

**APPLICATION FORM**

**Scheme for Tagore Cultural Complexes**

1. Name and complete address of the Applicant Organization/ State Government Department, etc. (Para 4 of the scheme) along with the details of the "Implementing/Executing Agency" under the State Govt. /Organisation concerned.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

2. Project Proposed (Tick one)

(a) New Tagore Cultural Complex (TCCs) (Para 5.1)

(b) Upgradation of existing Auditoria/Cultural Complex (Para 5.2)

(c) Completion of approved/ongoing MPCC Project (Para 5.3)

3. Cost of project proposed : \_\_\_\_\_

Amount of assistance sought (Para 6): \_\_\_\_\_

Matching share of the Applicant Organisation/ State Government Department, etc \_\_\_\_\_

4. 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 applicants.

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.

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

Signature of Authorized Signatory  
(Name) \_\_\_\_\_  
(Designation) \_\_\_\_\_  
For & on behalf of \_\_\_\_\_  
(Name of the Applicant Organisation/State/UT Govt.)

## CHECK LIST

### Scheme for Tagore Cultural Complexes

Name of the Applicant: \_\_\_\_\_

Amount of assistance sought: \_\_\_\_\_

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, Departments, bodies/ agencies etc.
- iii. Documents mentioned at 'C' are to be submitted only if the applicant is a not-for-profit organization.

#### **A. Project Proposal alongwith a Feasibility Report of the proposed project, including the following: (Para 8.1 of the scheme)**

<u>Documents</u>	<u>Yes/No</u>	<u>Annexure No/ Page No.</u>
(a) Building/development plans (existing/proposed):		
(b) Summary of the cost estimates (Building, equipments, facilities, etc.):		
(c) Sources of finance/funds for the matching share:		
(d) Time schedule for completion of the project:		
(e) 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 8.2.1 of the scheme)**

<u>Documents</u>	<u>Yes/No</u>	<u>Annexure No/ Page No.</u>
(a) Evidence in support of allocation of land in the 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:		

(b) A letter of commitment for providing the matching share.		
(c) A bank authorization letter (in the prescribed format) showing ECS details of the Bank account of the “ <b>Agency</b> ”.		

**C. Supporting Documents for applications by reputed not-for-profit organizations: (Para 8.2.2 of the scheme)**

<u>Documents</u>	<u>Yes/No</u>	<u>Annexure No/ Page No.</u>
(a) Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts:		
(b) Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any:		
(c) List of present members of the Board of Management/ Office Bearers/Trustees with name & address of each member:		
(d) Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant/ Government Auditor), alongwith IT returns for the last three years:		
(e) Organization’s Profile containing a description of the organisation, its strengths, achievements and year-wise details of its activities over the last three years:		
(f) PAN Card and Registration under Section XII A, 80G of IT Act, if any:		
(g) 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, has been provided:		
(h) 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:		

(i)	A 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:	
(j)	A Bond (in the prescribed format on a stamp paper of prescribed denomination) for the amount of assistance sought:	
(k)	A Bank Authorization Letter (in the prescribed format) showing ECS details of the Bank Account of the organization:	

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

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

Signature of Authorized Signatory  
(Name) \_\_\_\_\_

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

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

(Name of the Applicant Organisation/State/UT Govt.)

## RESOLUTION

A meeting of the Executive Committee of \_\_\_\_\_ held on \_\_\_\_\_ and resolved that the terms and conditions laid down in the Scheme for Tagore Cultural Complexes and the sanction letter that Ministry of Culture may issue in pursuance of our application are and will be acceptable to our Institution and the Committee hereby authorize Shri/Smt. \_\_\_\_\_, President/Secretary to sign the application, indemnity bond, Bank Authorization letter etc. on behalf of the Institution.

The following members were present in the meeting:

SL.No.	Name of Member	Signature (in blue ink)
1.		
2.		
3.		
4.		
5.		
6.		

Signature of the President/Chairman  
(With Name & Address and Official Seal)

Place:  
Date:

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N.B. The applicant organization should ensure that the name & signatures of the Chairman/President and members of the organization are entered.

## 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 obligors has sent a request proposal to Government, through the Union Ministry of Culture for Grants of Rs. \_\_\_\_\_ under the Scheme for Tagore Cultural Complexes, the obligors has 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 is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor is willingly executing this bond of proposed amount with the stipulation that obligor will be bound upto this amount or by the actual amount approved/sanctioned by the Government, whichever is less. 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 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 obligors agree to refund the unspent balance alongwith 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 earn 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 Culture 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 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.

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 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 obligors and day herein above written in pursuance of the Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ passed by the Governing Body/Executive Committee of the obligors, a copy whereof is annexed hereto .

( \_\_\_\_\_ )  
Signed for and on behalf of the applicant  
Name of the Obligor (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, address and signature

- 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**

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	
Address	
District & Pin Code	
State	
Telephone Number with STD code	
Mobile No.	
E-mail Address (if any)	
<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.

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)