

**Matching Scheme of Assistance towards Organisation of Seminars,
Workshops, Training Courses (Orientation/Refresher), Book Exhibitions
and Library Awareness Programmes**

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

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
Kolkata-700 064

**Subject: Assistance towards organization of Seminars, Workshops, Training Courses,
(Orientation/Refresher), Book Exhibitions and Library Awareness
Programmes**

Sir,

I submit herewith an application vide Annexure-1 for a grant under the scheme. "Matching scheme of Assistance towards organization of Seminars, Workshops, training Courses, (Orientation/Refresher), Book Exhibitions and Library Awareness Programmes". 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 the assets acquired wholly or substantially out of the RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- (b) The accounts of the project shall be properly and specifically reflected in the final accounts of the library. This shall also be open to test check by the RRRLF or the State Government/U.T. Administration.
- (c) The organization undertakes to meet the balance of the estimated expenditure of the Scheme.
- (d) The present application form duly filled-in is enclosed together with the required documents.

- (e) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the institution is liable to refund the entire amount of the grant to the RRRLF.

Yours faithfully,

Place:

Date:

**Signature of the applicant
with his designation and office seal**

Annexure-1

(All the columns are to be filled up properly by the applicant in English or Hindi (Official language) in Capital letters)

1.A Name of the Institution/organization sponsoring the project:

1.B Postal address of the applicant:

- i. Name of the Street/Row/Lane with premises no. if any
- ii. Village/Town, Via
- iii. Post Office
- iv. District
- v. State
- vi. Name of Nearest Railway Station
- vii. Pin Code No.
- viii. STD Code No., Telephone Station

(Route direction to reach the organization to be attached in separate sheet)

2. Nature of the institution/organization (Tick the appropriate) Govt./Aided/sponsored/Run by Local Body or LLA or Notified Area Authority/ Non-Govt.
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 alongwith Xerox copy of Registration Certificate is to be enclosed.)
6. Particulars for seminars, workshops, training courses book exhibition and awareness programs
- (i) Description of the project/proposal (with the details of the place, time, subject, objectives, synopsis of syllabus, number of books to be displayed, as the case may be and number of beneficiaries)
 - (ii) Duration of seminar/workshop/ training course/ book exhibition/ awareness programmes (Specific date (s) and be mentioned)
 - (iii) Name and qualification of resource persons/guides/teachers;
 - (iv) Number of delegates/ participants:
 - (v) Whether T.A. D.A. will be paid, if so, to whom and for how many days and at what rates:

7. Estimates of expenditure of the project/proposal (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 the RRRLF under this scheme. If yes, give sanction letter No. & date:

List of Enclosures:

- (i) 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
- (vi) Detail description of the project with justification.

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:

**Signature of the applicant
with designation and
office seal**

Date:

11. Recommendation

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

Place:

Date :

Signature.....
Name and designation of the
Convener, SLC/SLPC
Office Seal.