

Non-Matching Scheme Of Assistance Towards Establishment Of Rrrlf Children Corner

1. Title and object:

The scheme is known as '**Non-Matching Scheme of Financial Assistance towards establishment of RRRLF Children corner**'

The object of the scheme is to support and promote children's libraries/children section of general public libraries all over the country to attract the children to the library for development of reading habit, to equip children with life-long learning and literacy skills, enables them to participate and contribute to the community.

2. Types of Institutions/Organizations eligible for Assistance:

Following types of libraries will be eligible for assistance under the scheme.

- a) State Central Libraries, District Libraries and Sub-Divisional Libraries run by Government or established/sponsored under the provision of the Public Libraries Act;
- b) A Children Library or Public Library with Children's Section managed by local body viz. Corporation, Municipality, and Panchayat etc.
- c) A Central Government sponsored children library like Jawahar Bal Bhavan, Aurobindo Bal Kendra etc.;
- d) A Registered Children's Library or Registered Public Library with Children's Section;
- e) A children's library or public library with children's section run by a Registered Voluntary Organisation (NGO).

3. Scope of Assistance:

- i) Purchase of children books, periodicals, comics, brochures, charts, maps, globes, educational toys, learning games etc.;
- ii) Purchase of audio-visual materials viz. CDs, DVDs, Cassettes, TVs ;
- iii) Purchase of specially designed book racks, reading tables and chairs;
- iv) Purchase of computer with multimedia kit, software and internet connectivity;
- v) Special furnishing, decoration and colour.

N.B 30% of the total grant should be spent on purchase of children books, toys, periodicals, comics, learning games etc. To furnish the children corner, expenditure of the items above is mandatory. Design of book racks, reading tables and chairs may be done in such fashion that will suit the children (Standard drawing will be supplied by the RRRLF).

4. Space:

Children of all ages should find the library an open, inviting, attractive, challenging and non-threatening place to visit. Ideal children service needs its own library area which must be easily recognizable (special furnishing, decoration and colours and distinct from other parts of the library). But taking into consideration the situation of the public libraries in India, the assistance will be rendered to such libraries, covered under the above criteria, who offer adequate space (minimum 15 ft. X 10 ft.) exclusively for the purpose where children can meet and experience the enjoyment of reading and excitement of discovering knowledge and walks of imagination.

5. Extent of Assistance:

The extent of assistance will be limited to Rs.1.5 lakh for building of infrastructure and purchase of the items mentioned above by way of one time ad-hoc grant. For sustaining the project, subsequent grant can be accommodated with the existing non-matching scheme of Financial Assistance to Children Libraries or Children Section of General Public Libraries towards replenishment of stock of books, CDs, cassettes etc., with the new arrivals and also for new initiative.

6. Procedure of submission of Application:

- a) The application from Central Government sponsored institution/organization, such as, Jawahar Bal Bhavans etc. will be received directly by the RRRLF containing the documents as per Clause 8(a) of the Rule.
- b) The State Library Committee/State Library Planning Committee will annually select the names of libraries for establishment of children corner on receipt of requisition from the RRRLF.
- c) The RRRLF on receipt of names of libraries from the Convener, duly approved by SLC/SLPC will ask applications directly from the libraries.
- d) Institutions and organizations other than those mentioned in Clause 6 should submit their applications in the prescribed form complete in all respect to the RRRLF.
- e) The library intending to avail of the assistance should apply in the prescribed form to the Convener for onward transmission to the RRRLF alongwith the following documents:

A. In case of Registered non-government private institutions/ sponsored libraries/organizations

- i) Copy of the registration certificate or the copy of the sponsorship order;
- ii) Constitution of the organization/Memorandum of Association;
- iii) Copy of the latest available Annual Report;

- iv) Audited Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organizations./institutions/library as a whole of organization for last one year with the audit certificate from a Chartered Accountant or a Government Auditor;
- v) Original quotation containing description, details specification, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased;
- vi) An undertaking to bear the liability in excess of Rs.1.5 lakh in case total estimate crosses the limit.

B In case of Government/ State Autonomous Body/ Local Body:

- i) Original quotation containing description, detailed specification, quantity, price for the items of furniture, equipments, furnishing etc., proposed to be purchased;
- ii) An undertaking to bear the liability in excess of Rs.1.5 lakh in case total estimate crosses the limit.

Condition of Grant:

- 7. Once the project alongwith the items and estimate have been approved and grant assessed on the basis of these estimates, no further modification will be permitted;
- 8. On receipt of the application, the RRRLF will subject to availability of the fund, issue sanction letter to the eligible organizations/institutions/libraries for submission of stamped pre-receipt and other documents laid down in the sanction letter.
- 9. On receipt of the relevant documents mentioned above alongwith the stamped pre-receipt, the RRRLF will release the grant by account payee cheque directly to the grantee institutions/organizations/libraries under intimation to the Convener.
- 10. Expenditure prior to receipt of the sanction order will not be computed towards utilization of the grant.

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- b) Audited Receipts and Payments Accounts, Income & Expenditure Accounts and Balance Sheet of the organization as a whole reflecting therein the receipt and utilization under separate head/sub-head with an Audit Report from a Chartered Account or a Government Auditor for the year (s) in which the grant was utilized;
- c) List of books purchased containing accession numbers, author, titles, quantity, price etc., with total gross and net value with seal and signature of the competent authority;
- d) List of furniture, equipments etc., purchased containing description, detailed specification, quantity, price and in case of TV, VCD, DVD, computer, multimedia kit, software etc., the model number, make, price etc., under seal and signature;
- e) Xerox copy of the vouchers/bills of furniture, books equipments etc., should be submitted;
- f) Stock Entry Certificate of equipments, furniture and others (other than books) purchased with the grant under seal and signature;
- g) GRF-19 duly filled in with seal and signature.

B. In case of Government Organisation/State Autonomous Body/Local Body:

- a) Utilization Certificate in the prescribed format containing the name of grantee library, duly signed by the Drawing and Disbursing Officer, of the organization with office seal and duly countersigned by Local Audit Fund;
- b) Statement of Expenditure, specifying the period, duly signed by the Drawing and Disbursing Officer, of the organization with office seal;
- c) List of books purchased containing accession numbers, authors, titles, quantity, price etc., with total gross and net value with seal and signature;
- d) List of furniture, equipments etc., purchased containing description, detailed specification, quantity, price and in case of TV, VCD, DVD, computer, multimedia kits, software etc., the model number, make, price etc., under seal and signature;
- e) Xerox copy of the vouchers/bills of furniture, equipments, books etc., should be submitted;

APPLICATION FORM FOR GRANTS UNDER THE ‘NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ESTABLISHMENT OF RRRLF CHILDREN CORNER’

Form:

To
The Director
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-1
Salt Lake City
Kolkata 700 064

Subject: Application for ‘Non-matching Scheme of Financial Assistance Towards Establishment of RRRLF Children Corner’

Sir,

I submit herewith an application in the prescribed form vide Annexure-I for a grant under ‘Non-matching Scheme of financial assistance towards establishment of RRRLF Children Corner’. 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 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 scheme shall be reflected in the annual accounts of the organization/institution/library. This shall also be opened to test check by the RRRLF or the concerned State Government/Union Territory Administration.
- c) Utilization Certificate together with the relevant documents as per Clause 21A/21B of the scheme shall be submitted to the RRRLF within stipulated period.
- d) The organization/institution/library undertakes to meet the balance of the estimated expenditure if the approved project proposal exceeds the maximum limit.
- e) In case of failure to utilize the grant within the stipulated period and to submit requisite documents in utilizing the grant, I undertake to refund the grant or part thereof RRRLF.

Yours faithfully,

Signature of the applicant
with designation and office seal

Place:

Date :

ANNEXURE-I

APPLICATION FOR GRANTS UNDER THE SPECIAL NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ESTABLISHMENT OF RRRLF CHILDREN'S CORNER'

[All columns are to be filled up by the applicant properly in English or Hindi (official language) in capital letters]

1. Name of the applicant (as per Society Registration Certificate where applicable) :
2. Postal Address of the applicant :
 - i) Name of the street with premises number :
 - ii) Town/Village :
 - iii) District :
 - iv) Pin Code :
 - v) Telephone (with STD Code)/ Fax/E-mail number :
 - vi) Post Office :
 - vii) State :
 - viii) Name of the nearest Railway Station :
3. Name of the library run by the Government/Autonomous Body/Local Body/other organizations, including NGOs for which assistance is sought for. :
4. If Government/State Autonomous Body/Local Body: :
 - a) Give name and address of the Head of the Department & Head of Office. :
 - b) Designation of Drawing and Disbursing Officer (DDO) responsible to receive assistance and submit utilization certificate and other documents for settlement of the grant. :
5. If a Registered Society/Trust/Sponsored Library, mention the number and date of :

registration/sponsorship certificate (A copy of the Society Registration Certificate/sponsorship Certificate, copy of the constitution, list of present members of Executive Committee, copy of the latest Annual Report and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet for the last three years with Audit Report from a Chartered Accountant or a Government Auditor are to be enclosed)

6. Status of the applicant (Strike out which is not applicable) : Government/State Autonomous/ Local Body/Registered non-Government Public Library/ Sponsored Library/ Jawahar Bal Bhavan (JBB)
- 7.a) i) Date of establishment of the Library :
- ii) Date of establishment of the Children Section :
- b) Whether the library is located in its own or rented building or rent free accommodation (floor-wise plinth area be mentioned) :
- c) Whether the library has a reading room facility, if so, the plinth area of reading room be mentioned) :
- d) Whether the library has a children section (separately), if so, the plinth area of children section be mentioned :
- e) Whether the library has any spare space to open a new section, if so, plinth area to be mentioned :
- f) Is there a separate section for children? If so, mention the number of children books in stock? :
- g) Average number of readers and borrowers per day : Readers : Borroweres :
- h) List of furniture already available in the children library or children's section of general public library :

8. i) Total number of books in Stock :
- a) Children's Section :
- b) Other :
- ii) Total number of periodicals and magazine in stock :
- a) Children's Section :
- b) Other :
- iii) Total number of children members in the library :
9. a) Whether any grant has been received from any other source for the said purpose, if so, give particulars :
- b) Whether any grant is received from the Foundation since 1987-88 under Children's Scheme, if so, sanction letter number with date shall be mentioned
10. Particulars of the grant applied for with estimates :
- (Extent of assistance is limited to Rs.1.5 lakh in which 30% is to be spent for purchase of children books)
- a) i) Children books Rs.
- ii) Children comics Rs.
- iii) Brochures Rs.
- iv) Charts, maps, globes, toys, learning games etc. Rs.
- v) Audio-visual materials viz. DCs, DVDs, Cassettes TVs Etc. Rs.
- vi) Specially designed book racks, reading table and chairs Rs.
- vii) Computers with multimedia kits software and internet connectivity etc. Rs.

viii) Special furnishing decoration, Rs.
colours etc.

Total a(i) to (viii) Rs.

11. **Declaration:**

On behalf of the children's library/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 account payee cheque may be drawn in favour of'

List of Enclosures attached:

For Non-Government Registered Organisation/Sponsored Library/Jawahar Bal Bhavan :

- i) Copy of Society Registration Certificate/Trust Deed/Sponsorship Certificate;
- ii) Copy of Constitution/Memorandum of Association;
- iii) Latest Annual Report;
- iv) Last three years audited accounts (3 sets) alongwith Audit Report from Chartered Accountant or Government Auditor of the organization as a whole;
- v) Original quotation for items to be purchased in English or Hindi;
- vi) An Undertaking to bear the liability in case of the proposal exceeds the extent of assistance.

For Government/State Autonomous Body/Local Body:-

- i) Original quotation for items to be purchased in English or in Hindi;
- ii) An Undertaking to bear the liability in case of proposal exceeds the extent of assistance

Signature of the Applicant with
Designation and office seal

Place :

Date :

Place :

Date :