



Government of India  
Ministry of Culture

Applications are invited from professional organizations under the Scheme of Financial Assistance to Professional Groups and Individuals Engaged for Specified Performing Arts Projects (REPERTORY GRANT SCHEME). The application form and full details of the Scheme are available on the website of the Ministry of Culture [www.indiaculture.gov.in](http://www.indiaculture.gov.in)

All registered organizations that want to apply under the Scheme are required to first sign up/register with NGO Partnership National Portal: [www.ngo.india.gov.in](http://www.ngo.india.gov.in)

All applications (alongwith complete enclosures) should be addressed and sent to the Director, National School of Drama, Bahawalpur House, Bhagwan Das Road, New Delhi – 110 001. The envelop should clearly having a heading 'Application for Repertory Grant for the year .....

Applications, duly filled in and supported by all the required documents, would be taken up in batches for consideration by the Expert Committee periodically, say, once a quarter. Incomplete applications will not be entertained.

## APPLICATION FORM FOR REPERTORY GRANT

1. Name, full address, Tel./Fax/email of the Organization:
2. Date of Establishment & Registration number of the organization:  
(Copy of the registration certificate & Memorandum of Association to be attached)
3. Unique ID No. obtained from the NGO Partnership National Portal:
4. Permanent Account Number:  
(Income Tax)
5. Brief introduction of applicant Organization  
(to be annexed alongwith Press reviews, press advertisements, souvenir's copies of tickets etc.)
6. Projects (at least 02) in brief in not more than 150 type-written words which need financial support from Ministry of Culture: (to be annexed)
7. Estimated cost of the project:  
  
(Items-wise details viz., rehearsals, costumes, transportation, research, scripting, staging etc to be annexed)
8. Nos. of Guru(Director)/Artistes requested:
9. Quantum of assistance received during the last three years from:
  - a. Ministry of Culture, New Delhi
  - b. Other source indicating State Govt./Centre or State Akademies.
10. Last three years' audited statement of accounts, utilization certificate, receipts & payment account and balance sheet with audited certificate: (To be annexed)
11. Whether duly filled in check-list and all the documents indicated therein are also enclosed alongwith this application.
12. I certify that, the particulars of statement made above are true. The institution/organization will abide by the rules and conditions laid down by the Ministry of Culture.

(Signature of the person authorized for organization)

Name  
Designation  
Office Stamp

Date:

Place :



## **CHECK LIST FOR REPERTORY GRANT**

(To be enclosed alongwith the application)

<b>S. No.</b>	<b>Information to be given/documents to be attached</b>	<b>Whether information given/documents attached (Please write Yes/No or Not Applicable (NA))</b>
1.	Whether the recommendation (as per format ) as required under para F (vii) of the Scheme has been sought and enclosed.	
2.	Whether duly filled in resolution (as per format) has been enclosed	
3.	Whether duly filled in indemnity bond (as per format) has been enclosed	
4.	Whether duly filled in bank authorization letter (as per format) has been enclosed.	
5.	Whether the unique ID No. of the NGO Partnership obtained & indicated on the application	
6.	Registration Certificate and Memorandum of Association to be attached	
7.	Details of Guru & artiste(s) with bio-data	
8.	Details of the annual programme of productions	
9.	Estimated cost of the annual programme of productions including complete details for cost of rehearsals, cost of costumes, cost of transportation, cost of research, cost of scripting, cost of staging, etc.	

10.	Last three years' receipt and payment account and balance sheet with auditor's certificate.	
11.	Utilization certificate/s for previous years' grant	
12.	Audited statement of accounts & utilization certificate in respect of grants released by the Ministry of Culture on earlier occasions.	
13.	Latest Income Tax Assessment Order	
14.	Press reviews, press advertisements, souvenir's copies of tickets etc. of the production of the previous year	

\*Signature of the applicant\_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp \_\_\_\_\_

\* The signature must be of the same person who has signed the application



## APPLICATION FORM FOR PRODUCTION GRANT

1. Name, full address, Tel./Fax/email of the Applicant/Organization:
- 2\*. Date of Establishment & Registration number of the organization:  
(Copy of the registration certificate & Memorandum of Association to be attached)
- 3\*. Unique ID No. obtained from the NGO Partnership National Portal:
4. Permanent Account Number:  
(Income Tax)
5. Brief introduction of applicant/Organization  
(to be annexed alongwith Press reviews, press advertisements, souvenir's copies of tickets etc.)
6. Project in brief in not more than 150 type-written words for which grant sought:  
(to be annexed)
7. Date of the commencement/completion of the project (DD/MM/YY):
8. Estimated cost of the project:  
(Items-wise details viz., rehearsals, costumes, transportation, research, scripting, staging etc., to be annexed)
9. Amount of assistance sought from the Ministry of Culture:
10. Other sources of finance for the project:
11. Quantum of assistance received during the last three years from:
  - a. Ministry of Culture, New Delhi
  - b. Other source indicating State Govt./Centre or State Akademies.
12. Last three years' audited statement of accounts, utilization certificate, receipts & payment account and balance sheet with audited certificate: (To be annexed)
13. Press reviews, press advertisements, souvenir's copies of tickets etc. of the production of the previous year (To be annexed)
14. Whether duly filled in check-list and all the documents indicated therein are enclosed alongwith this application.
15. I certify that the particulars of statement made above are true. The institution / organization / applicant will abide by the rules and conditions laid down by the Ministry of Culture.

- Applicable only in case of registered Organizations/Institution/Society/Trust etc.

(Signature of the applicant)

Name  
Designation  
Office Stamp

Date:

Place :

## **CHECK LIST FOR PRODUCTION GRANT**

(To be enclosed alongwith the application)

<b>S. No.</b>	<b>Information to be given/documents to be attached</b>	<b>Whether information given/documents attached (Please write Yes/No or Not Applicable (NA))</b>
1.	Whether the recommendation (as per format ) as required under para F (vii) of the Scheme has been sought and enclosed.	
2.	Whether duly filled in resolution (as per format) has been enclosed*	
3.	Whether duly filled in indemnity bond (as per format) has been enclosed	
4.	Whether duly filled in bank authorization letter (as per format) has been enclosed.	
5.	Whether the unique ID No. of the NGO Partnership obtained & indicated on the application*	
6.	Registration Certificate and Memorandum of Association to be attached *	
7.	Project in brief in not more than 150 type-written words	
8.	Detailed Project Report including estimated cost of the project and complete details for cost of rehearsals, cost of costumes, cost of transportation, cost of research, cost of scripting, cost of staging, etc.	



## CHECK LIST FOR PRODUCTION GRANT

(To be enclosed alongwith the application)

S. No.	Information to be given/documents to be attached	Whether information given/documents attached (Please write Yes/No or Not Applicable (NA))
1.	Whether the recommendation (as per format ) as required under para F (vii) of the Scheme has been sought and enclosed.	
2.	Whether duly filled in resolution (as per format) has been enclosed*	
3.	Whether duly filled in indemnity bond (as per format) has been enclosed	
4.	Whether duly filled in bank authorization letter (as per format) has been enclosed.	
5.	Whether the unique ID No. of the NGO Partnership obtained & indicated on the application*	
6.	Registration Certificate and Memorandum of Association to be attached *	
7.	Project in brief in not more than 150 type-written words	
8.	Detailed Project Report including estimated cost of the project and complete details for cost of rehearsals, cost of costumes, cost of transportation, cost of research, cost of scripting, cost of staging, etc.	

9.	Last three years' receipt and payment account and balance sheet with auditor's certificate.	
10.	Utilization certificate/s for previous years' grant	
11.	Audited statement of accounts & utilization certificate in respect of grants released by the Ministry of Culture on earlier occasions.	
12.	Latest Income Tax Assessment Order	
13.	Press reviews, press advertisements, souvenir's copies of tickets etc. of the production of the previous year	

\* Not to be submitted in case the applicant is an individual

\*\*Signature of the applicant\_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp \_\_\_\_\_

\*\* The signature must be of the same person who has signed the application



**Recommendation as required under para F.(vii) of the Scheme**

1. (Name of the applicant) has applied for Repertory/Production Grant, under the Scheme of Financial Assistance to Professional Groups and Individuals Engaged for Specified Performing Arts Projects.
2. The applicant (organization) is registered and has a predominantly cultural profile. It is active in the field of culture and deserves to be assisted for the project as in the application.

**OR**

2. The applicant (individual) is active and has a good reputation in the field of culture and deserves to be assisted for the project as in the application.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Office Stamp : \_\_\_\_\_

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

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

\_\_\_\_\_

Note 1: This recommendation can be given by any of the State Akademies or National Akademies including National School of Drama (NSD), Kalakshetra Foundation, Centre for Cultural Resources and Training (CCRT), Indira Gandhi National Centre for Arts (IGNCA), Zonal Cultural Centres (ZCCs) and bodies of similar stature or the Culture Department of the concerned State Government/UT Administration.

Note 2: An application not recommended by any of these agencies will not be entertained.

## RESOLUTION

A meeting of the Executive Committee of

\_\_\_\_\_ held on \_\_\_\_\_ and resolved that the terms and conditions laid down in the Scheme of Financial Assistance to Professional Groups and Individuals Engaged for Specified Performing Arts Projects 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)
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1.

2.

3.

4.

5.

6.

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

Place:

Date:

N.B. The grantee 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 \_\_\_\_\_ for Grants of Rs. \_\_\_\_\_ vide his letter number \_\_\_\_\_ dated \_\_\_\_\_; the obligors has agreed to execute this bond in advance, in favour of Union Ministry of \_\_\_\_\_ 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 \_\_\_\_\_, Department of \_\_\_\_\_ 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 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 \_\_\_\_\_ Department of \_\_\_\_\_ 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 as Annexure B.

( )

Signed for and on behalf of the grantee

Name of the Obligor (Association, as registered)

1. Registration Number of Association

Full Mailing Address

2. Date of Registration \_\_\_\_\_

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

3. Registration Authority (RA): \_\_\_\_\_

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

4. Mailing Address of (RA) \_\_\_\_\_

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

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 Stamp 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/Individual's name) would like to receive the sums disbursed by the Ministry of Culture to me/us electronically to my/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, 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)