin./Local Body etc. sanctioning funds for the project. | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>8.</b> Resolution (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.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>9.</b> A Bond (in the prescribed format) for the assistance sought, on a stamp paper of prescribed denomination.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>10.</b> Copy of active Unique ID Number obtained from NGO Darpan Portal.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>11.</b> Copy of PAN Card of the grantee organisation, where applicable   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12.</b> Recommendation letter in the prescribed format (Annexure-I) from the District Authority  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>13.</b> Undertaking by the applicant organisation in Annexure-II.  | <input type="checkbox"/> | <input type="checkbox"/> |

14. A Bank Authorization letter (in the prescribed format) showing ECS/RTGS/NEFT details of the Bank Account of the organization



**Signature of the Authorized Signatory**

(Name & Designation) : \_\_\_\_\_

(Name of the Applicant Organization): \_\_\_\_\_

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.
- (iii) For proposals from State Government/UT Admin./District Authorities that are dedicated to the allied cultural activities, out of the documents specified at point numbers 2 to 14 above, only such documents as are relevant to the applicant organization will need to be provided.

**RESOLUTION**

A meeting of the Executive Committee of ..... was held on .....and resolved that the terms and conditions laid down in the scheme sub-component of 'Financial Assistance For Allied Cultural Activities' 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)	Contact No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.....					

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

Place:

Date:

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**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 Rs. \_\_\_\_\_ (in words Rs. \_\_\_\_\_ 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 Rs. \_\_\_\_\_ under the Scheme sub-component of 'Financial Assistance for Allied Cultural Activities; under Scheme Component of "Financial Assistance for Building Grants Including Studio Theatre", the obligor/obligors has/have agreed to execute this bond in advance, in favour of Union Ministry of Culture for entire amount of Rs. \_\_\_\_\_ as requested in the proposal sent to the Government. The obligor/obligors is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor/obligors is 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 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 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 use of the equipments for any purpose other than that for which the grant was intended) of the equipments or other assets created/acquired 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, 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 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 event 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.

7. 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/obligors; 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/obligors 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 grantee

Name of the Obligor/obligors (Association, as registered)

Full Mailing Address

Tele.Number/Mobile No. \_\_\_\_\_

E-mail address (if available) \_\_\_\_\_

Fax No. \_\_\_\_\_

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

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

i)

ii)

(Sign)

\_\_\_\_\_

Accepted for an on behalf of the President of  
India

Designation \_\_\_\_\_

Date \_\_\_\_\_

Name & Address \_\_\_\_\_

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

- i) The Bond should be on Rs. 20/- Non-Judicial paper and should be submitted in original.
- ii) The authorized signatory should put his signature on every page of the bond.
- iii) The name & signature of two witnesses with 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 :-

<b>Payee's Particulars</b>	
Name of payee as in Bank Account	
Date & No. of Registration	
Registering authority	
Address	
District & Pin Code	
State	
PAN Number TIN/TAN Number, if applicable	
Telephone Number with STD code	
Mobile No.	
E-mail Address	
<b>Bank Details</b>	
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, in case of organizations.

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

.....2/-

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

GFR 12 – C  
[(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 sanctioned during the year.....in favour of ..... under the Ministry/Department Letter No. given in the margin and Rs..... on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the propose 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 payable during the next year .....
	Total		

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.