

## **SAMPLE DPR FORMAT**

**Ministry of Culture  
Government of India**

### **MUSEUM GRANT SCHEME**

#### **FORMAT FOR PREPARATION OF A DETAILED PROJECT REPORT (DPR)**

##### **(This DPR format is for guidance of the applicant museums)**

The Detailed Project Report (DPR) needs to be structured in accordance with the format given below. The DPR will need to be complete and the required information in all the Sections provided irrespective of whether a part of it or whole of it was submitted with any of the earlier correspondence or the initial application. In other words the DPR will be a single document for assessing the application. An incomplete DPR will render the application liable for rejection.

**The DPR will preferably be a hard bound volume in A4 size and in portrait alignment. Drawings for inclusion can be in A3 size, however integrated as a fold out within the volume.**

The Drawings, Details, Views, Sketches and supporting Photographs may also be submitted in addition on a CD/ DVD.

The DPR, in the prescribed format, will be submitted by:

- i) All new Applicants
- ii) All applicants who have submitted only partial information with the initial application
- iii) All applicants who have been asked to resubmit the DPR with modifications

The cues and/ or instructions against each Section/ Sub-section are given in *Italics*.

#### **CONTENTS OF THE DPR**

**1. Cover Sheet**

**2. Abstract and Executive Summary**

### 3. Profile Sheet *(This sheet will contain the following)*

- i. **Name of the Organisation** :
- ii. **Registered Address** :
- iii. **E-Mail ID and Telephone Number** :
- iv. **Year of Establishment of the Organisation** :
- v. **Type of Organisation** :  
*(Government/ State Government/ Private/ Society/ Trust etc.)*
- vi. **Details of Registration (if applicable)** :  
*(copy to be provided as annexure)*
- vii. **PAN Number (if applicable)** :
- viii. **Service Tax Number (if applicable)** :
- ix. **Authorised Contact Person & Designation** :
- x. **Name of the Museum (if different)** :
- xi. **Address/ Location of the Museum** :
- xii. **E-Mail ID & Telephone Number** :
- xiii. **Year of Establishment of Museum** :
- xiv. **Type of Museum** :  
*(Archaeological/ Historical/ Scientific & Technological/ Ethnographic/ Philately/ Anthropological etc.)*
- xv. **Details of Collection (Numbers/ Types)** :
- xvi. **Is Collection/ Part of Collection Registered** :
- xvii. **Annual Budget** :
- xviii. **Source of Funding (Self/ Govt./ Others)** :
- xix. **Authorised Contact Person & Designation** :  
**(with telephone , mobile numbers and e-mail id)**

### 4. Mandatory Documents

- i. **Copy of Registration**
- ii. **Memorandum of Association or Trust Deed**
- iii. **Letter of Support from State Government**
- iv. **Letter of Recommendation from District Authority**
- v. **Authorisation Certificate**
- vi. **Bond in Finalised Format**
- vii. **Audited Statement of Accounts for Last Three Years**

### 5. Background Information

- a) **Re.: Organisation** *(where the Museum is a part of a larger organization)*
  - i. **History of the Organisation**
  - ii. **Aims & Objectives of the Organisation**
  - iii. **Organisational Structure and Management**
  - iv. **Support Base, Benefactors**
  - v. **Financial Resources & Summary Balance Sheets**
  - vi. **Additional/ Special/ specific Information**

- b) **Re.: Museum** *(Sub-section to be completed as is relevant for an existing Museum or a proposed Museum)*
  - i. **History of the Museum**
  - ii. **Aims and Objectives of the Museum**
  - iii. **Background of the Collection**
  - iv. **Organisational structure and Management of the Museum**
  - v. **Financial Resources and Budgets**
  - vi. **Ancillary Infrastructure Available** *(Library/ Conservation Lab/ Museum Shop/ Auditorium/ Research Cell/ Institutional Tie Ups etc.)*
  - vii. **Other Activities of the Museum besides Display**
  - viii. **Visitor Profile and Visitor Comments**

## 6. Details of the Collection

*(This is an important section. The significance and the relevance of a Museum is determined by its collection. A careful and factually accurate presentation of information is essential).*

- i. **The Composition of the Collection**
- ii. **Qualitative Description** *(supported by photographs)*
- iii. **Quantitative Details and Accession Lists**
- iv. **Antiquity, Authenticity & Registration**
- v. **Tentative Value of Collection & Insurance**
- vi. **State of Preservation, Storage Arrangements**
- vii. **Display – Status, Potential and Constraints**
- viii. **Acquisition Policy**
- ix. **Uniqueness of the collections, if any**  
*(to be highlighted with supporting note thereon)*

## 7. The Proposal

*(This section should provide the complete extent and details of the proposal for which Financial Assistance is being sought. Qualitative and Quantitative justifications should be well supported by rationale and measurements respectively. The elaboration should clearly bring out the estimate of costs for Buildings and Infrastructure as separate from estimate of costs for other requirements of the Museum. The proposal should bear in mind the limits of Financial Assistance set out by the Ministry. No proposal should aim to seek funding with a view to use it for achieving a partial fulfillment of goals without any plan for completing the remainder.)*

- i. **Building & Infrastructure**
- ii. **Interiors & Display**
- iii. **Services & Equipments**
- iv. **Fixed & Moveable Furniture**
- v. **Special Provisions** *(if any)*  
*(The above (whatever applicable) will be described clearly qualified by specifications and justifications. Drawings and Details will be provided as required.)*

**vi. Other Provisions** (*Conservation/ Library/ Documentation/ Publication*)

**vii. Estimates of Costs**

*(Estimate of Costs should be in acceptable Government of India formats using CPWD methods (PAR or DSR) or State PWD Schedules. Ideally detailed estimates should be provided. If preliminary estimates are given with the DPR then the release of funds will be phased to review the detailed estimate as and when submitted.)*

**viii. Phasing of Execution**

*(The proposal can be executed in definite phases if required. However, phases should be consistent with execution logic and preferably lead to commissioning of specific parts/ components.)*

*Note: The estimates based on drawings should be prepared by a reputed agency in the field and the Estimates duly authenticated by a Govt / CPWD /PWD Engineer.*

## **8. Sustenance and Growth**

*(Most Museums in India require to be supported financially and are not self sustaining. Yet, any augmentation of infrastructure and support should lead to a proportionate increase in generation of revenue. This section should present rationally the calculations in support.)*

**i. Present Scenario**

**ii. Initiatives for Increase in Footfalls**

**(A feasibility study to reflect the projected footfall may be added)**

**iii. Other Initiatives for Improved Revenue Generation**

**iv. Projected Scenario**

## **9. Conclusions**

*(The conclusions should clearly bring out the anticipated impact of the proposal both in terms of preservation and promotion of its collection and its service to the Society.)*

**Annexure** (*additional ones if any*)

**References**

**Acknowledgements**