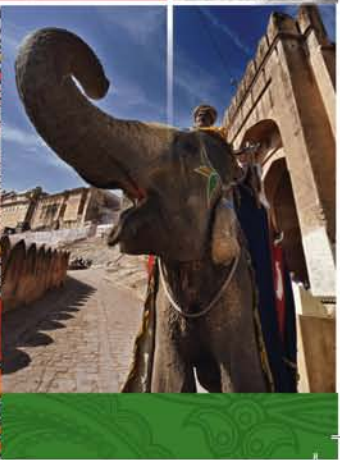




# Samarthan

Ministry of Culture







# SAMARTHAN



**Ministry of Culture**  
Government of India  
New Delhi

**January, 2012**

*Published by Ministry of Culture and Printed at Veerendra Printers, 2216, Hardhian Singh Road, Karol Bagh, New Delhi-110005, Ph: 28755275.*

कुमारी सैलजा  
KUMARI SELJA



आवास और शहरी गरीबी उपशमन मंत्री  
एवं संस्कृति मंत्री  
भारत सरकार  
निर्माण भवन, नई दिल्ली-110108  
MINISTER OF  
HOUSING AND URBAN POVERTY ALLEVIATION  
AND MINISTER OF CULTURE  
GOVERNMENT OF INDIA  
NIRMAN BHAWAN, NEW DELHI-110108

### Message

I am happy to release the latest version of the compendium entitled 'Samarthan' containing various Schemes of financial assistance being administered by Ministry of Culture. The mandate of the Ministry is preservation and promotion of various forms of art, culture and rich heritage of our country and it is the Ministry's continuous endeavour to encourage artists, cultural organizations and NGOs working in the related fields. Accordingly, Ministry of Culture has introduced many Schemes for providing financial assistance to these individuals/groups.

The new volume of the compendium 'Samarthan' contains the details of all the existing Schemes in one place. I am sure it would be of help for the individuals/groups interested to take advantage of Government's initiatives. The details of these Schemes are also available on the website of the Ministry <http://www.indiaculture.nic.in>.

I am confident that this compendium will be of use to all the individuals and groups engaged in promotion of Culture.

New Delhi,  
11<sup>th</sup> January, 2012

  
(Kumari Selja)

## Introduction

Several years ago, the Ministry of Culture brought out its last edition of 'Samarthan', which is a compendium of all the assistance schemes available to cultural practitioners. The publication ran out of print, but it was thought prudent not to re-print it immediately, as several schemes were under re-evaluation, re-consideration and improvement. This process took more than three years and my entire tenure was, in fact, occupied in taking up each of the ongoing schemes and re-examining them from different angles.

It is heartening to learn that this process is finally over, at least for the present, and 11 of the 18 schemes that are now listed have all been modified and improved, as radically as possible. For instance, the assistance under the 'Scheme for Financial Assistance for Setting up, Promotion and Strengthening of Regional and Local Museums', that was limited to just Rs. 60 lakhs and Rs. 170 lakhs, for the two different categories of museums has now been raised to Rs. 3 crores and Rs. 6 crores.

Similarly, assistance under the scheme of 'Building Grants', which was limited to Rs. 15 lakhs has been raised to Rs. 50 lakhs in metro cities, in its 'Studio Theatre' version.

What is more heartening is that 7 new schemes have been introduced in the recent past. I must extend my gratitude to the guidance and support that I have received from Hon'ble Prime Minister, Dr. Manmohan Singh, who held the charge of the Ministry from June 2009 to January 2011 and thereafter, from Kumari Selja, who is the Hon'ble Culture Minister. Without their encouragement, this complete overhauling of the assistance programmes of the Ministry of Culture would never have been possible.

The 'Cultural Functions Grant Scheme', that was introduced in November 2009, has proved to be one of the most popular ones in the history of Ministry of Culture and over 800 cultural bodies have received financial assistance in just two years !

The 'Tagore National Fellowship Scheme' has also attracted the best talent and the seniormost scholars available for the cultural research.

We expect that the new schemes of 'Cultural Heritage Youth Leadership Programme' and those for assisting 'Publication of Magazines and Journals' & 'Book Fairs & Book Exhibitions' would find whole-hearted acceptance in the cultural sector, as requests for such interventions by the government have been made by cultural practitioners, for several decades.

Lastly, the Tagore Cultural Complexes Scheme, involves substantial support from the Central Government to states and other eligible bodies, to renovate their earlier Tagore auditoria by whatever names they are called. It is also designed to help in the setting up of new modern cultural complexes. This is the most befitting tribute that the nation can pay to Rabindranath Tagore on the occasion of his 150<sup>th</sup> Birth Anniversary.

The success of these 18 schemes would however depend on speedy flexible delivery, as well as constant monitoring to ensure that distortions and delays do not cripple the vision with which they have been drafted, articulated and targeted.

New Delhi,  
11<sup>th</sup> January '12

  
(Jawhar Sircar)  
Secretary,  
Ministry of Culture

## Schemes of the Ministry of Culture

S.No.	Name of Scheme	Page No.
1.	Financial Assistance to Professional Groups and Individuals engaged for specified Performing Arts Projects.	1
2.	Cultural Functions Grant Scheme (CFGGS).	13
3.	Grant in aid to Voluntary Organisations for organizing Centenaries / Anniversaries	21
4.	Financial Assistance for Preservation and Development of Buddhist/Tibetan Culture and Art.	23
5.	Financial Assistance for Development of Cultural Heritage of the Himalayas.	32
6.	Cultural Heritage Youth Leadership Programme.	38
7.	Financial Assistance for Publication of Magazines and Journals dedicated to Indian Culture and Heritage.	49
8.	Financial Assistance for Book Fairs, Book Exhibitions and Participation in International Book Fairs/Publishing Events, etc.	57
9.	Award of Scholarships to Young Artistes in Different Cultural Fields.	63
10.	Award of Fellowships to Outstanding Persons in the field of Culture.	68
11.	Tagore National Fellowship for Cultural Research.	71
12.	Financial Assistance to Persons Distinguished in Letters, Arts and Such other Walks of life who may be in Indigent circumstances and their dependents.	87
13.	Building Grants including Studio Theatres.	93
14.	Tagore Cultural Complexes.	109
15.	Financial Assistance for Setting Up, Promotion and Strengthening of Regional and Local Museums.	122
16.	Revised Norms/Guidelines for Setting up of New Science Cities and Science Centres	139
17.	Grant in Aid to Voluntary Organizations/Societies for development and maintenance of National Memorials.	155
18.	Tagore Commemoration Grant Scheme (TCGS)	158

<b>S.No.</b>	<b>Name of Scheme</b>	<b>Page No.</b>
19.	Annexure-I ( Bond)	169
20.	Annexure- II (Resolution)	172
21.	Annexure-III (Bank Authorisation Letter)	173
22.	Annexure-IV (Advisory Note on NGO Partnership)	174





## **Financial Assistance to Professional Groups and Individuals engaged for specified Performing Arts Projects**

### **A. Preamble**

The scheme will be titled “Financial Assistance to Professional Groups and Individuals engaged for specified Performing Arts Projects”. Under this scheme financial assistance will be provided to dramatic groups, theatre groups, music ensembles, children theatre, solo artistes and for all genres of performing arts activities.

The scheme will have the following major components:

1. Salary Grant.
2. Production Grant.

### **B. Eligibility and Criteria for grant**

#### **(a) Production Grant**

1. Grants or subsidies to be given for production under this scheme will be on the basis of approved projects or programmes and will be ad-hoc in character. The projects selected for financial assistance under this scheme shall normally be of the duration not exceeding one year. The amount of grant will be sufficient to cover all items of expenditure included in the approved projects/programmes selected for assistance in a particular year. Amongst the items which may be treated as approved items for purpose of grant will be salary remuneration to artistes including casual artistes at prevalent rates, cost of productions/performance, rental for halls for rehearsals, cost of costumes, transport contingencies, research expenditure, etc.
2. The application for seeking Production Grant must contain detailed cost estimates with proper justification so that the Expert Committee could consider recommendation of grant based on actual requirement.
3. In selecting individual projects for assistance, care will be taken to ensure that all different art forms and styles from all parts of the country are represented, giving due preference to rare and traditional forms.
4. Special consideration will be given to projects which are aimed at encouraging experimental and innovative methodologies emerging out of original writing, original direction, theatre-research, theatre training programme or training of audience and those who foster cultural activities at the rural level.

5. The grantees who are sanctioned Production Grant must provide their programme details to the Ministry of Culture so that the same can be uploaded on the websites of the Ministry of Culture.
6. Organizations/Individuals seeking Production Grant are eligible to obtain only one grant in a year.

**(b) Salary Grant**

1. The Group ensembles to be assisted for salary grant will be expected to have a repertoire of adequate number and quality and should have given performances on an all India basis.
2. Those grantees who are getting Salary Grant, would be recommended for renewal of Salary Grant only when they stage at least two productions during the financial year. Out of this at least one production must be a new production i.e. which has not been staged earlier.
3. The salary grant will be reviewed annually by the Expert Committee set up for the purpose.

**C. Advertisement seeking applications under the Scheme**

1. While an advertisement will be placed, annually, both on the website of the Ministry as well as in the print media, applications may be made (as per prescribed procedure contained in the advertisement) at anytime during the financial year by applicants, which will be evaluated periodically by the Expert Committee set up for the purpose. The application should be duly recommended by concerned State Govts /U.T. Administration or 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 the Arts (IGNCA), Zonal Cultural Centres (ZCCs) and bodies of similar stature
2. The application must be accompanied by documents as specified in Para-F below. Any application submitted without these documents is liable to be rejected.

**D. Mode of Selection**

1. Production Grant/Salary Grant will be sanctioned by the Expert Committee constituted for the purpose. The constitution of the Expert Committee will be for two years and will be approved by the Ministry.
2. The scrutiny of applications by the Expert Committee will be done periodically subject to the availability of funds and applications for the grant.
3. While Production Grant will be disbursed in two instalments of 75% and 25% respectively, the Salary Grant to organization/institutions will be released annually.

**E. Amount of Grant**

1. **Salary Grant:** Effective from 1/4/2009, salary grant will be given to a maximum number of 25 artistes and one guru as decided by the Expert Committee. Effective from 1/4/2009, assistance for each artiste /Guru will be as given below :

- 
- (i) Artiste : Rs. 6000/- per month.
  - (ii) One Guru/Director : Rs. 10000/- per month.

2. **Production Grant:** Effective from 1/4/2009, a maximum of Rs. 5 lakh per year shall be given to the Organisation/Individual depending upon the project. However, in case of larger Productions, meeting specific requirements in tune with the scheme, the upper limit of grant could be relaxed with approval of Hon'ble Minister.

#### **F. Documents to be submitted with the Application**

- (i) Photocopy of the Registration Certificate & Memorandum of Association.
- (ii) Income Tax Assessment order.
- (iii) Last three years' receipts and payments account and balance sheet with auditor's certificate.
- (iv) Photocopy of Utilization Certificate for previous year's grant.
- (v) Complete details of artiste's name, guru/director's name, cost of rehearsals, cost of costumes, cost of transportation, cost of research, cost of scripting, cost of staging, etc.
- (vi) Press reviews, press advertisements, souvenir's copies of tickets etc. of the production of the previous years.
- (vii) The application should be duly recommended by concerned State Govts /U.T. Administration or 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 the Arts (IGNCA), Zonal Cultural Centres (ZCCs) and bodies of similar stature.

#### **G. Evaluation and Monitoring of the Scheme**

The Ministry of Culture will evaluate the grantees through periodical inspections, field visits etc. as may be felt necessary, particularly for Salary grantees on a periodical basis.

## Application Form For Salary Grant

1. Name of the applicant organization :
2. Address of the applicant organization:  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_
3. Date of Establishment & Registration number of the organization:  
(Copy of the registration certificate & Memorandum of Association to be attached)
4. Unique I.D. No. obtained from NGO Partnership National Portal:
5. Permanent Account Number: (Income Tax)
6. Bank Account of the applicant organization
  - i) Name of the Bank :
  - ii) Account Number :
  - iii) MICR Code:
  - iv) IFSC Code:
7. Field :Dance/Music/Theatre/Rare Art Forms/Others (please specify) :  
(Strike off whichever is not applicable)
8. Name of the Guru/Director : (Bio-data to be annexed)
9. Names of artistes enrolled with the organization :  
(Bio-data of each artistes to be annexed)
10. Please indicate the number and names of Guru/Director & Artistes for whom salary grant is sought :
11. Annual programme of productions indicating also the new Production projects:  
(Details to be annexed)
12. Estimated cost of the annual programme of productions: (Items-wise details viz., rehearsals, costumes, transportation, research, scripting, staging, etc to be annexed)
13. Other sources of finance for the project:
14. Quantum of assistance received during the last three years from:
  - (a) Ministry of Culture, New Delhi
  - (b) Sangeet Natak Akademi, New Delhi



- 
- (c) State Government/State Akademi
- (d) Other sources
15. Whether or not audited statement of accounts and the utilization certificate in respect of the grant released by the Ministry on the earlier occasions have been submitted.  
If yes, copies of the utilization certificate to be enclosed.
16. Last three years' receipts & payment account and balance sheet with auditors' certificate:  
(To be annexed)
17. Press reviews, press advertisements, souvenir's copies of tickets, etc. of the production of the previous year : (To be annexed)
18. The duly filled in check-list and all the documents indicated therein are also enclosed along with this application.
19. I certify that:
- (a) The particulars of statement made above are true
- (b) The institution/organization will abide by the rules and conditions laid down by the Ministry of Culture.

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

Date :

Place :

## Check List for Salary Grant

(To be enclosed along with the application)

Sl. 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.	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

Date:

Place:

**Note:-** Formats of Indemnity Bond, Resolution, Bank Authorisation Letter and Advisory Note on NGO Partnership are at Annexure I, II, III and IV respectively.

## Application For Production Grant

1. Name of the applicant organization/individual :
2. Address :  
Telephone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_
3. Date of Establishment & Registration number of the organization:  
(Copy of the registration certificate & Memorandum of Association to be attached)  
(Not applicable in case the applicant is an individual)
4. Unique ID No. obtained from the NGO Partnership National Portal:  
(Not applicable in case the applicant is an individual)
5. Permanent Account Number:  
(Income Tax)
6. Bank account of the applicant organization/individual:
  - i) Name of the Bank :
  - ii) Account Number :
  - iii) MICR Code:
  - iv) IFSC Code:
7. Bio-data of the applicant, if the applicant is an individual  
(to be annexed)
8. Field : Dance/Music/Theatre/Rare Art Forms/Others (please specify) :  
(Strike off whichever is not applicable)
9. Title of the Project:
10. Project in brief in not more than 150 type-written words  
(to be annexed)
11. Date of the commencement of the project (DD/MM/YY):
12. Date of the completion of the project (DD/MM/YY):
13. Estimated cost of the project:  
(Items-wise details viz., rehearsals, costumes, transportation, research, scripting, staging, etc.  
to be annexed)
14. Amount of assistance sought from the Ministry of Culture :



15. Other sources of finance for the project :
16. Quantum of assistance received during the last three years from:
- Ministry of Culture, New Delhi
  - Sangeet Natak Akademi, New Delhi
  - State Government/State Akademi
  - Other sources
17. Whether or not audited statement of accounts and the utilization certificate in respect of the grant released by the Ministry on the earlier occasions have been submitted. If yes, copies of the utilization certificate to be enclosed.
18. Last three years' receipts & payment account and balance sheet with auditors' certificate:  
(To be annexed)
19. Press reviews, press advertisements, souvenir's copies of tickets etc. of the production of the previous year (To be annexed)
20. Is Salary grant also received by the applicant: Yes/No  
(If yes, then the following details may be given)

Number of Guru

Number of Artistes

Total amount of Salary Grant being received

21. The duly filled in check-list and all the documents indicated therein are also enclosed along with this application.
22. 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.

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

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

Date:

Place :

## Check List For Production Grant

(To be enclosed along with the application)

Sl. 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

Date:

Place:

**Note:-** Formats of Indemnity Bond, Resolution, Bank Authorisation Letter and Advisory Note on NGO Partnership are at Annexure I, II, III and IV respectively.

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

1. **(Name of the applicant)** \_\_\_\_\_ has applied for Salary/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**

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.

(to be included

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.





## **Financial Assistance for Seminars Festivals and Exhibitions on Cultural Subjects by Not- For- Profit Organisations**

### **Short Name:- Cultural Functions Grant Scheme (CFGS)**

#### **1. Title**

The scheme will be known as Scheme of financial assistance for seminars, festivals and exhibitions on cultural subjects by not-for-profit organizations.

#### **2. Scope**

The scheme covers all 'not-for-profit' organizations, including Societies, Trusts and Universities, for supporting the seminars, research, workshops, festivals and exhibitions, etc. organized by them on different aspects of Indian Culture. They should have been functioning and registered under the Societies Registration Act (XXI of 1860), Trusts Act, Companies Act or any Central or State Act for at least three years.

The scheme will, however, not be applicable to such organisations or institutions as are functioning as religious institutions, or as schools/colleges.

Grant will be provided for all types of interactive fora such as conferences, seminars, workshops, symposia as also festivals and exhibitions on any subject important to the preservation or promotion of cultural heritage, arts, letters and other creative endeavours.

#### **3. Eligibility**

- (a) The applicant organization should, in order to qualify for the grant, have a properly constituted managing body or governing council with its powers, duties and responsibilities clearly defined and laid down in the form of a written constitution.
- (b) It must have tied up or planned the matching resources at least to the extent of 25 % of the project cost.
- (c) It should have facilities, resources, personnel and experience to take up the event/ project for which a grant is required.
- (d) Past experience of holding such functions, as applied for, would be given preference.

#### **4. Types of activities to be assisted and extent of assistance**

Financial assistance may be given for the following purposes :

- (a) Holding of conference, seminars, workshops, symposia, festivals, exhibitions and undertaking small research projects, etc. on any art forms/important cultural matters.
- (b) To meet expenditure on activities of development nature like conduct of surveys, pilot projects, etc. on cultural subjects including publications thereof.

## **5. Quantum of assistance**

Grant for specific projects under para 4 above shall be restricted to 75% of the expenditure, subject to a maximum of *Rs.5.00 lakhs* per project as recommended by the Expert Committee.

The Ministry may, in exceptional circumstances, increase the assistance to any project of outstanding merit and relevance, subject to appropriate approval.

## **6. Accounting procedures**

Separate accounts shall be maintained in regard to the grants released by the Central Government

- (a) The Accounts of the grantee organization shall be open to audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.
- (b) The grantee organization shall submit to the Government of India, a Statement of Accounts audited by a Chartered Accountant, stating out the expenditure incurred on the approved project and indicating the utilization of the Government grant in the preceding years. If the utilization certificate is not submitted within the prescribed period, the grantee shall arrange to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government.
- (c) the grantee organization will be open to a review by the Government of India, Ministry of Culture by appointing a committee or in any other manner decided by the Government as and when deemed necessary by the Government.
- (d) The grantee organization shall not invite foreign delegation without obtaining permission from the Ministry of External Affairs, application for which shall invariably be routed through Ministry of Culture.
- (e) It will be subjected to such other conditions as may be imposed by the Government from time to time.

## **7. Procedure for submission of Application**

While an advertisement will be placed annually, both on the website of the Ministry as well as in the print media, applications may be made (as per prescribed procedure contained in the advertisement) at any time during the financial year. The application should either be recommended by any of the National Akademies or any other culture- related organization under the Government of India or by concerned State Government/ UT Administration, State Akademies.

---

**8. Documents to be attached with the application:**

- (a) Constitution of the Organization
- (b) Constitution of the Board of Management or Governing Body and particulars of each member
- (c) Copy of the latest available Annual Report
- (d) A detailed project report including:
  - (i) description of the project for which assistance is requested along with its duration and the qualifications and experience of the staff to be employed for the project;
  - (ii) Financial statement of the project giving item wise details of recurring and non-recurring expenditure separately, and
  - (iii) the source(s) from which counterpart funds will be obtained.
- (e) A statement of income and expenditure of the applicant organization for the previous three years and a copy of the balance sheet for the previous year certified by a Chartered Accountant or a Government Auditor.
- (f) An Indemnity Bond in the prescribed Proforma on a stamp paper of appropriate denomination.
- (g) Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.

**9. Instalments**

The Grant will be released in two instalments of 75% (first instalment) and 25% (second instalment).

**10. Mode of Payment**

All payments will be made only through electronic transfers.

**11. Output of the scheme**

A bound report of the event will be submitted in triplicate; first copy to the Ministry, second copy to IGNSA and third to the organization that had recommended the application of the grantee organization

**12. Time consumed in processing the cases**

Incomplete applications not supported by the required documents will be summarily rejected and returned.

(attached a copy of public notice inviting applications may also please be seen)

## **Cultural Functions Grant Scheme**

### **Financial Assistance for Seminars Festivals and Exhibitions on Cultural Subjects by Not-for-Profit Organisations**

Applications are invited for financial assistance under the above mentioned scheme from Not-For Profit Organisations including Societies, Trusts, Companies and Universities for supporting the seminars, research, workshops, festivals and exhibitions etc. organized by them on different aspects of Indian Culture.

Applicant Organisation may send the completely documented applications, in the enclosed proforma, along with the recommendation of any of the National Akademies, any culture-related organisation under the Government of India or by State Government/UT Administration/ State Akademies, to Section Officer (S&F) Section, Ministry of Culture, Government of India, New Delhi. For any clarification please contact Section Officer (S&F) at Telephone No. 011-23389608. The Scheme shall remain open round the year.

#### **Documents to be attached:**

- (a) Constitution of the Organisation or appropriate details
- (b) Constitution of the Board of Management or Governing Body or and particulars of each member *(in case of NGOs/VOs)*
- (c) Copy of the latest available Annual Report or similar documents
- (d) A detailed project report including (i) description of the project for which assistance is requested along with its duration and qualifications and experience of the staff to be employed for the project; (ii) Item-wise details of recurring and non-recurring expenditure separately, and (iii) the source(s) from which counterpart funds will be obtained
- (e) A statement of income and expenditure of the applicant organisation for the previous three years and a copy of the balance sheet for previous year certified by a Chartered Accountant or a Government Auditor
- (f) An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination
- (g) Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds

[Incomplete applications not supported by the required documents will be summarily rejected and returned.]

---

## Application Form For Cultural Functions Grant Scheme

1. Name of the Organisation :
2. Postal Address (with telephone/fax/e-mail address):
3. Date of Establishment & Registration :  
of the Organisation
4. Registration number of the organization :  
if applicable.
5. Unique ID Issued by NGO Partnership System :
6. Permanent Account Number (Income Tax) :
7. Name of the Banker & Account Number:
8. Brief details of the Institution/Organisation, its objectives and activities :
9. Details of the project for which assistance is sought with date & period of execution  
(add Extra sheet, if necessary):
10. Title of the proposed projects
11. Date and period of execution :
12. Synopsis of the project (to be annexed):
13. Total estimated cost of the project (items-wise details to be annexed) :
14. Amount of assistance sought from the Ministry of Culture:
15. Details of the other sources of finance for the project (matching share):
16. Quantum of assistance received during the last three years from Ministry of Culture :
17. Whether or not audited statement of accounts and the utilization certificate in respect the grant released by the Ministry on the earlier occasions have been submitted. If so, copies of the utilization certificate may be enclosed.
18. I certify and declare that :
  - a) the particulars of statements made above are true
  - b) The institution/organisation will abide by the rules and conditions laid down by the Ministry of Culture

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Office Stamp :

**Note:** Please enclose all the documents and furnish full information as indicated in enclosed check-list.

## Recommendation of the Appropriate Agency

(This does not apply for Universities Departments/Centres).

The recommendation of any of the National Akademies, any culture-related organisation under the Government of India or by State Government/UT Administration/ State Akademies, covering the following points may be forwarded along with the application:

1. That the said organization is registered under the Societies Registration Act (XXI of 1860), Trusts Act, Companies Act or any Central or State Act.
2. That the said organization is active and good and deserves to be assisted for project as in the application.

**Note:** The officer signing the certificate should be Head of Akademy/cultural organization of the Government recommending the case, or Under Secretary or above to the State Government/UT Administration.

## Check List

**(To be enclosed with the application)**

S.No.	Information given/documents attached	Whether information given/ documents attached (Please write Yes/No or Not Applicable (NA))
1.*	Registration Number	
2.*	Copy of the Registration Certificate and Memorandum of Association to be attached (excepting University Departments./Centres)	
3.	Permanent Account Number (if applicable)	
4.	Project in brief in not more than 150 type-written words	
5.	Synopsis of the Project	
6.	Complete details of cost of proposed project	
7.	Audited statement of accounts & utilization certificate in respect of grants released by the Ministry of Culture on earlier occasions	
8.	Last three year's receipt and payment account and balance sheet with auditor's certificate	
9.	Whether the recommendations as required in the applications form, has been sought and enclosed	
10.	Whether duly filled in indemnity bond (as per format) has been enclosed	
11.	Whether duly filled in bank authorization letter (as per format) has been enclosed	
12.	Whether duly filled in resolution (as per format) has been enclosed	
13.	Unique ID issued by NGO Partnership System has been indicated	



Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Office Stamp \_\_\_\_\_

The signature must be similar to that in application.

***\*To be furnished by VOs/NGOs. University Department/Centres may furnish similar applicable details.***

**Note:-** Formats of Indemnity Bond, Resolution, Bank Authorisation Letter and Advisory Note on NGO Partnership are at Annexure I, II, III and IV respectively.



## **Grant in-aid to Voluntary Organisations for organizing Centenaries/ Anniversaries**

### **1. Title**

The Scheme shall be known as the scheme for providing Grant-in-aid to Voluntary Organisations for organising Centenaries/Anniversaries.

### **2. Objectives**

To highlight salient aspects of the life and times of important personalities in order to infuse in the public, particularly the young, the spirit of these great leaders.

### **3. Scope**

To provide financial assistance to Registered Voluntary Organisations and State and National Bodies for achieving the objectives of the scheme.

### **4. Nature of Assistance**

- i) Grants not exceeding Rupees one lakh to any Voluntary Organisation for appropriate programmes under the scheme.
- ii) Grant not exceeding Rs.40,000/- (Rupees forty thousand only) in case of Anniversary Celebrations of Jubilee year i.e. 125<sup>th</sup>, 150<sup>th</sup>, 175<sup>th</sup> and so on.
- iii) Grant will not exceed 75% of the total expenditure of (i) or (ii) above. The balance of 25% of the expenditure to be borne by the organisation.
- iv) Ministry of Culture in the Government of India may undertake any project on the subject through any of the agencies of its choice or directly and may finance the project from the scheme at an amount it deems fit keeping in mind the importance of the project.

### **5. Criteria for Eligibility**

- i) Grant will be given to Voluntary Organisations registered under the Registration of Societies Act / Trust.
- ii) Grant for programme for the propogation and presentation of Cultural values, national integration and communal harmony.
- iii) Celebration of Centenary/Anniversary of eminent personalities who have served the Nation

and contributed to the Cultural heritage as well as in the field of social reforms, spiritual values, culture and education, including Arts and Fine Arts, architects of Modern India, etc. can be considered for such grants.

- iv) Each and every request shall be examined on merit.
- v) The Ministry shall, where necessary, seek the advice of the State Government regarding the financial and other aspects of Organisation seeking assistance under the scheme.
- vi) Not more than 5 Voluntary Organisations will be given grants for celebrating a Centenary/ Anniversary of a particular personality. Not more than one Organisation should normally be funded at one place (Town/City).
- vii) Grant will not be given for construction of Memorial as a part of the celebration.
- viii) The terms and conditions as laid down in the GFRs and other financial instructions issued by the Ministry of Finance, from time to time, shall be observed scrupulously.
- ix) The grant will be sanctioned with the approval of Joint Secretary (Culture).
- x) There will normally be no financial assistance to voluntary organizations where a centenary is celebrated by the Union Government unless such an organisation is selected by the National Committee for this purpose.

## **6. Procedure for submission of application**

Application for grants should be sent to the Ministry of Culture, Government of India with the following documents:-

- i) A detailed description of the proposed Centenary/Anniversary celebration for which financial assistance is requested along with its duration.
- ii) A financial statement giving item-wise details of expenditure.
- iii) An audited statement of income and expenditure and annual reports of the organization for the previous three years.
- iv) Copy of Registration Certificate of the Organisation.
- v) Constitution/Memorandum of Association/Aims and Objectives of the organization.
- vi) Details about the resource persons with their names and addresses.
- vii) Published Bio-data of the personality whose Birth Centenary/Anniversary is to be celebrated together with the name of the book from where this has been taken. The Bio-data should contain the date of birth and the contribution made by him/her (in English or Hindi).



## Financial Assistance for the Preservation and Development of Buddhist/Tibetan Culture and Art

### 1. Objective :

To give financial assistance to the voluntary Buddhist/Tibetan organizations including Monasteries engaged in the propagation and scientific development of Buddhist/Tibetan culture, tradition and research in related fields.

### 2. Criteria for Grants :

- i. The voluntary Institutions/Organizations and Societies should be registered as a Society under the Societies Registration Act (XXI of 1860) or similar Acts.
- ii. Only those Organizations which are mainly devoted to Buddhist/ Tibetan studies and have been functioning at least for the last three years will qualify for applying for a grant.
- iii. The Organization should be of regional or all-India character.
- iv. The grants will be ad-hoc and of a non-recurring nature.
- v. Grants from this scheme will be given only to those organizations which are not in receipt of grants from any other source for similar purposes.
- vi. Financial assistance may also be given for construction of hostel building, class rooms, school buildings and training centres
- vii. Organizations which are doing good work in the field and having resources for meeting matching funds will be given preference.

### 3. Purpose and quantum of Assistance :

3.1 Financial assistance is given for all or any of the items listed below upto a maximum of Rs.30.00 lakhs per year for any single organization. In case of the organizations of all-India character and running a school for imparting monastic education, the financial assistance may be given beyond the ceiling, on the recommendation of the Expert Advisory Committee and approved by the Minister (Culture) in consultation with the FA, Ministry of Culture.

S.No	Items	Maximum Amount per annum
i	Maintenance (Salary of staff, Off. Exp/Misc. exp)	Rs.5,00,000/-
ii	Research Project on promotion of Buddhist/Tibetan Art and Culture	Rs.2,00,000/-
iii	Purchase of books, documentation and cataloguing relating to Buddhism	Rs.5,00,000/-
iv	Award of scholarships to monk/nunnery students	Rs.5,00,000/-
v	Holding of special courses on promotion of Buddhist/Tibetan Art and Culture	Rs.2,00,000/-
vi	Audio- Visual Recording/Documentation/ Archiving of the traditional materials for preservation and dissemination of Buddhist Art & Culture	Rs. 5,00,000/-
vii	IT upgradation and IT-enabled Teaching/ Training aids for monastic/ nunnery schools	Rs. 5,00,000/-
viii	Transport facilities for monastic/nunnery schools and monasteries located in remote areas	Rs. 5,00,000/-
ix	Salary of teachers where organization is running a school imparting monastic/ nunnery education	Rs. 5,00,000/-
x	Repairs, restoration, renovation of ancient monasteries and Heritage Buildings associated with Buddhism	Rs. 30,00,000/-
xi	Construction/Repairs/Extension with toilet and drinking water for Class Rooms, School Buildings, Hostels and Training Centres which are focused on Buddhist/ Tibetan Art and Culture as well as skill development of traditional craft for monastic/nunnery school	Rs.30,00,000/-

3.2 The maximum grant admissible to an organization would be 75% of the total expenditure to be incurred on any item subject to maximum ceiling fixed. The remaining 25% expenditure or more should be met by the State Govt./U.T. Administration failing which the grantee organization could contribute the amount from their own resources. However, in the case of North-Eastern States and Sikkim, funding will be shared between the Government of India and the State Government in the ratio of 90:10 respectively failing which the grantee organization could contribute from their own resources.

#### 4. Procedure for application:

4.1 The organization shall submit complete application alongwith the following documents/information to judge the eligibility of the organization through the concerned State Government/UTs. The organisation, however, located in North Eastern States, Sikkim, Leh and Kargil districts of Jammu & Kashmir are exempted to submit their applications direct to Ministry of Culture only with the recommendation of concerned District Collector/Dy. Commissioner.

S.No.	Documents/information
i.	Copy of the valid Registration Certificate clearly showing the validity of the Registration. The copy of the Registration Certificate will be duly certified by a Gazetted Officer.
ii.	Copy of Memorandum of Association
iii.	Copies of Audited Accounts for last three years.
iv.	Copies of Annual Report for last three years.
v.	Item-wise write-up on each activity to be undertaken incorporating detailed break-up of funds sought, no. of target beneficiary, time schedule of the Project, etc.
vi.	List of books to be purchased and their cost, if applicable.
vii.	Copy of registration certificate & other documents in proof of ownership of the land/building in case of civil construction, if applicable.
viii.	Detailed Project Report for civil works incorporating information, inter-alia, total land availability, estimated cost item wise, phasing of expenditure, completion schedule, approved estimates from State PWD for each item, details of Architect, details of class rooms – whether primary or secondary, Number of class rooms, Number of students per class rooms, what are the courses to be offered and upto which class, etc., if applicable.
ix.	<p>Details of teachers - name, age, qualifications and salary paid. Proposal relating to Salary of Teachers will be subject to the following:</p> <ul style="list-style-type: none"> <li>i. If the society is running a Monastic/Nunnery School in its building or it is running a school in its monastery</li> <li>ii. Number of monk/nun students taking training in such school.</li> <li>iii. Number of teachers, their age and qualifications and salary paid to the teachers</li> <li>iv. Is the Monastic/Nunnery School affiliated with some local Education Board in the State or any other Educational Board?</li> <li>v. Are the student's day scholars or resident in the school?</li> </ul>
x.	<p>Proposal relating to Award of Scholarship to students will be subject to the following conditions:-</p> <ul style="list-style-type: none"> <li>i. Criterion for selection of persons for payment of scholarship.</li> <li>ii. Does the organization notify in the beginning of the financial or academic year about the release of scholarship to the candidates to apply for scholarship? If yes mode of such notification and proof be given.</li> </ul>

4.2 **Recommendation** : The State Governments/UTs, District Collector/Dy. Commissioner while recommending the proposal will verify the following:

- i. Registration status of the organisation.
- ii. Whether as per Memorandum of Association the objectives and activities of organisation are related to promotion of Buddhist/Tibetan Art and Culture.
- iii. In case funds are sought for IT upgradation, transport facilities, civil construction/salary of teachers whether a Monastery, Monastic/Nunnery School exists/owned by the organisation.
- iv. Whether the organisation is capable of undertaking such projects.
- v. Recommend the activity/activities and the amount thereto.

4.3 The Central Institute of Buddhist Studies, Leh will act as 'Help Window', for the organisations located in Leh and Kargil districts of J & K.

## **5. Mode of and Conditions for Release of Grants:**

- a. Grant shall be given based on the appraisal of applications and recommendation by the expert Advisory Committee and there after administrative authorities in the Ministry of Culture.
- b. Grants will be paid in two equal instalments, the first being normally released with the approval of the project. The second instalment will be released on receipt of duly audited statement of accounts showing the utilization of the entire amount of grant plus the share of the grantee/concerned State/U.T. Government and other documents on behalf of Chartered Accountant. The release of the balance of grant will be decided on the basis of the actual expenditure incurred on the project subject to the maximum limit.
- c. An organization in receipt of financial assistance under the scheme shall be open to inspection by an officer of the Ministry of Culture, Government of India or the State Government concerned.
- d. The accounts of the project shall be maintained properly and separately and submitted to the Government of India as and when required and will be subject to check by an officer of the Central Government or the State Government or by the Comptroller and Auditor General of India at his discretion.
- e. The organisation shall submit detailed break-up of expenditure under the head "Maintenance" in a separate annexure forming part of accounts.
- f. The grantee shall maintain :
  - i. Subsidiary accounts of the grants-in-aid received from the Government.
  - ii. Cash book Register in hand written bound books duly machine numbered.
  - iii. Grant-in-aid Register for the grant received from the Government and other agencies.
  - iv. Separate ledgers for each item of expenditure like construction of hostel building, etc.
- g. The organization shall maintain a record of all assets acquired wholly or substantially out of the Central Government grant and shall not dispose of or encumber or utilize for purposes



- 
- other than those for which the grant was given without prior approval of the Government of India.
- h. If at any time, the Government of India has reason to believe that the sanctioned money is not being utilized for approved purposes, the payment of grant may be stopped and the earlier grants recovered.
  - i. The organization must exercise reasonable economy in the working of the approved project.
  - j. The grantee organization shall furnish to the Ministry of Culture a quarterly progress report of the project indicating in detail both the physical achievements and the expenditure incurred on each of the approved items separately.
  - k. The organisations availing grant for civil works will not be eligible for the grant for similar purpose for the next ten years.
  - l. The grantee shall furnish PWD completion certificate and photographic evidence for Civil Works.
  - m. The grantee shall submit five copies of the Research Project.
  - n. The grant for Repairs, restoration, renovation of Heritage Buildings associated with Buddhism is subject to certificate from Archaeological survey of India. An officer of appropriate level from ASI office/Circle concerned will be associated by the organisation for this activity.
  - o. Applications against which previous grant/Utilisation certificate is pending will not be considered.

## **6. Mode of Payment :**

All payments will be made through electronic transfers.

## **7. Outcome of the Scheme :**

A Performance-cum-achievement Report on the activity undertaken will be submitted in triplicate, duly bound, at the time of seeking second and final instalment to the Ministry and one copy to State Government/UT/Dy Commissioner concerned as per the following format:

## Performance-cum-achievement Report

i.	Name, address, Tel/Fax of the organisation			
ii.	Sanction No. and date			
iii.	Total grant sanctioned/ expenditure	Item No.	Grant Sanctioned	Expenditure incurred
iv.	Location of the Project			
v.	No. of beneficiaries			
vi.	Performance-cum-Achievements item-wise with photographs.			
vii.	How it helped/will help for preservation and development of Buddhist Culture and Art			
viii.	Any other point			

**Signature** \_\_\_\_\_

President/Secretary of organisation

### 8. Incomplete applications:

Incomplete applications not supported by the required documents and applications received without recommendation of the prescribed authority will not be considered and summarily rejected.

### 9. Special Provision:

The Expert Advisory Committee on the scheme is empowered to recommend or reject any proposal received without or with the recommendation of State Government/U.T. administration/ Local Administration and also to recommend the amount beyond the maximum limit but not exceeding Rs.1.00 crore. from this scheme, in respect of any proposal which is of outstanding merit for which the EAC feels that the maximum limit would not be sufficient for undertaking the said project, with the approval of Minister (Culture) and concurrence of AS & FA. Ministry of Culture

### 10. Inspection and Monitoring:

Inspection would be carried out by Ministry officials every year at least in 5% of the cases. The concerned State Govt/UTs Administration, District Collector/Dy Commissioner will also monitor.

### 11. Penalties in case of misutilisation of Grants:

The members of the executive body of the organisation would be liable for recovery of misused grants. The organisation will also be blacklisted for misuse of funds, fake registration certificate, etc. All immovable assets created from the Government grants would be taken over by local administration prescribed by the Ministry.

## Scheme of Financial Assistance for the Development of Buddhist/ Tibetan Culture and Art

### Application Form

1	State				
2	Name and address of the Organization: (with telephone/ Fax/e-mail)				
3	Under which Act the Organisation is registered and Year of establishment:				
4	Details of financial assistance received: from the Central/State/UT Govt. during the last three years Purpose indicating the purpose for which grants were received.	Name of	Purpose the funding agency	Amount received	Year
		If required, details may be attached in this proforma on a separate sheet			
5	Details of the financial assistance sought for				
	Item	Estimated amount		Amount sought	
(i)	Maintenance (Salary of staff, office expenses, misc.exp.).				
(ii)	Research Project on promotion of Buddhist/ Tibetan Art and Culture.				
(iii)	Purchase of Books, publication & cataloguing, translation, etc relating to Buddhism.				
(iv)	Award of scholarships to monk/nunnery students				
(v)	Holding of special courses/ workshops/seminars on promotion Buddhist/Tibetan Art and Culture.				
(vi)	Audio- Visual Recording/ Documentation/ Archiving of the traditional materials relating to Buddhist art and culture for preservation and dissemination.				
(vii)	IT upgradation and IT-enabled Teaching/Training aids for monastic/nunnery school.				
(viii)	Transport facilities for monastic/nunnery schools and monasteries located in remote areas.				

(ix)	Salary of teachers for monastic/nunnery school		
(x)	Repairs, restoration, renovation of ancient monasteries and Heritage Buildings associated with Buddhism		
(xi)	Construction/Repairs/Extension with toilet and drinking water for Class Rooms, Hostel, School Buildings and Training Centres which are focused on Buddhist/Tibetan Art and Culture as well as skill development of traditional craft.		

*(Strike off whichever is not applicable)*

**Note :-**

- i. Each item should be supported by the requisite information interalia required vide S.No.4 regarding procedure for application.
- ii. Application should be continuously page numbered duly spiral bound and check list alongwith enclosures should be attached with the application.

**Signature of applicant**

**Name** \_\_\_\_\_  
**Designation** \_\_\_\_\_  
**Office Stamp** \_\_\_\_\_

Date:

Place:

**Check List of Enclosures (To Be Attached With Application Form)**

<b>S.No.</b>	<b>Item</b>	<b>Attached (Yes/No/Not applicable)</b>	<b>Page No.</b>
1.	Copy of the valid Registration Certificate		
2.	Copy of Memorandum of Association		
3.	Copies of Audited Accounts for last three years.		
4.	Copies of Annual Report for last three years.		
5.	Item-wise write-up on each activity to be undertaken.		
6.	List of books to be purchased and their cost.		
7.	Copy of registration & other documents in proof of ownership of the land/building in case of civil construction		
8.	Detailed Project Report		
9.	Details of teachers - name, age, qualifications and salary paid, etc. as per para 4.1 (ix).		
10.	Details for Scholarship as per para 4.1 (x).		



## Financial Assistance for Development of the Cultural Heritage of the Himalayas

### 1. Objective :

The objective of the scheme is to promote, protect and preserve the cultural heritage of the Himalayan region spreading in Jammu & Kashmir, Himachal Pradesh, Uttarakhand, Sikkim and Arunachal Pradesh through research, documentation, dissemination, etc.

### 2. Criteria for Grants :

- i. The voluntary organization should be registered as a society under the societies Registration Act 1860 or as a public trust under Indian Trust Act, 1882 and shall have been functioning for a period of three years.
- ii. The Colleges and Universities are also eligible to apply.
- iii. The organisation should have the capacity to undertake and promote research projects. It should have facilities, resources and personnel to implement the scheme for which the grant is required.
- iv. The Colleges and Universities should introduce in their curricula or research course aspects of studies relating to preservation of Himalayan art and culture, in case not already done.
- v. A college applying for the grant should be affiliated to the University.
- vi. The grants will be ad-hoc and of non-recurring nature.
- vii. Grants from this scheme will be given only to those organizations which are not in receipt of grants from any other source for similar purposes.
- viii. Organizations which are doing good work in the field and having resources for meeting matching funds will be given preference.

**3. Purpose & quantum of assistance:** The financial assistance is given for any of the items listed below up to a maximum of '10.00 lakhs to any single organisation :

S.No.	Items	Maximum amount per annum
i.	Study and research on cultural heritage	₹ 10.00 lakhs
ii.	Preservation of old manuscripts, literature, art & crafts and documentation of cultural activities/ events like music, dance, etc.	₹ 10.00 lakhs
iii.	Dissemination through audio-visual programmes of art and culture	₹ 10.00 lakhs
iv.	Training in Traditional and Folk Art	₹ 10.00 lakhs

3.1 The maximum grant admissible to an organization would be 75% of the total expenditure to be incurred on any item subject to maximum ceiling fixed. The remaining 25% expenditure or more should be met by the State Govt./U.T. Administration failing which the grantee organization could contribute the amount from their own resources. However, in the case of Arunachal Pradesh and Sikkim, funding will be shared between the Government of India and the organization in the ratio of 90:10 respectively.

#### 4. Procedure for application :

4.1 The organization/individual shall submit complete application alongwith the following documents/information to judge the eligibility of the organization through the State Government, where the project is proposed to be implemented, to the Ministry of Culture. The organisations, however, located in Sikkim, Arunachal Pradesh & Leh and Kargil districts of Jammu & Kashmir are exempted to submit their applications direct to Ministry of Culture only with the recommendation of concerned District Collector/Dy Commissioner. The Universities and Colleges shall forward their applications through the U.G.C to Ministry of Culture.

S.No.	Documents/information
i	Copy of the valid Registration Certificate clearly showing the validity of the Registration. The copy of the Registration Certificate will be duly certified by a Gazetted Officer.
ii	Copy of Memorandum of Association
iii	Copies of Audited Accounts for last three years.
iv	Copies of Annual Report for last three years supported by documentary evidence of Achievements.
v	Write-up on the activity to be undertaken alongwith detailed break-up of the cost estimate, funds requirement from the Govt., other sources of funding, completion schedule of the project, etc.
vi	Brief profile in case of research personnel.

4.2 **Recommendation:** The State Governments/District Collector/ Deputy Commissioner/UGC while recommending the proposal will:

- i. Verify the Registration status of the organisation.
- ii. Certify that the voluntary organisation is capable of undertaking such projects.
- iii. Certify that project on the title/area proposed to be undertaken has not been undertaken in the past and it is a new project.
- iv. Recommend the activity/activities and the amount thereto.

#### 5. Mode of and Conditions for Release of Grants:

- a. Grant shall be given based on the appraisal of applications and recommendation by the Expert



Advisory Committee and there after administrative approval and financial concurrence of competent authorities in the Ministry of Culture.

- b. The Grants will be paid in two equal instalments, the first being normally released with the approval of the project. The second instalment will be released on completion of project and on receipt of duly audited statement of accounts showing the utilization of the entire amount of grant plus the share of the grantee/concerned State/U.T. Government and other documents. The release of the balance of grant will be decided on the basis of the actual expenditure incurred on the project subject to the maximum limit.
- c. An organization in receipt of financial assistance under the scheme shall be open to inspection by an officer of the Ministry of Culture, Government of India or the State Government concerned.
- d. The accounts of the project shall be maintained properly and separately and submitted to the Government of India as and when required and will be subject to check by an officer of the Central Government or the State Government or by the Comptroller and Auditor General of India at his discretion.
- e. The grantee shall maintain: -
  - i. Subsidiary accounts of the grants-in-aid received from the Government.
  - ii. Cash book Register in hand written bound books duly machine numbered.
  - iii. Grant-in-aid Register for the grant received from the Government and other agencies.
  - iv. Separate ledgers for each item of expenditure like construction of civil work, etc.
- f. The organization shall maintain a record of all assets acquired wholly or substantially out of the Central Government grant and shall not dispose of or encumber or utilize for purposes other than those for which the grant was given without prior approval of the Government of India.
- g. If at any time, the Government of India has reason to believe that the sanctioned money is not being utilized for approved purposes, the payment of grant may be stopped and the earlier grants recovered.
- h. The organization must exercise reasonable economy in the working of the approved project.
- i. The grantee organization shall furnish to the Ministry of Culture a quarterly progress report of the project indicating in detail both the physical achievements and the expenditure incurred on each of the approved items separately.
- j. The grantee shall submit three copies of the Project Report duly bound/Audio-Video CDs/ Photographs to the Ministry of Culture and one copy to the State Government where the project has been undertaken.
- k. Applications of the organisations against which previous grant/Utilisation certificate is pending will not be considered.

## **6. Mode of Payment :**

All payments will be made through electronic transfers.

## **7. Outcome of the Scheme :**

A Performance-cum-achievement Report on the activity undertaken will be submitted in triplicate, duly bound, at the time of seeking final instalment to the Ministry. It should include, interalia, an Executive Summary of the Project Report, no. of beneficiary, location of project, etc as per the following format:

## Performance-cum-achievement Report

Project Title:-----

i.	Name, address, Tel/Fax of the organisation			
ii.	Sanction No. and date			
iii.	Total grant sanctioned/total expenditure incurred	Item	Grant Sanctioned	Expenditure incurred
iv.	Location of the Project			
v.	No. of beneficiaries			
vi.	Performance-cum-Achievement			
vii.	How it will help to promote, protect and preserve the cultural heritage of the Himalayan region			
viii.	Any other point			

Signature.....

President/Secretary of Organisation

### 11. Incomplete applications:

Incomplete applications not supported by the required documents and applications received without recommendation of the prescribed authority will not be considered and summarily rejected.

### 12. Special Provision:

The Expert Advisory Committee on the scheme is empowered to recommend or reject any proposal received without or with the recommendation of State Government/U.T. administration/Local Administration and also to recommend the amount beyond the maximum limit but not exceeding Rs. 30.00 lacs. from this scheme, in respect of any proposal which is of outstanding merit for which the EAC feels that the maximum limit would not be sufficient for undertaking the said project, with the approval of Minister (Culture) and concurrence of AS & FA. Ministry of Culture.

### 13. Inspection and Monitoring:

Inspection would be carried out by Ministry officials every year at least in 5% of the cases. The concerned State Govt., District Collector/Dy. Commissioner will also monitor.

### 14. Penalties in case of misutilisation of Grants:

The members of the executive body of the organisation would be liable for recovery of misused grants. The organisation will also be blacklisted for misuse of funds, fake registration certificate, etc. All immovable assets created from the Government grants would be taken over by local administration prescribed by the Ministry of Culture.

**Government of India  
Ministry of Culture**

**Financial Assistance for the Preservation and Development of Cultural  
Heritage of the Himalayas**

**APPLICATION FORM**

1	State (where the project is to be implemented)				
2	Name and address of the Organization : (with telephone/Fax/e-mail)				
3	Under which Act the Organisation is registered and Year of establishment:				
4	Details of financial assistance received: from the Central/ State/UT Govt . during the last three years indicating the purpose for which grants were received.	Name of the funding Agency	Purpose	Amount received	Year
		Details may be attached			
5.	Details of the project and financial assistance sought for	Project	Estimated Cost	Amount sought	

**Note:** Application should be continuously page numbered/ duly spiral bound and checks list alongwith enclosures should be attached with the application.

**Signature of applicant**

Name \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Office Stamp \_\_\_\_\_

Date:  
Place:

**Check List of Enclosures****(TO BE ATTACHED WITH APPLICATION FORM)**

<b>S.No</b>	<b>Item</b>	<b>Attached (Yes/No/Not applicable)</b>	<b>Page No.</b>
i.	Copy of the valid Registration Certificate attested by Gazetted Officer		
ii.	Copy of Memorandum of Association		
iii.	Copies of Audited Accounts for last three years.		
iv.	Copies of Annual Report for the last three years supported by documentary evidence of achievements.		
v.	Write-up on the activity to be undertaken alongwith detailed break-up of the cost, time schedule of the Project, etc.		
vi.	Brief profile of the research personnel in case of research activity.		



## Cultural Heritage Youth Leadership Programme

### 1. Objective

The objective of the Scheme is to enrich the awareness of culture amongst youth, in order to promote cultural awareness; mutual understanding and respect, as also to develop a love for India's rich heritage, with a view to developing appropriate leadership qualities amongst youth. The focus of the programme will be on the less privileged children residing in backward areas. Usage of vernacular languages for propagation, will be made to the extent possible, for carrying out these activities.

### 2. Scope

**2.1** Financial assistance will be provided for following activities to schools, colleges and other cultural institutions including non-governmental organizations (Registered Societies, Trusts, etc), working directly with young people:-

- (i) Distribution of existing audio-visual (AV) materials related to culture, amongst eligible institutions; to arouse their interest in culture and heritage.
- (ii) Production of new AV material, including publications, related to culture.
- (iii) Supporting visits to monuments, museums and other specified places/events by students of under-privileged schools.

**2.2** Identification of existing AV material related to culture for distribution to eligible institutions, will be done by an Expert Appraisal Committee (EAC). The Committee may consider the existing AV material produced by well-known institutions/producers, including those in the cultural field, and may also call for applications in this regard. The distribution of the material will be done through 'approved implementing agencies' who will undertake the distribution work in consultation with Ministry of HRD/ State Governments. A list of 'approved implementing agencies' as amended from time to time will be placed on the website of the Ministry of Culture.

**2.3** CDs/ DVDs produced by Doordarshan etc., on topics of cultural and heritage interests such as "Bharat Ek Khoj" (Shyam Benegal's 53-episode serial produced for Doordarshan, based on Jawaharlal Nehru's 'Discovery of India') may be distributed to schools, colleges and other 'eligible institutions' under the Scheme.

**2.4** Generally the distribution of AV material will be made to such 'eligible institutions' that already have projection equipment including CD/DVD players. In exceptional cases, the Expert Appraisal Committee may consider providing financial assistance to 'eligible institutions' for purchase of equipment as per maximum prescribed limits.

**2.5** In order to fill the gap in the availability of good publications and AV material on India's heritage, particularly those for children, financial assistance may be provided to 'approved implementing agencies' for production of such AV material and/or publications, as approved by the EAC.

**2.6** With a view to providing first-hand exposure to children from less privileged section of the society, particularly from backward/ mofussil/ slum areas, to museums/ art galleries/ monuments (or a combination thereof), and for viewing/ participating in theatre/dance/music performances, day trips may be organized by 'eligible institutions' either directly or under the aegis of 'approved implementing agencies'. The following components/ elements would be permissible for this activity:

- (i) Hiring of buses to transport children. If required train trips within the requisite 25-50 kilometer radius may also be organized.
- (ii) Volunteers along with teachers from the school will accompany the children.
- (iii) The children will be taken to see a monument/museum/play and will be addressed initially by a responsible person about what they are about to see. They will be given a souvenir and a writing pad to take down notes.
- (iv) Children will be served an interesting and nutritious lunch, not exceeding Rs. 100 per child.
- (v) After seeing the monument/museum/play, there will be a lively interactive session. At this session they will be given material about what they have seen – books for children/DVDs/ VCDs/music cassettes.
- (vi) There will be regular follow-up sessions once the children return to their village/school – enactment of skit/writing of piece/discussions of what the children witnessed.

### 3. Eligibility

**3.1 'Approved Implementing Agencies':** Any cultural institutions under the Ministry of Culture or a voluntary organization (such as registered societies, trusts etc.) may apply for being included in the list of approved implementing agencies. Such inclusion in the list may be on a long term basis **or** for a specific term/activity, as approved by the Expert Appraisal Committee. A list of 'approved implementing agencies' as amended from time to time, will be uploaded on the website of the Ministry of Culture.

**3.2 'Eligible institutions':** Any school, college or a voluntary organization in the cultural field working directly with the children (such as Registered Societies, Trusts etc.) may apply for inclusion in the list of 'eligible institutions' for conducting visits to museums/art galleries/monuments (or a combination thereof) and/or for viewing/ participation in theatre/dance/music performances etc. Inclusion in the list of 'eligible institutions' would generally be for a specific activity/year, though in special circumstances, the EAC may permit the inclusion on a longer term basis. In addition to this, the 'approved implementing agencies' may identify and work with schools/colleges that fulfill the eligibility conditions without making a reference to the EAC for their inclusion in the list, provided all other conditions are met.

### 4. Focus on Leadership Development

Over a period of time, the 'approved implementing agencies' and the 'eligible institutions' will focus on development of cultural leadership amongst youth. It is recognized that in the initial phases

this activity would need to commence with generation of awareness, which would gradually get widened and deepened, and will form the basis for encouraging leadership qualities among the youth for propagators of cultural awareness. In developing such leadership attributes care will be taken to avoid any overlap with assistance for pursuing performing arts, to the extent possible.

## 5. Financial Assistance

Maximum financial assistance to be provided to 'approved implementing agencies' and/or 'eligible institutions' will be applicable as under, for various components of the Scheme:

Sl. No.	Activity	Maximum Financial Assistance admissible	
		For approved implementing agencies	For eligible institutions
1.	Distribution of existing AV material	Rs. 10,000 per institution for a specified number of such institutions per year	Nil
2.	Projection equipment including purchase of CD/DVD players	Nil	Rs. 80,000
3.	Production of new AV material including publications related to culture	Rs. 3 lakh per new publication (2,000 copies) and Rs. 2 lakh per reprint (2,000 copies).Rs. 2 lakh for producing new AV material (30-minute duration) and Rs. 1 lakh for production of CD/DVD (2,000 copies)	Nil
4.	Visits of under-privileged students	Rs. 10 lakh per year for regional coverage and Rs. 30 lakh for national coverage (comprising at least three regions)	Up to Rs. 500 per young person for a maximum of 200 such persons per institution

**Note:** In the event that an 'approved implementing agency' or an 'eligible institution' is already a recipient of grant-in-aid from the Ministry of Culture, any financial assistance granted to it under this Scheme will be routed through the same Budget Head from where the main grant-in-aid is disbursed.

## 6. Expert Appraisal Committee

**6.1** An Expert Appraisal Committee (EAC) will be constituted by the Government with Joint Secretary, Ministry of Culture as Chairman.

**6.2** The Committee will have five Members drawn from different fields of culture (such as museums, contemporary art, archaeology and monuments, theatre, dance, music etc.) having expertise/ experience of working with children. Director (Museum) in the Ministry of Culture shall be the Member-Secretary of the Committee.



**6.3** The Committee will meet at least once every quarter to consider all applications/ proposals) requests for inclusion in the list of approved implementing agencies and/or eligible institutions as well as for financial assistance for specific time-periods/ activities.

## **7. Procedure for release of financial assistance**

**7.1** All applications for inclusion in the list of 'approved implementing agencies' will be made in Form-I and those for inclusion in the list of 'eligible institutions' will be made in Form-II.

**7.2** All applications for financial assistance by the 'approved implementing agency' and/or the 'eligible institution' will be made in Form-III. Applicant organizations will be free to make an application in Form-III, simultaneously with an application in Form-I and Form-II, as applicable.

**7.3** The applications may be addressed to Secretary (Culture), Government of India and marked for attention of Director (Museums) in his capacity as Member-Secretary, Expert Appraisal Committee and delivered at Room No. 329-C, Shastri Bhavan, Dr. Rajendra Prasad Road, New Delhi 1210 015. All completed applications will be accorded a registration number by the Member-Secretary of EAC. The applications will be considered on a 'first come first served' basis, in accordance with the registration numbers, to the extent possible.

**7.4** The release of financial assistance for distribution of publications and AV material as well as for production of new AV material (including publications) in two installments in the ratio of 3:1. In other words 75% of the financial assistance will be released as the first installment and the remaining 25% as the second installment (upon submission of details relating to utilization of at least 80% of the first installment).

**7.5** Financial Assistance for carrying out visits to museums/art galleries/monuments (or a combination thereof) and/or for viewing/ participation in theatre/dance/music performances, organized by eligible institutions will be released in full in advance. Eligible institutions will, however, be responsible for submission of the utilization certificates as per the actual expenditure incurred within a period of three months from the date of the release of financial assistance. Failure to comply with this condition would de-bar such institution from applying for a similar assistance, in future.

**7.6** There will be no fixed last date for submission of applications and the applications in all categories will be received throughout the year.

**Application for inclusion in the list of  
'Approved Implementing Agencies'**

1. Name of the organization  
with complete postal address/  
Telephone/fax No./e-mail ID
2. Type of institution –  
Govt-aided/ voluntary organization
3. Number/Date of registration  
(if applicable)
4. Bank details  
(Name of Bank, Branch, A/c No.  
and ICFC code)
5. Name, designation and address  
(including tele/fax No., and e-mail  
ID) of officer in charge of the Institution
6. Details of core area of activity  
(Please explain the expertise and  
experience in the core area,  
especially for children)
7. Whether the institution has  
received, or has applied for  
financial assistance under any  
other Scheme operated by  
the Ministry of Culture or any  
other Ministry. Give details.
8. Details of specific activities  
(along with time-period)  
proposed to be undertaken by  
the institution.
- 9. Documents to be attached.**
  - i. Copy of memorandum and article of association of the institution.
  - ii. Copies of audited statements of account for the last three years.

- iii. Latest annual report/activity report.
- iv. Details of primary source of funding of the institution.
- v. Bond in the proforma enclosed .
- vi. Authorization letter for sending grant directly to Bank Account in the proforma enclosed.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Note:-** Formats of Indemnity Bond and Bank Authorisation Letter are at Annexure I and III respectively.

**Application for inclusion in the list of  
'Eligible Institution'**

1. Name of the organization  
with complete postal address/  
Telephone/fax No./e-mail ID
2. Type of institution –  
Govt-aided/ voluntary organization
3. Number/Date of registration  
(if applicable)
4. Bank details  
(Name of Bank, Branch, A/c No.  
and ICFC code)
5. Name, designation and address  
(including tele/fax No., and e-mail  
ID) of officer in charge of the Institution
6. Details of core area of activity  
(Please explain the expertise and  
experience in the core area,  
especially for children)
7. Whether the institution has  
received, or has applied for  
financial assistance under any  
other Scheme operated by  
the Ministry of Culture or any  
other Ministry. Give details.
8. Details of specific activities  
(along with time-period)  
proposed to be undertaken  
by the institution.
9. **Documents to be attached.**
  - i. Copy of memorandum and article of association of the institution.
  - ii. Copies of audited statements of account for the last three years.
  - iii. Latest annual report/activity report.

- iv. Details of primary source of funding of the institution.
- v. Bond in the proforma enclosed .
- vi. Authorization letter for sending grant directly to Bank Account in the proforma enclosed.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Note:-** Formats of Indemnity Bond and Bank Authorisation Letter are at Annexure I and III respectively.

## Application for financial assistance under Cultural Heritage Youth Leadership Scheme

1. Name of the organization  
with complete postal address/  
Telephone/fax No./e-mail ID
2. Whether included in the list of  
'approved implementing agencies'  
and/or 'eligible institutions' Yes/No
3. If reply to (2) above is yes,  
please give registration number
4. If reply to (2) above is 'No' then  
please indicate the date on which  
such application for inclusion was made.
5. Name, designation and address  
(including tele/fax No., and e-mail  
ID) of officer in charge of the Institution
6. Details of project activity  
proposed for which financial  
assistance is sought.
7. Whether the institution has  
received, or has applied for  
financial assistance under any  
other Scheme operated by  
the Ministry of Culture or any  
other Ministry. Give details.
8. Whether any utilization certificate  
is pending in respect of any financial  
assistance received by the  
institution in the past. Yes/ No
9. **Documents to be attached.**
  - i. Details of the project – write-up and breakup of costs.
  - ii. Bond in the proforma enclosed .
  - iii. Authorization letter for sending grant directly to Bank Account in the proforma enclosed.

iv. Any other relevant document.

Place \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Name \_\_\_\_\_  
Designation \_\_\_\_\_

**Note:-** Formats of Indemnity Bond and Bank Authorisation Letter are at Annexure I and III respectively.

## CERTIFICATE AS PER RULE 209 (1) OF GFR 2005

It is certified that \_\_\_\_\_ (name of organization) has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or State Government.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Rubber Stamp

Place:

Date





## Financial Assistance for Publication of Magazines and Journals Dedicated to Indian Culture and Heritage

### 1. Title

The Scheme is known as Scheme of Financial Assistance for Publication of Magazines and Journals dedicated to Indian Culture and Heritage.

### 2. Types of Publications eligible for Assistance

Financial Assistance will be provided for Magazines and journals dedicated to India's culture and heritage. However in exceptional circumstances, financial assistance for publication of books on Indian Culture and Heritage can also be considered.

The 'exceptional circumstances/cases' could be the book on the commemoration of an event or a national personality who has contributed immensely to the nation or to the cause of learning or has contributed in spreading the cause of international brotherhood in a significant manner. Similarly, a book which is being brought out in a commemorative year with well stocked content and is of great significance and relevance for the Indian cultural scene may be supported. Further, a book can be considered for support if it is of a very high standard and of an exceptional quality in terms of its content on Culture and Heritage.

Same criteria would be adopted for the publications.

### 3. Scope

- (a) The Scheme will cover assistance to all forms of 'not-for-profit' organization(s), including societies, trusts, universities (including centres and institutes of the universities, but not its Departments), research institutions, government assisted organizations, etc.
- (b) The organization seeking the grant should have been functioning (with publications) and is registered under the provision of a relevant State or Central Act, for at least three years, prior to the proposal, where such registration is relevant.
- (c) It must have professional experience and expertise in the field of art and culture, as reflected through its Editorial (and Advisory or Management / Governing, where existing) Board or teams.
- (d) Established publishers and editorial management of journals and magazines that have made a mark in dealing with various aspects of India's culture and heritage and, have been in existence for at least a decade can also apply (in exceptional cases\*, this can be reduced to 5 years) and non-profit organizations would be preferred.

- (e) Established cultural organizations that are not into publication could also be provided a one-time assistance for a single publication of their research or articles or proceedings of workshops.
- (f) The Scheme will however, not be applicable to religious institutions, political organizations, Government-supported organizations (excluding cultural and educational bodies otherwise covered) primary or secondary schools as well as colleges and individuals authors, as also purely or mainly commercial ventures and those that are not focused on culture or heritage.
- (g) In exceptional cases, a book could be supported with a one-time grant provided the Expert Appraisal Groups unanimously recommends on the basis of the author's reputation and the sponsoring organization's track record in culture.

Exceptional cases as defined here is covered in Para 2 above.

#### **4. Eligibility**

- (a) Should not devote more than 40% of its editorial space to non-culture subjects like news, views sport and commercial entertainment.
- (b) Should not be a 'niche' publication with primary focus other than culture, such as interior design, lifestyle, health, automobiles, fashion, food, entertainment, apparel, etc.
- (c) The pricing, circulation, reach and target audience should not be focused for the elite or for luxurious consumption.
- (d) Should not be primarily motivated for commercial profit, political, religious or for sectarian or emotive issues.
- (e) Should be focused on culture and its related areas, such as the literary, visual, plastic and performative arts, as well as on antiquities, built and natural heritage.
- (f) The publication should have a Registrar of Newspapers of India number, which should not be recent, and should be continuous.
- (g) The publication should be professionally produced in print (not only on the web), professionally designed and produced at a modern press on a credible budget.
- (h) The publication should have printed at least 3000 copies per issue: for this records of print orders and payments made to the printer / publishers are to be provided. However, in case of struggling but having a well established track record, publication with a less number of cities may also be considered, if the Expert Appraisal Groups mentioned in Para 5 so recommend.
- (i) It is desirable that the content of the publication should be original and paid for.
- (j) There should be a credible distribution network, including established bookstores and stores chains and past performance and circulation achieved would be examined with reference to records.

#### **5. Procedure for submission of Proposal**

This scheme will be placed on the website of the Ministry of Culture, as well as advertised periodically in the print media. Proposals may be made (as per prescribed procedure contained in the advertisement) at any time during the financial year.

## 6. Procedure for Evaluation of the Proposal

Proposal will be evaluated by the Expert Appraisal Groups (EAGs) and there may be 8 or more EAGs to examine different categories, based on the life-time experience of members.

- (i) **Heritage:** Including built heritage, museums, antiquities, paintings, murals, artifacts, etc.
- (ii) **Modern and Contemporary Art**
- (iii) **Music and Dance**, including classical, semi-classical and folk.
- (iv) **Theatre, in its different forms**
- (v) **Library, Archives etc. and institutions related to iconic notional leaders.**
- (vi) **Literature**
- (vii) **Indology, ancient and classical** and semi classical languages, manuscripts and other matters related to ancient history and culture.
- (viii) **Composite Group:** for areas that encompass more than one discipline, members of the Expert Appraisal Groups for this, will be drawn from the relevant groups.

## 7. Lines of Assistance

There could be a number of means of support which will be decided by the Expert Appraisal Group. These could include:-

- (i) Direct one time support for the publication, through a grant, to cover production costs in connection with the publication for a year/ 2 years or even for a single publication or issue.
- (ii) Any other kind of assistance as may be suggested by the Expert Appraisal Groups, and is determined by the Ministry.

## 8. Quantum of Assistance

- (i) This can not be straitjacketed and will depend upon the outreach, age, number of copies, price, etc., and therefore, the Expert Appraisal Groups may recommend this on a case to case basis.
- (ii) Support should not be more than 50 % of the cost of the publication, based upon firm records, in preceding 1 to 2 years or a longer period.
- (iii) Depending on quality and periodicity of publication, a maximum support of up to Rs. 10 lakhs a year can be provided.
- (iv) The Ministry may, in exceptional circumstances, increase the assistance up to Rs 20 lakhs, subject to recommendation of the relevant Expert Appraisal Group with reasons to be recorded in writing to be approved specifically by Secretary (Culture).

The 'exceptional circumstances/cases' in case of journals or books of high merit, quality and relevance which has contributed immensely to the nation or to the cause of international brotherhood or is being brought out in a commemorative year with well stocked content and is of great significance and relevance for the Indian culture

## 9. Documents to be attached with the Proposal:

- (a) Authenticated copy of the Registration Certificate or Permission or Trust Deed or Government or University Resolution or order by which the organization became a legal entity.
- (b) Constitution of the organisation's Memorandum of Association, Rules and Regulations, etc., wherever applicable
- (c) Present composition of Board of Editorial Management and or Governing Body or Advisory Board or Committee, where they exist, with short CVs of Members, including the Editor.
- (d) Latest annual report
- (e) A detailed proposal, including:
  - (i) Note on the objectives & physical layout of the publication (i.e. number of pages, illustrations etc.) its periodicity, subjects covered, target or actual readership and an analysis of its strengths, weaknesses and potential.
  - (ii) 3 to 6 back issues of the publication.
  - (iii) Financial statement/ cost estimation of the proposal, under various heads (such as manuscript finalization, copy-editing, designing, printing, binding, distribution, marketing and promotion, etc.).
  - (iv) A statement of income and expenditure of the applicant organization for the previous three years and a copy of the balance sheet for the previous year, certified by a chartered accountant or a government auditor.
  - (v) Rights' Agreement, where necessary, to be signed between the grantee organisation and the Ministry of Culture, enumerating terms and conditions such as buy back arrangement or revenue-sharing (if agreed) from actual proceeds, copyright, etc.
  - (vi) An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination, duly signed by the authorized signatory of the applicant organization.
  - (vii) Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.
  - (viii) A written undertaking to maintain separate books of accounts of the Ministry's grants.

**NOTE For Para 3 (f) only :** A soft copy of the research work/ manuscript proposed to be published in collaboration with the Ministry of Culture may be submitted for evaluation by the EAG. Proposals of authors/ scholars have to be recommended by a reputed cultural institution or organization, as the grant will be released to the institution only if the proposal is approved by the EAG and sanctioned by Government.

## 10. Miscellaneous Issues

- i) Issues Regarding Copyright and royalty will be decided on a case-by-case basis
- ii) Contribution or support of the Ministry of Culture, Government of India will be acknowledged prominently on the cover or first page and elsewhere in the publication and its flyers and publicity materials.

---

## Application Form

### Proforma of Application for- Financial Support for Publication of Magazines and journals dedicated to India's Culture and heritage. [For Para 3(a) to (e) ]

1. Name of the applicant or publisher :
2. Name of the publication:
3. Postal address of the publication:
4. Email or web details:
5. Unique ID issued by NGO Partnership(Where applicable)
6. Permanent Account Number
7. Year of commencement of publication:
8. Members of Editorial Board/ Committee &/or Advisory or Governing Board / Committee, where they exist  
(short CVs may be enclosed), including the Editor:
9. Since when has the publication been in print ?  
(Attach a Note on focus, performance, targets, problems & potential) :
10. Number of copies of each issue that are printed  
  
(proof may be enclosed, like payments to printers, etc.) :
9. How is the publication currently funded?  
(Give percentage breakup between different sources of support in a single case or a year) :
10. What is the character and type of the publication ?  
(Please attach copies of the previous 3 to 6 issues of the publication):
11. Registrar of Newspapers of India Number of the publication:
12. How long has the Registrar of Newspapers of India Number been valid? continuously?  
  
(If not, provide details of the break in the continuity and reasons for the break thereof):
13. Details of the press where the publication is produced (including postal address etc.):
14. Is the content of the publication original or paid for?:
15. Details of overseas subscribers, if any  
(in numbers and country details):

16. Has support been taken earlier from the Culture Ministry or its organizations, or Government or other organizations (if so, details thereof):
17. Details of other sources of finance:
18. **Amount of assistance sought**, with detailed justification, stating if it is-
  - (1) one- time disbursement of funds, or
  - (2) annual funding or
  - (3) buy back arrangement and the number of copies proposed, or
  - (4) any other ?
19. Please provide following documents:
  - (a) Constitution of the organisation, Memorandum of Association, Rules and Regulations, etc. wherever applicable
  - (b) Present composition of board of editors or editorial management and/ or advisory or governing body
  - (c) Latest annual report of accounts of the organization.
  - (d) A statement of income and expenditure of the applicant organization for the previous three years and a copy of the balance sheet for the previous year certified by a chartered accountant or a government auditor.
  - (e) An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination, duly signed by the authorized signatory of the applicant organization.
  - (f) Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.

**N.B: For Application for Book Publication[Para 3(g) only],** a detailed proposal may be submitted, including:

- i) Title of the publication;
- ii) Proposed physical layout of the publication (i.e. number of pages, illustrations etc.;
- iii) Financial statement/ cost estimation of the proposal under various heads (such as manuscript finalization, copy-editing, designing, printing, binding, distribution, marketing and promotion, etc.);
- iv) Proposed Rights' Agreement to be signed between the grantee organisation and the Ministry of Culture enumerating terms and conditions such as buy back arrangement or royalty linked revenue sharing from actual proceeds, copyright, etc.

## Check List

(To be enclosed with the application)

S.No.	Information given/documents attached	Whether information given/ documents attached (Please write Yes/No or Not Applicable (NA))
1.*	Registration Number	
2.*	Authenticated copy of the Registration Certificate or Permission or Trust Deed or Government University Resolution or order by which the Organisation became a legal entity.	
3.	Constitution of organisation, Memorandum of Association, Rules and Regulation, etc., wherever applicable	
4.	Present composition of Board of Editorial Management and or Governing Body or Advisory Board or Committee	
5.	Latest annual report	
6.	A detailed proposal	
7.	Note on the objectives & physical layout of the publication	
8.	3 to 6 back issues of the publication	
9.	Financial statement/cost estimation of the proposal, under various heads.	
10.	A statement of income and expenditure for the previous three years and a copy of balance sheet for the previous year	
11.	Rights Agreement, where necessary, to be signed between the grantee organisation and the Ministry of Culture	
12.	Indemnity bond in the prescribed proforma	
13.	Details of the bank account in the prescribed proforma	
14.	A written undertaking to maintain separate accounts	
15.	A soft copy of the research work/manuscript proposed to be published in collaboration with the Ministry of Culture, (For para 3 (f) of the Scheme only)	
16.	Permanent Account Number (if applicable)	
17.	Duly filled in resolution (as per format) has been enclosed	

18	Unique ID issued by NGO Partnership System has been indicated	
----	---	--

\*\*Signature -----

Name-----

Designation -----

Office Stamp-----

\*\*The signature must be similar to that in application.

***\*To be furnished by VOs/NGOs. University Department/Centres may furnish similar applicable details.***

**Note:-** Formats of Indemnity Bond, Resolution, Bank Authorisation Letter and Advisory Note on NGO Partnership are at Annexure I, II, III and IV respectively.





## **Financial Assistance for Book Fairs, Book Exhibitions and Participation in International Book Fairs/ Publishing Events, etc.**

### **Preamble**

Under the 'Scheme of Financial Assistance for Book Fairs, Book Exhibitions and participation in International Book Fairs and Publishing Events etc.' Financial Assistance is granted for organizing Regional/ National Book Fairs, Exhibitions of rare publications/ manuscripts/ official documents etc., Seminars, Conferences and other related events for promotion of books and reading habits. Participation in International Book Fairs is also covered in this Scheme. Not-for-Profit organizations, including Societies, Trusts, Universities, Publishers and Book Trade Associations are eligible to apply for grant. The Scheme is however, not meant for such organizations or institutions that are functioning as religious institutions, or as schools/colleges. The Scheme remains open throughout the year, but applications, duly filled in, are taken up for consideration by the Expert Committee once every 6 to 10 weeks.

### **Objective and Scope**

Popularisation of Indian culture by promoting quality books is the major objective of this Scheme. Another purpose is to create a climate in which a vast number of people would buy and read books. The Scheme is meant for organizing Regional/ National Book Fairs, Exhibitions of rare publications/ manuscripts/ official documents etc. and seminars, conferences and other related events for promotion of books and reading habits. Participation in International Book Fairs will also be covered in this Scheme.

The Scheme is meant for 'non-profit' organization(s) including institutions, societies etc. it also covers Trusts, Publishers and Book Trade Associations.

The organizations seeking grant should have been functioning and registered under the Societies Registration Act (XXI of 1860 - an Act for the Registration of Literary, Scientific, and Charitable Societies), Trusts Act, Companies Act or any Central or State Act for at least three years. Eminent Authors and Publishers who have been invited to attend international events like Literary Festivals/ Book Fairs are also eligible to apply for grant under this Scheme.

The scheme is however, not meant for such organizations or institutions that are functioning as religious institutions, or as schools/ colleges.

### **Eligibility**

- (a) The applicant organization should, in order to qualify for the grant, have a properly constituted Managing Body or Governing Council with its powers, duties and responsibilities clearly defined and laid down in the form of a written constitution.

- (b) It must have tied up or planned the matching resources at least to the extent of 25 % of the project cost.
- (c) It should have facilities, resources, personnel and experience to take up the event/ project for which a grant is required.
- (d) Past experience of holding or participating in such events, as applied for, would be given preference.
- (e) Eminent authors and publishers who have been invited to participate in Book Fairs, Literary Festivals and other International events to present papers, etc. may also apply for grant under the Scheme.
- (f) Financial assistance for participation in International events would normally cover economy class air fare, boarding and lodging (i.e. per diem) charges according to the existing government rates. Packing and shipping of books and other exhibits and insurance charges (wherever applicable) are also to be covered.

#### **Types of Activities to be Assisted and Extent of Assistance**

- (a) Book Fairs/ exhibitions which promote reading are normally held all over the country during the winter season. Major annual book fairs are organized in cities like Delhi, Kolkata, Patna, Chennai and some other state capitals etc. primarily under the aegis of local publishers' associations.
- (b) Financial assistance may be given for the organisation of book fairs, book exhibitions and related events including exhibition of rare books, manuscripts, rare government documents, etc., in India and abroad.
- (c) Participation in major International Book Fairs held in cities like Frankfurt, London, Beijing and Moscow by the Publishers/ Authors including representatives of Publishers' Associations.
- (d) Book Reading/ Discussion Sessions, Literary Festivals, Quiz Programmes, as well as Seminars and Conferences on book publishing, children's literature, trend in publishing in regional languages, etc., in India and abroad.

#### **Quantum of Assistance**

Grant for specific projects shall be restricted to 75% of the expenditure, subject to a maximum of Rs.10.00 *lakh* per event. The quantum of assistance will depend on the recommendation of the Expert Committee.

#### **Application Procedure**

- a) An organisation desirous to apply for financial assistance under this Scheme will send the application in the prescribed Proforma (Annexure I).
- b) While an advertisement will be placed annually, both on the website of the Ministry of Culture as well as in the print media, applications may be made (as per prescribed procedure contained in the advertisement) at any time during the financial year. The application should either be

---

recommended by any of the National Akademies or any other culture-related organization under the Government of India or by concerned State Government/ UT Administration, State Akademies.

**Documents to be Attached with the Application:**

- (a) Constitution of the Organization
- (b) Constitution of the Board of Management or Governing Body and particulars of each member
- (c) Copy of the latest available Annual Report
- (d) A detailed project report including:
  - (i) Brief description of the project for which assistance is requested along with its duration, venue, probable or exact dates and other details with past experience of the organisation in the field;
  - (ii) Financial statement of the project giving item wise details of recurring and non-recurring expenditure separately, and
  - (iii) Source(s) from which counterpart funds will be obtained.
- (e) A statement of income and expenditure of the applicant or the organization for the previous three years and a copy of the balance sheet for the previous year certified by a Chartered Accountant or a Government Auditor.
- (f) An Indemnity Bond in the prescribed Proforma on a stamp paper of appropriate denomination.
- (g) Details of the bank account in the prescribed Proforma to enable electronic transfer of sanctioned funds.

**Accounting Procedure**

Separate accounts are to be maintained in regard to the grants released by the Central Government:

- (a) The Accounts of the grantee organization shall be open to audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.
- (b) The grantee organization shall submit to the Government of India, a Statement of Accounts audited by a Chartered Accountant, stating out the expenditure incurred on the approved project and indicating the utilization of the Government grant in the preceding years. If the utilization certificate is not submitted within the prescribed period, the grantee shall arrange to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government.
- (c) The grantee organization will be open to a review by the Government of India, Ministry of Culture by appointing a Committee or in any other manner decided by the Government as and when deemed necessary by the Government.
- (d) The grantee organization shall not invite any foreign delegation or person under this Scheme

without obtaining permission from the Ministry of External Affairs, application for which shall invariably be routed through Ministry of Culture.

- (e) It will be subjected to such other conditions as may be imposed by the Government from time to time.

### **Instalments**

The Grant will be released in two installments of 75% (first instalment) and 25% (second installment).

### **Mode of Payment**

All payments will be made only through electronic transfers.

### **Output of the Scheme**

A Report containing the details of the event/ programme organized by the Grantee Organization with the financial assistance from the Ministry of Culture is to be submitted in duplicate within a period of one month.

### **Time consumed in processing the cases**

Two months time will be required to process the cases. Applicants are advised to apply at least three months in advance prior to the commencement of the event.

---

## **Application Form for Financial Assistance for Book Fairs, Book Exhibitions and Participation in International Book Fairs/ Publishing Events, etc.**

1. Name of Organisation:
2. Postal Address (with telephone/ fax/ email address):
3. Date of Establishment and Registration No.:
4. Unique ID issued by NGO Partnership System:
5. Permanent Account Number (Income Tax):
6. Name of the Bank and Account Number:
7. Brief details of the Institution/ organisation\*:
8. Details of the proposal/ project for which assistance is sought with date and period of execution (add extra sheet, if necessary)
9. Synopsis of the project (to be annexed):
10. Total estimated cost of the project (items-wise details to be annexed):
11. Amount of assistance sought from the Ministry:
12. Details of the other sources of finance for the proposal (matching share):
13. Quantum of Assistance received during the last three years from Ministry of Culture:
14. Whether or not audited statement of accounts and the utilization certificate in respect of the grant released by the Ministry on the earlier occasions have been submitted. If so, copies of the Utilization Certificate may be enclosed.
15. I certify and declare that:
  - a. The particulars of statements made above are true.
  - b. The institution/ organisation will abide by the rules and conditions laid down by the Ministry of Culture.

Signature:

Name:

Designation:

Office Stamp:

- \* A statement of income and expenditure of the applicant organization for the previous three years and a copy of the balance sheet for the previous year certified by a chartered accountant or a government auditor.

## Recommendation of the Appropriate Agency

The recommendation of any of the National Akademies, any culture-related organisation under the Government of India or by State Government/ U.T. Administration/ State Akademies, covering the following points may be forwarded along with the application:

1. That the said organisation is registered under the Societies Registration Act (XXI of 1860), Trusts Act, Companies Act or any Central or State Act.
2. That the said organisation is active and good and deserves to be assisted for project as in the application.

**Note:** The officer signing the certificate should be Head of Akademi/ Cultural Organisation of the Government recommending the case, or Under Secretary or above to the State Government/ U.T. Administration.

**Note:** Formats of Indemnity Bond, Resolution, Bank Authorisation Letter and Advisory Note on NGO Partnership are at Annexure I, II, III and IV respectively.



## Award of Scholarships to Young Artistes in Different Cultural Fields

### 1. Title

Scheme for Scholarships to Young Artistes in Different Cultural Fields

### 2. Objective

This Scheme seeks to give assistance to young artistes of outstanding promise for advanced training within India in the field of Indian Classical Music, Indian Classical Dance, Theatre, Mime, Visual art, Folk, Traditional and Indigenous Arts and Light Classical Music.

### 3. Number

Total Number of Scholarships 400.

### 4. Subjects/Fields in which Scholarships can be awarded

#### 1) Indian Classical Music:

Classical Hindustani Music (Vocal and Instrumental) Classical Carnatic Music (Vocal & Instrumental etc.)

#### (2) Indian Classical Dance/Dance Music:

Bharatnatyam, Kathak, Kuchipudi, Kathakali, Mohiniattam, Odissi Dance/ Music, Manipuri Dance/ Music, Thangta, Gaudiya Nritya, Chhau Dance/ Music, Sattriya dance.

#### (3) Theatre:

Any specialised aspect of theatre art, including acting, direction, etc., but excluding playwriting and research.

Mime.

#### (4) Visual Arts:

Graphics, Sculpture, Painting, Creative Photography, Pottery & Ceramics, etc.

#### (5) Folk, Traditional and Indigenous Arts:

Puppetry, Folk Theatre, Folk Dances, Folk Songs, Folk Music, etc. ( An indicative list can be seen at Para 10- 'Note')

**(6) Light Classical Music :**

- (a) Thumri, Dadra, Tappa, Qawali, Ghazal,
- (b) Light Classical music based on Carnatic Style, etc.
- (c) Rabindra Sangeet, Nazrul Geeti, Atulprasad

**5. Duration and Terms of Scholarship**

The duration of scholarship will be two years.

The nature of training will be determined in each case after taking into consideration the previous training and background of the scholar. Normally, it will be in the nature of advanced training under a Guru/ Master or in a recognised institution.

The Scholar will be required to undergo a rigorous training. Such training will include minimum of three hours a day for practice alone apart from the time spent for acquiring knowledge of the theory of the subject/field concerned and also an appreciation of the related disciplines.

Each scholar will be paid Rs. 5000/- per month for a period of two years to cover his/ her living expenses on travelling, books, art material or other equipment and tuition or training charges, if any.

**6. Conditions of Eligibility**

- (a) Candidates should be Indian Nationals;
- (b) Candidates should have an adequate general education to pursue their training effectively;
- (c) Candidates must give evidence of their desire to make the pursuit of their training effectively;
- (d) As the scholarships are meant for advanced training and not for beginners, candidates must have already acquired a degree of proficiency in the chosen field.
- (e) The candidate should have undergone a minimum of 5 years training with their Guru/Institutes. The Certificate to this effect in Part II of the Proforma duly signed by the present Guru / Institute and former Guru/ Institute (if any) should be submitted alongwith the application;
- (f) Candidates should have an adequate knowledge in the connected arts/ disciplines.
- (g) The candidate's age should not be less than 18 years and not more than 25 years as on 1st April of the year in which the application is being made. Age relaxation is not permissible.

**7. Advertisement**

An advertisement inviting applications will be issued by the Ministry of Culture every year.

**8. Documents to be submitted with application**

Following documents are required to be submitted along with the Application in response to the advertisement:

- (1) One attested copy of degrees, diplomas and certificates, etc. if any, in support of statement



made regarding education qualifications, experiences, etc. in the application. In no case should the original documents be attached.

- (2) One attested copy of the Matriculation or equivalent certificate, if any, or other satisfactory evidence of age (other than horoscope).
- (3) One passport size recently taken photograph; the candidate applying for dance should send, in addition, three photographs in costume in full form in actual different dancing poses.
- (4) In the case of candidates applying for scholarships in the field of Painting, Sculpture and Applied Arts, they are required to send attested copies of photographs of the original works along with their application duly attested by the Supervisor/Head of the Institution and in case of Music one audio cassette of the applicant's recording should be attached with the application tightly with a tag. The minimum qualification for Visual Arts is Bachelor of Fine Arts or equivalent.
- (5) Application duly completed should be forwarded to the Section Officer, S&F Section, Ministry of Culture, NAI Building Annexe, Second Floor, Janpath, New Delhi – 01 (incomplete application or application received after the prescribed date will not be considered).
- (6) Separate application should be submitted for each field, if the candidate wants to apply for more than one field.
- (7) As the scholarships are awarded for advanced training, the candidates should have undergone a minimum of 5 years training with their Guru/Institutes. The Certificate to this effect in Part II of the Proforma duly signed by the present Guru/ Institute and former Guru/institute (if any) should be submitted along with the application.

## 9. General

1. Candidates recommended as a result of preliminary selection will be required to appear for an interview /performance before Expert Committee. The selection will be made purely on merit.
2. The Rules etc. above are subject to change at the discretion of the Government.
3. No enquiry will be entertained regarding the result of the selection of candidates for award of scholarships.
4. No request for return of the application etc. will be entertained.
5. Results of the selection will be communicated to the selected candidates after the final selection.
6. Any changes in the address may be notified to this Ministry. While doing so the subject/field of training for which application was sent should invariably be given.
7. For any future correspondence, the candidate MUST give the following particulars:-
  - (a) Name of the Scheme. (b) Name of the candidate in block capital letters.(c) Subject/Field of training. (d) Registration Number, if communicated to the candidate.

## 10. Note : Indicative List of Folk, Traditional and Indigenous Art

### Puppet Theatre

#### (A) Shadow Puppets

1. Ravanchaya of Orissa
2. Chamdyacha Bahulya of Maharashtra,
3. Thol Pavakoothu of Kerala
4. Tholu Bommalata of Tamilnadu
5. Tholu Bommalata of Andhra Pradesh
6. Tolagu Gombe Atta of Karnataka

#### (B) Rod or string Puppets

7. Putulnautch of West Bengal
8. Kathpulti of Rajasthan
9. Gombeatta of Karnataka
10. Pavakuthoo of Kerala
11. Bommalata of Tamil Nadu
12. Sakhi-Kundhei of Orissa
13. Kalasutri Bahuley of Maharashtra
14. Chadar Badar of Bihar

#### (C) Glove Puppets

15. Gulabo Sitabo of Uttar Pradesh
16. Pawa Kathakali of Kerala

#### (D) Traditional Theatre

##### Devotional Music

1. Harikatha of Kathakalashepam
2. Thevaram, Tirupugazh, Kavadicchindu
3. Bhajan & Abhangas of Maharashtra
4. Songs of various religious sects.
5. Sankirtan of Manipur
6. Baul of Bengal
7. Divyaprabandam and Araiya sevai

##### Folk Music

1. Women's songs of all regions
2. Songs for children and by children
3. Songs relating to the epics
4. Songs of various castes
5. Songs of Mother Goddess of all regions

6. Various types of Lavanis of Uttar Pradesh, Gujarat, Maharashtra, Karnataka
7. Gaulans of Maharashtra
8. Kuravanji Songs of the South
9. Kalgi Tura of various regions; including Nagesi Hardesi (Karnataka)
10. Songs of Goravas (of Kalgi Tura)
11. Gondhals of Karnataka and Maharashtra
12. Bingi Pada (antike pantike)
13. Tattva songs(ektari mela)
14. Kinnari jogi songs
15. Kane-pada
16. Gigipada
17. Gundika pada
18. Jokumara Songs
19. Songs of dombui dasa (ballad)
20. Songs of nila gara
21. Pandhari Bhajans
22. Songs of rivayat (saval-javab) and Marsiya kahani
23. Folk and Tribal musical instruments
24. Ensemble playing (Panchamukha-Vadya Karadi, Majlu, Valaga, Citti, Mela, Chhakri, Anjuman, etc.).

#### **Other Miscellaneous Traditional forms**

- (1) Pena Isei of Manipur
- (2) Folk Music (Caste Music)
- (3) Maand of Rajasthan.
- (4) Ranamalyem of Goa.
- (5) Deodhani of Assam
- (6) Chandayani of Madhya Pradesh
- (7) Bhand Jasan of Kashmir.
- (8) Theyyamthura.
- (9) Study of Tibetan Painting and Wood Craft at the library of Tibetan Works and archives, Dharamsala.

**The list is illustrative and not exhaustive.**

### **Procedure of Application**

Only On-line Applications will be entertained. Applicants are required to visit website of the Ministry ([www.indiaculture.nic.in](http://www.indiaculture.nic.in)) and follow the instructions given therein.



## **Award of Fellowships to Outstanding Persons in the field of Culture**

### **1. Objectives**

A review of Government efforts in the fields of creative arts revealed that while academicians, scientists had scope for independent work both in an institutional frame-work through fellowships instituted by the University Grants Commission, Council of Scientific and Industrial Research, there was no scheme which provides similar facilities and opportunities in the fields of creative arts or for revival of some of our traditional forms of art. A milieu of freedom supported by financial security could perhaps provide the much needed congeniality of atmosphere for further works in this field. It is also observed that although there are schemes to cover the age group of 10-14 years (Cultural Talent Search Scholarships Scheme) and the age group of 18-25 years (Scheme of Scholarships for Young Artistes in Different Cultural Fields), there were no schemes which would provide the basic financial support either for very advanced training or individual creative effort for revival of some of our traditional forms of arts. The scheme of awarding fellowships to outstanding persons in various creative fields of culture is intended to fill this gap. The scheme would also cover artistes in rural/tribal areas.

The fellowships are awarded for undertaking research oriented projects. The applicant should provide evidence of his/her capabilities in undertaking the project.

The Fellowships are not intended for providing training, conducting workshops, seminars or documenting memoirs or writing autobiographies, fiction, etc.

### **2. Fields/Areas**

#### **(a) Senior/Junior Fellowships in the Field of Performing, Literary and Plastic Arts.**

- I. Performing Arts (Music/Dance/Theatre/Folk, Traditional & Indigenous Arts including Puppetry)
- II. Literary Arts (Travelogue/History & Theory of Literature)]
- III. Plastic Arts (Graphics/Sculpture/Painting including folk paintings and research work on traditional paintings/Creative Photography)

#### **(b) Senior/Junior Fellowships in the New Areas related to Culture.**

In the 'New Areas related to culture', projects are sought in the following fields:-

1. Indology
2. Epigraphy
3. Sociology of Culture
4. Cultural Economics

5. Structural and Engineering Aspects of Monuments
6. Numismatics
7. Scientific and Technical aspects of Conservation
8. Management aspects of Art and Heritage
9. Studies relating to application of Science and technology in areas related to culture and creativity.

The objective is to encourage analytical application of new research techniques, technological and management principles to contemporary issues in areas related to art and culture. General and theoretical macro-studies will not be considered. The proposal should be innovative and application oriented and preferably inter-disciplinary in nature.

### **3. Name**

This scheme shall be known as the 'Scheme for the award of fellowships to outstanding persons in the field of culture'

### **4 Number of Fellowships**

The number of fellowships will be upto 400 each year. These are of two types, namely, senior and junior fellowship. The number of senior fellowships will be 200 of the value of Rs.20,000/- each per month for the artistes in the age group of above 40 years. The Number of junior fellowships will be 200 and these will be of the value of Rs.10,000/- each per month for the artistes in the age group of 25-40 years. Age will be reckoned as on 1st April of the year.

### **5. Publishing Grant**

In addition, there could be a one time grant up to maximum of Rs. 20,000/- or 50% of the cost of the publication, whichever is less, for publication of selected Project documents. This will be restricted to 20% of the awardees.

### **6. Eligibility**

Applicant for Senior Fellowship should not be the recipient of pension from Ministry of Culture under the scheme for grant of financial assistance to artistes in indigent circumstances.

An applicant should not have availed of the same fellowship earlier. However an applicant who had been awarded a Junior Fellowship can apply for a Senior Fellowship, provided 5 years have elapsed after the closure of the earlier project.

Graduation is the minimum educational qualification for applicants in the fields/areas listed in para 2 (b) of the Scheme.

### **7. Conditions**

Applicants who are employed will have to apply through the proper channel. Under the Senior and Junior Fellowships, the awardees will submit a six-monthly progress report. In cases where such

reports are not received timely, the Ministry may withhold further releases of the Fellowship amount.

The selected candidates will have to undertake academic or application oriented research work on projects for which they have been awarded the Fellowship. They will complete their Projects within two years and submit the same to the Ministry. Extension of time by maximum three months will be permissible without any additional financial liability to the Government.

## **8. Review/Assessment of Performance**

Amid-term review/assessment of performance in each case will be carried out after one year and further continuance of Fellowship will depend on such review/assessment.

## **9. Procedure for Selection**

1. Applications for award of Fellowship will be invited every year, through advertisement, in a prescribed format.
2. The application should be accompanied by a detailed project proposal on the subject.
3. If the applicants are employed in Central/State Government Departments/Institutions/Undertaking/University etc., they will have to take leave for a period of 2 years for the period of the Fellowship. They should submit their fellowship applications through the head of Department/Institution/ Undertaking/University etc. with the written assurance that in case the fellowship is sanctioned, the candidate will be granted leave for the duration of the Fellowship. The first instalment of the Fellowship will be released on production of proof of leave sanctioned, in addition to other conditions as applicable.
4. An Expert-Committee comprising experts in different fields will be constituted by the Ministry of Culture, Government of India, which would in the first stage examine all applications and shortlist the most meritorious among them for eventual selection of the required number of Fellows in different fields/areas.
5. Short-listed Junior Fellowship candidates will be called for an interview/talk by the Expert Committee who will then select the most meritorious candidates upto the required number of Junior Fellowships in different fields/areas. No such interview/talk would be necessary in the case of Senior Fellowships.

## **10. Disbursing Authority**

All awards sanctioned under the scheme shall be disbursed by the Central Government, directly.

## **Procedure of Application**

Only On-line Applications will be entertained. Applicants are required to visit website of the Ministry ([www.indiaculture.nic.in](http://www.indiaculture.nic.in)) and follow the instructions given therein.



## Tagore National Fellowship for Cultural Research

### 1. Objectives

The Scheme has been introduced in order to invigorate and revitalise the various institutions under the Ministry of Culture (MoC) and other identified cultural institutions in the country, by encouraging scholars/ academicians to affiliate themselves with these institutions to work on projects of mutual interest. With a view to infuse fresh knowledge capital into the institutions, the scheme expects these scholars/academicians to select specific resources of the institutions to take up projects and research work that are related to the main objectives of these institutions and to enrich them with a new creative edge and academic excellence. The Scheme will be open to both Indian nationals and foreign citizens. The proportion of foreigners will not normally exceed one-third of the total Fellowships awarded in a year.

### 2. Title

This Scheme shall be known as “Tagore National Fellowship for Cultural Research”.

### 3. Participating Institutions

The Scheme shall cover the institutions under the Ministry of Culture (MoC), as listed below, and may cover other such institutions in future. The scheme will also cover such Non-MoC cultural institutions as have, in the opinion of the National Selection Committee (NSC), cultural resources like manuscripts, artefacts, antiquities, books, publications, records, etc. and seek to take advantage of the scheme, to engage distinguished scholars to work on its resources and come out with publications that enrich our understanding of the subject or the institution. Apart from considering the applications received from willing institutions for their inclusion in the Scheme, NSC can, on its own motion, identify such institutions that should be invited to benefit from the Scheme. On receipt of their consent, the concerned institutions will be covered by the Scheme. The MoC and Non-MoC institutions that stand presently covered by the Scheme have, for the purposes of the Scheme, been divided into two Categories (I & II) and four different Groups, as under:

## **Group-A: Archaeology, Antiquities, Museums & Galleries**

### **I MoC Institutions (9)**

- i. Archaeological Survey of India, New Delhi
- ii. National Gallery of Modern Art, New Delhi
- iii. Indian Museum, Kolkata
- iv. National Museum, New Delhi
- v. Salarjung Museum, Hyderabad
- vi. Allahabad Museum, Allahabad
- vii. Victoria Memorial Hall, Kolkata
- viii. Lalit Kala Akademi, New Delhi
- ix. National Research Laboratory for Conservation of Cultural Property, Lucknow

### **II Non-MoC Institutions (3)**

- i. Chhatrapati Shivaji Maharaj Vaastu Sangrahalaya, Mumbai
- ii. Gandhi Sangrahalaya, Patna
- iii. Government Museum & Art Gallery, Chandigarh

## **Group-B: Archives, Libraries and General Scholarship**

### **I. MoC Institutions (6)**

- i. National Archives of India, New Delhi
- ii. National Library, Kolkata
- iii. Rampur Raza Library, Rampur (UP)
- iv. Khuda Bakhsh Oriental Public Library, Patna
- v. Raja Rammohun Roy Library Foundation, Kolkata
- vi. Gandhi Smriti and Darshan Samiti, New Delhi

### **II. Non-MoC Institutions (4)**

- i. Asiatic Society, Mumbai
- ii. AP State Archives & Research Institute, Hyderabad
- iii. Thanjavur Maharaja Serfoji's Sarasvati Mahal Library & Research Centre, Thanjavur
- iv. Bhandarkar Oriental Research Institute, Pune



## **Group-C: Anthropology & Sociology**

### **I. MoC Institutions (10)**

- i. Anthropological Survey of India, Kolkata
- ii. Indira Gandhi Rashtriya Manav Sangrahalaya, Bhopal
- iii. Indira Gandhi National Centre for the Arts, New Delhi
- iv. North Zone Cultural Centre, Patiala
- v. North Central Zone Cultural Centre, Allahabad
- vi. Eastern Zonal Cultural Centre, Kolkata
- vii. North East Zone Cultural Centre, Dimapur
- viii. West Zone Cultural Centre, Udaipur
- ix. South Central Zone Cultural Centre, Nagpur
- x. South Zone Cultural Centre, Thanjavur

### **II. Non-MoC Institutions (Nil)**

## **Group D: Performing and Literary Arts**

### **I. MoC Institutions (4)**

- i. Sangeet Natak Akademi, New Delhi
- ii. National School of Drama, New Delhi
- iii. Kalakshetra Foundation, Chennai
- iv. Sahitya Akademi, New Delhi

### **II. Non-MoC Institutions (1)**

- i. Jawaharlal Nehru University (School of Arts & Aesthetics) New Delhi

## **4. Scope of the Scheme**

The scope of the Scheme is to enable the identified cultural institutions engage scholars of outstanding merit, to work on research projects that unravel their unexplored resources. The institutions as well as scholars may identify areas to be explored, but the subject of research need not be confined/ limited to one institution. For purposes of convenience, monitoring, accounting and responsibility, one of the institutions listed in para 3 would be the 'Nodal Institution' for each project, and the Fellow will be attached/ anchored to that institution.

### **4.1 Areas of Research and Eligible Projects**

4.1.1 The Fellow selected will normally work on a project that benefits the Nodal Institution in terms of unraveling its resources. The subject of research should be one that can be usefully pursued with the

resources and facilities of the Nodal Institution awarding the Fellowship, though he/she will be free to draw on the resources and facilities of other institutions, as well.

4.1.2 If the subject of research extends to more than one institution or the Fellow otherwise needs to draw upon the resources and facilities of other institution(s), the Nodal Institution awarding the Fellowship would recommend the Fellow to such other institution(s). In rare cases, where two institutions appear to be of almost equal importance to the Fellow, the second institution may be deemed to be the 'Co- institution' and the two may sign a Tripartite MoU regarding Intellectual Property, Publication, Credit sharing, facilities, etc. But accounting shall be with the Nodal Institution.

4.1.3 Since the Scheme is focused on unravelling the cultural resources of the Nodal Institution, the project must be driven in that direction, that is, to use substantially the resources of the Nodal Institution. The inputs required for the project should have a very strong linkage with the resources available with the Nodal Institution and (in rare cases) the Co-institution.

4.1.4 At the end of it, the project outcome must benefit the Nodal Institution, Co- institution, if any, and the subject under consideration; and add to the existing knowledge of the institution/ subject.

## **4.2 Eligibility of Scholars to be appointed as Tagore National Fellows**

4.2.1 Scholars who have sound academic or professional credentials and have made significant contribution to knowledge in their respective fields, as reflected in publications in reputed and referred journals and books authored by them, or persons with significant creative work in any field of art or culture, will be eligible to be considered for the award of the Fellowship.

4.2.2 Scholars to be engaged must have both the credentials as laid down in the preceding paragraph (4.2.1), as well as a strong reputation in the field covered by the Nodal Institution. As the honour and the honorarium are both of a very high order, the Institution Level Search-cum-Screening Committee of the sponsoring institution and the National Selection Committee (defined in para 11 later) may keep these in mind while recommending/ selecting the Tagore National Fellows.

### **4.2.3 Those selected as Tagore National Fellows have, therefore, to:**

- a) be of highest standing in terms of research and years of experience;
- b) have a very impressive list of publications, that have found acceptability in the scholarly world; and
- c) have past experience in dealing with the projects directly connected to the Nodal Institution and/or allied institutions.

4.2.4 In short, a person selected for the Tagore National Fellowship should be one who has already become a 'legend' in his area of work or is regarded very highly. It is appropriate that those who do not come near this description may not apply or be considered for the highest honour and honorarium accorded to a scholar in India under this Fellowship.

## **5. Terms of Engagement**

The Fellow selected will have to attend the Nodal Institution, as the objective of this scheme is to provide such institutions with academic expertise and to induce academic orientation in the activities

of the Nodal Institution. Their physical presence for substantial periods would lend an academic orientation to the officials and cultural specialists working in the Nodal Institution and will also provide interaction with visiting academics from other institutions. Though the Fellow may need to go out from time to time for purposes of the project work or his/her other professional commitments, but during the major period of the Fellowship, he/she is expected to work primarily with the Nodal Institution and its resources. Therefore, candidates who have substantial commitments elsewhere or are (and continue) in regular employment cannot avail the Fellowship. Similarly, those who are unable to stay in the town where the Nodal Institution is located will not normally be considered. But, if the subject or resources that are the core of the research are such that do not require constant presence in the said town, the NSC may consider such cases. Those employed in an institution participating in this scheme are also debarred, except in the most exceptional circumstances (to be decided by the NSC), to be Fellows at their parent institution.

## **6. Number of the Tagore National Fellowships and Funding Thereof**

6.1 To start with, 15 Fellowships per annum are paid by the Ministry of Culture, to institutions that seek it. The total number may be much higher as almost all the MoC institutions have sufficient funds to expend for their Fellows. An institution can award a maximum of two Fellowships in a year, but the National Selection Committee (NSC) will have the discretion to relax this condition, especially for broad-band institutions like the ASI and the IGNCA, if there are deserving proposals.

6.2 If for any year, starting from the year 2009-10, Fellowships awarded from MoC funds are less than 15, the balance may be carried forward to the immediate next year, subject to availability of funds for the purpose in that year. Similarly, applications and projects submitted in a particular financial year could well be carried over and considered/ recommended next year, if otherwise found worthy of consideration.

6.3 It is clarified that the attached and subordinate offices under the Ministry of Culture will bear all the expenditure on the Tagore National Fellows from within the overall Plan budget allocated to them, while the autonomous organizations (fully funded by the Ministry of Culture) may bear it from within the general pool of funds available with them by way of Annual Plan grants or by internal generation. If additional funds be required by any of them for supporting the Fellows thus engaged, the Ministry of Culture will allot the required additional amount as part of their grant-in-aid allocation in the case of autonomous organizations and make additional budget provision if the institution is an attached/ subordinate formation of the Ministry. The institutions will have the full freedom and flexibility to administer the Scheme (for which the Ministry will provide the grant-in-aid/ budgetary provision, as explained above), within the broad parameters laid down herein under and as may be advised by the NSC.

6.4 Non-MoC institutions covered by the Scheme will be provided funds directly from the budget head of this scheme, which will be utilized by them for meeting their expenditure on the Tagore National Fellow(s) selected to work for them, and accounted for separately.

## **7. Value of Tagore National Fellowship**

7.1 A Tagore National Fellow who is from a University, College, Research Institute or Government set-up in India would be entitled to the same pay, including grade pay, etc., which he/she would have drawn had he/she continued in his/her parent organization. Essential or mandatory contribution of the

employer to Provident Fund etc. would also be paid by the Nodal Institution as may have been paid by the employer had he/she continued in his/her parent organization.

7.2 A Fellow from abroad or from a set-up other than University, College, Research Institute or Government, or who has since retired from active service and/or is on pension, would be entitled to a fixed honorarium of Rs. 80,000/- per month.

7.3 Such top-up amount, as may be decided by the NSC, would be permissible to a Fellow who may be receiving some funds from other sources, to bring his/her total emoluments upto the level of honorarium, or even beyond it, in select cases. But in no case will the top-up amount exceed Rs. 80,000/- per month.

7.4 No payment of honorarium would normally be made to a Fellow receiving full funding from other sources upto the level of the honorarium, but such Fellow will, however, receive Contingency Grant and other allowances and facilities, as decided by the NSC.

## **8. Contingency Grant**

In case of foreign research scholars and Indian research scholars residing or serving abroad, economy return airfare to/from their country of residence will be provided/reimbursed by the Nodal Institution once during the course of the Fellowship. All scholars who take up the Fellowship under the Scheme will be reimbursed, on 'actuals' basis, contingent expenses for making academic trips, engaging research assistants, etc. up to a ceiling of Rs. 2.50 lakhs per annum, during the tenure of Fellowship. For proper monitoring and control of the Contingency Grant, the nodal institution will maintain a Control Register for the purpose.

## **9. Duration of the Fellowship**

The duration of the Fellowship will be for a maximum period of two years. In exceptional cases, the institution may recommend to the NSC an extension for a period of upto one more year, or reduction to somewhat less than two years, if it is supported by its assessment of the quality of the work undertaken. The award of the Fellowship will commence from the date of joining and the 'months' and 'years' would be reckoned accordingly.

## **10. Modes of Selection**

### **10.1 Application**

Ministry of Culture and/or the concerned institution will widely advertise the Fellowship, by way of prominent advertisements in national/ regional newspapers, having wide readership and also on its website (which should give all details) and also disseminate the scheme through professional associations/ forums in the relevant fields, so that maximum publicity is accorded to the Scheme. Eligible scholars who can spare time of about two years to do a project based on the resources of any of the participating institutions can apply at any time during the year directly to the concerned institution/ nodal institution. Candidates may submit their application on plain paper along with bio-data, list of publications, other relevant documents including one-page synopsis of the work he/she wishes to do, and names of two referees along with their contact details. The applicant should enclose a declaration stating that if selected for the Fellowship, he/she will complete the tenure of the Fellowship.

## 10.2 Selection

The applications so received will be examined by the Institution Level Search-cum-Screening Committee (ILSSC) (further elaborated in para 11) constituted by each participating institution for the purposes of this scheme, and the applications found worthy of consideration will be shortlisted and recommended by it to the National Selection Committee (NSC). The best senior scholars, who have well-established reputations in the fields of specialization as are relevant to this scheme, would be invited by the Ministry of Culture to join the NSC.

## 10.3 Search and Invitation

However, the selection of candidates need not be confined to those who respond to the advertisement. It is open to the institution to consider, suo moto, names of eminent scholars, who in the opinion of the institution and members of its ILSSC, have expertise in subjects relevant to it, and invite them to submit their proposal for recommending to the NSC. The final decision will be of the NSC that can also invite any eminent scholar to become a Fellow (but only of an institution under the Ministry of Culture), in consultation with the concerned institution. In the event of a difference of opinion arising between Board of Trustees/Governing Body of the concerned institution and the National Selection Committee (NSC), the matter may be settled at the level of Minister of Culture.

## 11. Process of Selection

11.1 An Institution Level Search-cum-Screening Committee (ILSSC) will be constituted by each institution. Director or the Head of the institution will be the Convener of the ILSSC and it will have at least three academics or cultural experts and not more than two officials. Depending on the availability of officials in the institution or allied institutions in the same station, effort will be made to ensure that at least one of the two officials nominated to the ILSSC is a professional/ subject expert. In the case of autonomous institutions, the ILSSC will be constituted by the institution with the approval of its Governing Body/ Board of Trustees. If, however, no meeting of the Governing Body/ Board of Trustees takes place or it is not possible to take their approval, the ILSSC may be constituted with the approval of the Chairman and placed for ratification of the Governing Body/ Board of Trustees, whenever it meets next. The attached/ subordinate offices will be expected to constitute the ILSSC from amongst the members of their Advisory Boards/ Committees, to the extent possible, and with the approval of Ministry of Culture in the concerned administrative Division .

11.2 The selection will be based on the relevance of the study and its requirement for the Nodal Institution and also the credentials and reputation of the scholar. Only such proposals may be selected that seek to (a) engage scholars who have achieved national or international recognition and proven acceptance of their work in national/ international circles; (b) bring out resources that are not yet fully out in the public domain; and (c) result in publications that benefit the concerned institution. This will be done in two stages.

11.3 The first stage could be of short listing of projects and candidates by the ILSSC, according to the criteria broadly specified as part of the Search-cum-Screening process. Apart from considering the applications received, the ILSSC is expected to adopt a pro-active approach and identify relevant projects and search reputed scholars in the field, contact such scholars and encourage them to submit their proposals. If no proposals worthy of consideration are received, the ILSSC need not feel compelled

to recommend proposals that are not of the desired standard or are irrelevant, for consideration of the NSC. To identify appropriate areas/ research projects and search for suitable scholars who may be able to do those research projects will be part of ILSSC's mandate. The ILSSC can do so on the personal knowledge of its members and/or solicit the advice of other knowledgeable/ eminent persons in the field, including the members of the Governing Body/ Board of Trustees of the institution and of various expert committees constituted by the Ministry of Culture. The main purpose of going through the ILSSC is to ensure that the highest standards are maintained in the selection of the projects and the scholars and that the brand equity of the Scheme is not compromised. While the academic members of the ILSSC themselves will not be treated as disqualified if they offer their own services for doing a project under the scheme, the ILSSC should take care to ensure that no projects proposed to be done by any member of the Executive Board/ Governing Body/ Trust of the institution, giving rise to a situation of conflict of interest, are recommended. Proposals, if any, involving a member of the ILSSC will only be considered in a meeting in which the candidate member is not present. Therefore, a candidate member will not be invited to the meeting of ILSSC at which his own name is to come up for consideration; and if awarded the Fellowship, he/she will stand dissociated from the ILSSC. However, the Ministry of Culture will be at liberty to re-induct him/her as a member of the ILSSC after the conclusion of his/her project under this scheme.

11.4 At the second stage, applications/names of short-listed candidates will be considered by the NSC for each institution. Secretary (Culture) will be the Convener of the NSC, and the Director or Head of the institutions will be its ex-officio Members. The other members of the NSC will be scholars or artistes of repute, or experts who may be appointed by the Ministry of Culture. The NSC will meet at least twice a year, to oversee the selection of Fellows and the administration of the Fellowships. The NSC may be constituted and function in different parts, each part of the NSC looking at proposals of a particular Group of institutions. However, if a proposal of some institution categorized in one Group is more in the nature of projects being dealt by another part of the NSC, such projects can be placed before such other part of the NSC. As in the case of ILSSC, members of the NSC may also suggest the areas that need to be studied in a particular institution and propose names of scholars who may be able to do justice with a project in those areas. The pool of eminent scholars being very small, the Scheme may not afford to keep the NSC (or ILSSC) members out of its scope. Proposals, if any, involving a member of the NSC will, however, be considered only in a meeting in which the candidate member is not present. In fact, such candidate member will not be invited to the meeting of NSC at which his own name is to come up for consideration; and if awarded the Fellowship, he/she will stand dissociated from the NSC. However, the Ministry of Culture will be at liberty to re-induct him/her as a member of the NSC after the conclusion of his/her project under this scheme.

## **12. Administration of the Scheme**

The total number of Fellowships administered by the institutions may be decided by the Ministry of Culture from time to time, in consultation with the participating institutions. This will be based on certain criteria such as the size of its untapped holdings, physical facilities already existing in the institution, capacity of the institution to guide and inspire the Fellows to get the best out of them, its past record in publication and research, need for research/study in a particular area, etc. An amount of up to 2% of the total allocation may be set aside for meeting expenses related to the administration of the scheme including monitoring, implementation, inspection, review, etc. of the research work carried out by the Fellows, through outsourcing or Consultants.



### **13. Release of the Fellowship Amount**

Fellowship amounts may be released on a monthly basis to each Fellow by the Nodal Institution. All Fellows will submit a work plan for the period of research to the Head of the Nodal Institution. The Fellow would be required to submit six-monthly progress reports to the Nodal Institution and these will be placed before the NSC by the Nodal Institution along with its comments thereon. If the review of a six-monthly progress report submitted by the Fellow results in a finding that the work done is unsatisfactory and if the NSC is of the opinion that further grants need to be stopped or curtailed, then instruction would be given to the Nodal Institution accordingly. The fund flow to the Fellows should continue smoothly, otherwise.

### **14. Support to Fellows**

14.1 Infrastructural support will be provided by the Nodal Institution to the Fellows to enable them conduct their research. This may include provision of a computer with peripherals and connectivity and working space in the institution's facilities, to provide a congenial atmosphere to carry out research. Other facilities, like appropriate seating arrangements, library facilities, etc., will also be made available. One important advantage of these Fellowships will be the access of Fellows to national institutions for study and research material. In respect of foreign scholars engaged under this scheme, necessary political/security clearances from the concerned Ministries/Departments shall be obtained by Ministry of Culture. Head of the institution will function as the nodal officer for all the Fellows working in an institution. In the Ministry of Culture, the Director/Deputy Secretary in-charge of the Scheme will function as nodal officer to monitor implementation of the Scheme.

14.2 Encouragement and financial support may also be given to enable the Fellows present papers at conferences hosted by the concerned institution or other related organizations and institutions, which will be met out/ reimbursed, on 'actuals' basis, with a ceiling of Rs. 1.00 lakh per annum, provided adequate academic interaction is arranged for.

### **15. Accommodation**

A Fellow will be entitled to Accommodation Allowance up to 30% of his usual pay, including Grade Pay or the honorarium paid, subject to presentation of rent receipts.

### **16. Settling in Allowance**

A Fellow from outstation will be given a lump sum grant of Rs.1.00 lakh as settling in allowance for packing/transportation etc., of his personal effects from old station to the new station of his stay during the tenure of Fellowship, if he moves station or otherwise transports books and academic effects. Allowance of an equal amount will be given at the conclusion of the Fellowship for moving out of station. On a case to case basis, economy airfare from his/her place/country of residence will be provided/reimbursed on joining and on conclusion of the Fellowship.

### **17. Publication**

A Fellow shall be required to:-

- (a) Deliver one public lecture per annum on the subject of his research under the Fellowship.

- (b) At the conclusion of his term, the Fellow will have to submit a Report on the work carried out under the Fellowship, indicating the expected and the achieved output. He/she will also have to make a presentation on the outcome of his/her research to the NSC.
- (c) The Nodal Institution is expected to publish the research work of each Fellow at the completion of the project. The rights of the research work resulting from the award of the Fellowship will be owned by the Nodal Institution, unless the NSC permits any other arrangement, for justifiable reasons to be recorded. Subject to the issues of copyright, the academic output resulting from the work of the Fellow in association with the national cultural institution would be made public also through the internet/web publishing.
- (d) If the Nodal Institution does not publish or enter into a co-publishing arrangement and provide support for the actual printing of the book, within one year after completion of the Fellowship, it will be open to the Fellow to get the same published through a private publisher duly acknowledging the contribution of the Ministry of Culture and the rights of the Nodal Institution.
- (e) Co-publishing of the project will also be encouraged and the Fellow may also arrange a private publisher who agrees to co-publish the work with the Nodal Institution and accepts it for such publication within one year of the completion of the project. Collaborations with established names in publication will be welcome.
- (f) The language of the project will be allowed to be determined by the nature of the project and/or the language skills of the Fellow. Wherever a project is done in a language other than English, the Nodal Institution will also make provision for translation and publication of the translated work.

## **18. Flexible Engagement of Scholars as Tagore Research Scholars**

18.1 In cases where the ILSSC or the NSC is of the opinion that-

- a. A scholar is not of such a standing as to merit award of the Tagore National Fellowship, but is very good and eminently suited to take up a certain project that the concerned institution finds most useful, be it original research, identification and cataloguing of the resources available with the institution or archiving and creation of new resources that the institution should have; or
- b. The project is of a shorter duration than two years; they may offer to engage him/her at a lower honorarium of upto Rs. 50,000 (total) per month for any period ranging from 3 months to 2 years as may be considered adequate for the project. However, if such scholar is from a University, College, Research Institute or Government set-up in India, he/she would be entitled to the same pay, including grade pay, etc., which he/she would have drawn had he/she continued in his/her parent organization. Essential or mandatory contribution of the employer to Provident Fund, etc. would also be paid by the Nodal Institution as may have been paid by the employer had he/she continued in his/her parent organization. All such scholars will also be paid a contingency grant on 'actuals basis' upto a ceiling of Rs. 10,000 per month and such of the other allowances/ benefits provided in this scheme, and to the extent, as may be specifically decided in each case by the ILSSC/ NSC (within the limits applicable in the case of Tagore National Fellows), depending on the nature and the duration of the project.



18.2 To distinguish these scholars from Tagore National Fellows, they will be called Tagore Research Scholars, but they will have all the obligations the Scheme casts upon Tagore National Fellows, as applicable.

18.3 As with Tagore National Fellows, the cases of Tagore Research Scholars (as also the terms of their engagement) may preferably be recommended by the ILSSC (in rare cases, the NSC may select as in para 10.3 and suggest for concurrence of the concerned institution) and finally decided by the NSC. While six-monthly/ final reports in the case of Tagore Research Scholars with projects of more than six-month duration will be reviewed by the NSC, such reports in the case of projects of six or less than six months' duration may be reviewed by the ILSSC at its own level.

18.4 Apart from the candidates who apply for the Tagore National Fellowship but are offered the Tagore Research Scholarship, other candidates will be free to directly apply for a Tagore Research Scholarship in the same manner as prescribed in para 10.1 for the Tagore National Fellowships.

18.5 The total number of Tagore Research Scholars to be selected in a year and paid by the Ministry of Culture from the Scheme budget will not exceed 25 for any year.

## **19. Applying Again**

Once awarded a Tagore National Fellowship, a candidate cannot apply again for a Fellowship/ Scholarship under this scheme, either at the same or any other institution covered under the Scheme, but this restriction will not apply to Tagore Research Scholars.

A copy of the application may be endorsed to the Director, S&F Division, Ministry of Culture, Room No. 318, 'C' Wing, Shastri Bhawan, New Delhi-110015.

## **Instructions for making application for a fellowship under the ‘Scheme for Tagore National Fellowship for Cultural Research’:-**

1. Candidates may submit their application on plain paper along with bio-data, list of publications, other relevant documents including one-page synopsis of the work he/she wishes to do and names of two referees along with their contact details. The applicant should also enclose a declaration stating that if selected for the Fellowship, he/she will complete the tenure of the Fellowship.
2. All applications/project proposals should be addressed to the Director/Head of the 37 Cultural Institution where the researcher proposes to base himself/herself for the project. The list of addresses to which the application may be sent are as under:-
  1. The Director General,  
Archaeological Survey of India, Janpath,  
New Delhi.
  2. The Director,  
National Gallery of Modern Art,  
Jaipur House,  
New Delhi.
  3. The Director,  
Indian Museum,  
27, Jawaharlal Nehru Road,  
Kolkata-700016.
  4. The Director General,  
National Museum,  
Janpath, New Delhi.
  5. The Director,  
Salarjung Museum,  
Hyderabad-500002.
  6. The Director  
Allahabad Museum,  
Chandra Mokhar Park,  
Allahabad (U.P.).
  7. The Secretary,  
Victoria Memorial Hall,  
1, Queens Way,  
Kolkata-700071.

8. The Secretary,  
Lalit Kala Akademi,  
Rabindra Bhavan,  
35, Ferozshah Road,  
New Delhi 110001.
9. The Director,  
National Research Laboratory  
For Conservation of Cultural Property,  
Sector E/3, Aliganj Scheme,  
Lucknow -226024.
10. The Director,  
Chhatrapati Shivaji Maharaj Vaastu Sangrahalaya,  
159 M.G Road,  
Mumbai-22844519.
11. The Secretary,  
Gandhi Sangrahalaya ,  
North West Gandhi Maidan,  
Ashok Rajpath  
Patna- 800001.
12. The Director,  
Government Museum & Art Gallery,  
Sector 10 C,  
Chandigarh- 160011.
13. The Director General,  
National Archives of India,  
Janpath,  
New Delhi.
14. The Director,  
National Library,  
Belvedere,  
Kolkata-700027.
15. The Officer on Special Duty,  
Rampur Raza Library, Fort,  
Rampur, Uttar Pradesh-244901.
16. The Director,  
Khuda Baksh Oriental Public Library,  
Patna-800008.

17. The Director,  
Raja Rammohun Roy Library Foundation,  
Sector-1,  
Block DD/34, Salt Lake,  
Kolkata-700064.
18. The Director,  
Gandhi Smriti & Darshan Samiti,  
5, Tees January Marg,  
New Delhi.
19. The General Secretary,  
Asiatic Society  
Town Hall,  
Shahid Bhagatsingh Marg,  
Fort, Mumbai -400023.
20. The Director,  
A.P. State Archives and Research Institute,  
Tarnaka,  
Hyderabad-7.
21. The Director,  
Thanjavur Maharaja Serfoji Sarasvati Mahal Library,  
Thanjavur- 613 009  
Tamil Nadu.
22. The Honorary Secretary,  
Bhandarkar Oriental Research Institute  
812, Shivajinagar, Law College Road,  
Pune- 411 004.
23. The Director,  
Anthropological Survey of India,  
27, Jawaharlal Nehru Road,  
Kolkata-700016.
24. The Director,  
Indira Gandhi Rashtriya Manav Sangrahalaya  
P.B. No. 2,  
Shamla Hills,  
Bhopal 46201.
25. The Member Secretary,  
Indira Gandhi National Centre for the Arts,  
Central Vista Mess, Janpath,  
New Delhi.

- 
26. The Director,  
North Zone Cultural Centre  
Virsa Vihar Kendra,  
Near Bhasha Bhawan,  
Sheranwala Gate,  
Patiala, Punjab – 147001
  27. The Director,  
North Central Zone Cultural Centre,  
14, CSP Singh Marg ,  
Allahabad - 211 001.
  28. The Director,  
Eastern Zonal Cultural Centre,  
IB-201, Salt Lake City,  
Kolkata - 700 106.
  29. The Director,  
North East Zone Cultural Centre,  
Post Box No. 98,  
Dimapur- 797112  
Nagaland
  30. The Director,  
West Zone Cultural Centre,  
Bagore Ki Haveli, Gangaur Ghat,  
Udaipur -313001,  
Rajasthan.
  31. The Director,  
South Central Zone Cultural Centre,  
56/1 Civil Lines,  
Opposite MLA's Hostel,  
Nagpur- 440001, Maharashtra.
  32. The Director,  
South Zone Cultural Centre,  
Medical College Road,  
Thanjavur- 613004, Tamil Nadu.
  33. The Secretary,  
Sangeet Natak Akademi,  
Rabindra Bhawan,  
35 Ferozeshah Road,  
New Delhi.-110001.

34. The Director,  
National School of Drama,  
Bahawalpur House  
1, Bhagwandas Road  
New Delhi - 110 001
35. The Director,  
Kalakshetra Foundation,  
Thiruvanmiyur  
Chennai – 600041.
36. The Secretary,  
Sahitya Akademi,  
Rabindra Bhavan,  
35, Ferozeshah Road,  
New Delhi- 110001.
37. Dean,  
School of Arts and Aesthetics  
Jawaharlal Nehru University  
New Mehrauli Road  
New Delhi-110 067
3. A Copy of the application may be endorsed to the Director, S&F Division, Ministry of Culture,  
Room No. 318, 'C' Wing, Shastri Bhawan, New Delhi. 110015.



## **Financial Assistance to Persons Distinguished in Letters, Arts and Such other Walks of life who may be in indigent circumstances and their dependents**

### **1. The Scheme**

The scheme shall be known as the Scheme for financial assistance to persons distinguished in letters, arts and such other walks of life who may be in indigent circumstances and their dependents. The Scheme will cover the following two types of requests:

- (i) Existing beneficiaries under the 1961 Scheme; and
- (ii) Fresh cases of writers, artistes, etc. who are eligible for a grant under the Scheme.

### **2. Eligibility**

- (i) To be eligible for assistance under the Scheme, a person's contribution to art and letters, etc must be of significance. Traditional scholars who have made significant contribution in their fields would also be eligible notwithstanding the absence of any published works.
- (ii) Personal income of the applicant (including income of the spouse) must not exceed Rs. 4000/- per month.
- (iii) The applicant should not be less than 58 years of age (This does not apply in the case of dependents).

**3.** Application be made in prescribed Form and sent to the Ministry of Culture, Shastri Bhawan, New Delhi through respective State Government/UT Administration. Requests can also be considered directly by the Central Government for granting assistance from Central Quota. Ministry of Culture may make such changes in the Application form as may be felt necessary from time to time.

### **4. Nature of Assistance**

Assistance from the Government may be in the form of monthly allowance. Such allowance given to artistes recommended under the Centre-State Quota will be shared by the Centre and State Government /UT Administration concerned, with the latter paying a monthly allowance of at least Rs.500/- per month per beneficiary. The monthly allowance contributed by the Central Government in such cases shall not exceed Rs. 3500/- per month per beneficiary and in cases of those recommended under Central Quota the assistance shall not exceed Rs.4000/- per month per beneficiary.

### **5. Selection of Applicants**

- (i) In the light of the recommendations of the State Government/UT Administration, financial means and eminence of the applicants, the quantum of assistance to be granted and the awardees

under the Centre-State Quota may be decided by the Expert Committee nominated by the Ministry of Culture, Government of India subject to the availability of funds.

- (ii) The quantum of assistance met from the “Central Quota” and the awardees will be decided by the Central Government on the recommendations of the Expert Committee after ascertaining the financial position of the applicant. Such cases will invariably be placed before the Minister in charge of the Ministry of Culture for approval.

## 6. Disbursement

**Centre-State/UT Quota:** On finalizing the selection, the Central Government issues the sanctions and releases its share of assistance direct to the awardees advising at the same time the State Government/ UT Administration concerned to also release their share of assistance.

**Central Quota:** For Central Quota cases, the Central Government will release the sanction and will make the payment direct to the awardees.

## 7. Renewal

Subject to the above provisions the recurring monthly allowance sanctioned under the Scheme shall be for such period as may be determined by the Central Government and/ or may be continued on year to year basis on production of Life and Income certificates.

## 8. Discontinuance of Allowance

- (i) If the financial means of a recipient improve beyond Rs. 4000/- per month, allowance under the Scheme will be discontinued.
- (ii) Government may also at its discretion terminate the allowance after giving three months' notice to the recipient.
- (iii) Any recipient may also resign his/ her right to receive allowance by giving written notice to the Government. In such cases, the allowance will be discontinued with effect from the date of his/ her letter of resignation.

## 9. On the death of a recipient

On the death of a recipient, the said financial assistance may be continued at the discretion of the Central Government after examining the financial condition of the dependents.

### Note

The mode of payment, in case of death of the recipient, of financial assistance will be as under:

- For spouse : Till life
- For dependents : Till marriage or employment or 21 years.

## Medical Aid

Ministry of Culture may consider payment of hospitalization costs, in the cases of eminent artistes who are in indigent circumstances, by making payment of assistance for the stipulated period in advance at the prevailing rates.



**Scheme of Financial Assistance to Persons Distinguished in Letters,  
Arts and Such other Walks of life who may be in indigent  
circumstances and their dependents.**

**Application Form**

1.	Full Name				
2.	Present Address				
3.	Permanent Residential address(Fax number/E.mail address, if any)				
4.	Date of Birth				
5.	Citizenship				
6.	Present occupation and income from all sources :				
7.	Employment and income details of spouse:				
8.	Number of persons wholly dependent on the applicant				
	Name	Age	Relationship	Occupation/income	
9.	Immovable property, if any; owned in name of self/or any dependent member				
10.	Contributions made in the field of culture (attach sheet)				
11.	Particulars of awards, recognition, or distinction received from Govt. or any prominent literary or arts society ( Relevant certificates to be attached)				
12.	Whether the applicant is in receipt of any other grant or award from Govt. of India/State Govt. and if so details thereof.				
13.	Any other relevant information.				
14.	Details of Bank Account				
15.	Names of three references from the relevant field or specialization not directly related to the applicant				

Date :

( )

Place:

Signature of the applicant

**Certificates to be attached:**

- |  |              |
|--|--------------|
| 1) Life/Age certificate (Age 58 years and above)     | Appendix-I   |
| 2) Income Certificate (Rs. 4000/- or less per month) | Appendix-II  |
| 3) Certificate(s) from relevant field.               |              |
| 4) Bank authorization letter.                        | Annexure-III |
- Age and income certificate in English or in Hindi duly certified by a Gazetted Officer /Councillor/ MP/MLA.

## Life/Age Certificate

To be sent to the Ministry of Culture  
Duly Signed by a Gazetted Officer/Megistrate/  
M.P./M.L.A./Councillor or Tehsildar

This is to certify that Shri/Smt/Km. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Complete postal address including pin code in block letters) appeared before me today and he/  
she is alive as on date.

Dated :

Place :

Signature:

Seal :

**NB.** (i) The certificate shall be filled up legibly.

(ii) Correction/cutting/interpolation in the text shall be duly attested by the authority issuing the certificate.

(iii) The certificate shall carry the seal of the attesting authority showing with clarity his/her name, designation office etc.

## Income Certificate

To be sent to the Ministry of Culture  
Duly Signed by a Gazetted Officer/Megistrate/  
M.P./M.L.A./Councillor or Tehsildar

This is to certify that **Shri/Smt/Km**\_\_\_\_\_

---

---

(Complete postal address including pin code in block letters) from various sources, including that of his/her spouse does not exceed Rs.4000/- per month as on date.

The income indicated herein above shall not include the assistance received from the Govt. of India, Ministry of Culture under the scheme of financial assistance to persons distinguished in letters, arts and such other walks of life who may be in indigent circumstances and their dependents.

Dated :

Place :

Signature:

Seal :

**NB.**(i) The certificate shall be filled up legibly.

(ii) Correction/cutting/interpolation in the text shall be duly attested by the authority issuing the certificate.

(iii) The certificate shall carry the seal of the attesting authority showing with clarity his/her name, designation office etc.



## Building Grants, including Studio Theatres

### 1. Title

The Scheme is known as the Scheme of Building Grants, Including Studio Theatres'

### 2. Objective

The objective of the Scheme is to support voluntary cultural organizations and government-aided cultural organizations in their efforts to create appropriately equipped training, rehearsal and performance spaces for artistes.

### 3. Eligible Projects

3.1 Grants will be given to projects for creating cultural spaces, which will include:

#### 3.1.1 Conventional Cultural Spaces for Performing Arts:

- a) Performance venues, like Auditoria, Open-air Theatres, Concert Halls.
- b) Rehearsal halls for Theatre/ Music/ Dance.
- c) Training Centres/ Schools for Theatre/ Music/ Dance.

#### 3.1.2 Flexible Spaces, i.e., Studio Theatres, etc.:

Non-proscenium rehearsal-cum-performance spaces, referred to as Studio Theatre or Experimental Theatre, that are characterized by the following special features:

- a) A small theatre, with all the essential equipment for the performance of live music, dance or theatre or combination of these arts;
- b) An unconventional space that cannot qualify as an auditorium in the traditional sense; therefore, the stage or performance area is not normally placed within a proscenium arch nor raised too high or separated from the audience by a clearly demarcated division.
- c) A seating arrangement for spectators that is totally flexible and can be moved fluidly from one part of the space to another depending on the artistic aim of a particular performance; therefore, the seats/chairs must not be fixed in position.
- d) A capacity that usually does not go over 100 to 200; therefore, such a space is often called a "little theatre" or "intimate theatre", because it allows for close-up and intimate viewing by spectators.
- e) One or two adjoining greenroom(s) / dressing room(s) /makeup room(s) with toilet(s) for the performers, and a storage area; therefore, the entire unit, though minimal, functions as a theatre in every sense.

**3.2** A project proposal to create an auditorium, a studio theatre or other cultural space(s) may include an appropriate combination of any of the following components :

- a) New construction or purchase of a built-up space.
- b) Renovation/ upgradation/ modernization/ extension/ alteration of an existing building/ space/ facility.
- c) Remodeling of the interiors of an existing built-up space/cultural centre.
- d) Provision of facilities like electricals, air conditioning, acoustics, light and sound systems and other items of equipment, such as musical instruments, costumes, audio/ video equipment, furniture and stage material that may be required for a studio theatre, auditorium, rehearsal hall, classroom, etc.

## **4. Eligible Organizations**

**4.1** The scheme covers:

- (i) All not-for-profit organizations that fulfill the following criteria:-
  - a) The organization has a predominantly cultural profile, working primarily for the promotion of arts and culture in fields such as dance, drama, theatre, music, fine arts, indology and literature at least for a period of three years.
  - b) The organization is registered as a society under the Registration of Societies Act (XXI of 1860) or similar Acts, or as a Trust or as a Not-for-Profit Company, at least for a period of three years.
  - c) The organization is well established and known to be doing meaningful work in the field of its activity and has gained a local, regional or national identity.
  - d) Its charter is devoted to the preservation, propagation and promotion of Indian arts and culture.
- (ii) (Government-sponsored bodies for promoting the performing arts.
- (iii) University Departments or Centres dedicated to the performing arts.
- (iv) Colleges set up to promote the performing arts.

**4.2** An organization that has been receiving salary grant for the last 3 years under the Ministry's Scheme of "Financial Assistance to Professional Groups and Individuals Engaged for Specified Performing Arts Projects" will be deemed to have fulfilled all the above conditions.

**4.3** A Government-sponsored body, University Department/Centre or College dedicated to the performing arts may also be automatically eligible, provided its record over the preceding three years is satisfactory.

**4.4** Religious institutions, public libraries, museums, schools, colleges or University Departments/ Centres that are not specifically dedicated for the performing arts and allied cultural activities, departments or offices of the Central Government/ State Governments/ U.T. Administrations/ Local Bodies will not be eligible.

**4.5** An organization that has availed of a grant for its building project grant under the erstwhile Scheme of Building Grants to Cultural Organizations or under this scheme will not be eligible for a second grant under the Scheme before the completion of the project sanctioned earlier, except where such second grant is sought for a Studio Theatre (or Experimental Theatre) and the applicant organization has not defaulted on the ongoing sanctioned project.

## **5. Nature and Extent of Assistance**

**5.1** All grants under the Scheme will be of a non-recurring nature. Recurring expenditure, if any, will be the responsibility of the grantee organization.

**5.2** Maximum assistance under the scheme will be as under:

<b>Cities</b>	<b>Type Of Project</b>	<b>Limit Of Assistance</b>
<ul style="list-style-type: none"> <li>● Bangalore</li> <li>● Chennai</li> <li>● Delhi</li> <li>● Hyderabad</li> <li>● Kolkata</li> <li>● Mumbai</li> </ul>	<p>Projects involving new construction or purchase of built up space</p> <p>All other projects</p>	<p>Rs. 50 lakhs</p> <p>Rs. 25 lakhs</p>
All non-Metro cities, towns or places	All projects	Rs. 25 lakhs

**5.3** Assistance under the scheme to an organization will be restricted to a maximum of 60% of the approved estimated project cost, subject to the ceilings given above. The balance of the approved estimated project cost is to be incurred by the organization as its 'matching share'.

### **ILLUSTRATIONS:-**

#### **For Projects Involving New Construction/ Purchase Of Built Up Space In Metro Cities**

##### **CASE: 1**

If the approved cost of the project is Rs. 100 lakhs, the maximum grant which may be sanctioned would be Rs. 50 lakhs, the matching share of the grantee organization being Rs. 50 lakhs.

##### **CASE: 2**

If the approved cost of the project is Rs. 70 lakhs, the maximum grant which may be sanctioned would be Rs. 42 lakhs, the matching share of the grantee organization being Rs. 28 lakhs.

For Projects Involving New Construction/ Purchase Of Built Up Space In Non-metro Cities And All Projects Under 3.2 (B, C and D)

### **CASE: 3**

If the approved cost of the project is Rs. 60 lakhs, the maximum grant which may be sanctioned would be Rs. 25 lakhs, the matching share of the grantee organization being Rs.35 lakhs.

### **CASE: 4**

If the approved cost of the project is Rs. 40 lakhs, the maximum grant which may be sanctioned would be Rs. 24 lakhs, the matching share of the grantee organization being Rs.16 lakhs.

**5.4** Cost of the land (actual consideration paid by the recipient organization and not market value) and development charges borne by the organization shall be accounted as matching share.

**5.5** Expenditure already incurred by the organization on construction/ purchase/ development of land & building and purchase of fixtures and fittings within a period of one year from the date of application, shall also be accounted as matching share. The organization will submit accounts of expenditure incurred in this regard duly certified by Chartered Accountant.

**5.6.** In case the cost of the project is enhanced subsequently, the liability of the Government of India will be restricted to the original sanctioned amount, and all the extra expenditure will be met by the grantee organization from its own resources.

**5.7** Once the project proposal has been considered and approved for a certain amount, no subsequent requests for review and enhancement of project cost will usually be entertained.

**5.8** The validity of sanction of financial assistance will be 3 years from the date of release of the 1<sup>st</sup> instalment and all projects must be completed within this 3-year period.

## **6. Application Procedure**

**6.1** Ministry of Culture will notify the scheme through their website ([www.indiaculture.nic.in](http://www.indiaculture.nic.in)).

**6.2** A brief advertisement to publicize the scheme will be brought out at least once a year by Ministry of Culture.

**6.3.** Applications in the prescribed proforma would have to be submitted to Ministry of Culture, Shastri Bhawan, New Delhi, unless some other organization or agency is nominated and authorized by it to receive the same and/or execute the scheme on its behalf.

**6.4** All documents mentioned under Clause 7 below must accompany the application. Applications received without any of these mandatory documents will not be taken up for consideration and returned to the sender.

## **7. Documents to be attached**

The application should be accompanied by the following documents:

**7.1** Project Report/Proposal which will include—

(a) Organization's profile containing a description of the organization, its strengths,



achievements and year-wise details of its activities over the last 3 years.

- (b) Description of the project/proposal including its rationale/ justification.
- (c) Summary of the cost estimates (building/ equipments/ facilities).
- (d) Sources of finance/funds.
- (e) Time schedule for completion of project, and
- (f) Post completion- how the organization will manage the operation & maintenance of the facility created through the project and meet the recurring maintenance/ operational costs.

**7.2** Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts.

**7.3** Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any.

**7.4** List of present members of the Board of Management/ Office Bearers/Trustees with name & address of each member.

**7.5** Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant or Government Auditor).

**7.6** Copy of the title deed (registered conveyance deed, gift deed, lease deed, etc.), showing

- (a) Ownership of the land/building for the project in the name of the applicant organization and confirming that the property can be used for commercial, institutional or educational purpose. In the case of a proposal to purchase built up space, copy of Allotment letter/ Agreement to Sale be submitted.
- (b) Cost of land/building. In case the cost of land/ building is not indicated in the title deed, relevant documents in support of cost be submitted.

**7.7** Copy of Building / Development Plans duly approved by the appropriate civic body/ local authority (Municipality, Panchayat, Development Authority, Improvement Trust, etc.).In case of proposal to purchase built up space, copy of the layout plan and completion certificate duly approved/issued by competent civic body/local authority to be submitted.

**7.8** Cost estimates (Building/ Equipments), duly approved by a registered Architect who will also certify that:

- a) The quantities are in conformity with the structural requirements of the project.
- b) The rates are in conformity with the prevailing market rates, and
- c) The cost estimates are reasonable.

**7.9** 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 break-up, duly certified by Chartered Accountant), loan sanction letter, letter of the State Government / Union Territory Administration/ Local Body etc. sanctioning funds for the project.

**7.10** 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.

**7.11** A Bond (in the prescribed format) for the assistance sought, on a stamp paper of prescribed denomination.

**7.12** A Bank Authorization letter (in the prescribed format) showing ECS details of the Bank Account of the organization.

**Notes:**

- I. The applicant organizations are free to attach any other document they may wish to submit in support of their proposal (e.g. certificate or recommendation letters from a national or state level Government body or Akademi, annual reports, press clippings/ reviews, award letters, affiliation letters, etc.).
- II. Wherever the documents are in a regional language, an English or Hindi version must also be made available
- III. Wherever copies of certain documents are being submitted, the same should be duly attested by a Gazetted Officer or Notary Public.
- IV. For proposals from Government-sponsored bodies, University Departments or Centres and Colleges that are dedicated to the Performing Arts, out of the documents specified at point nos. 7.2 to 7.10 above, only such documents as are relevant to the applicant organization will need to be provided.

## **8. Evaluation procedure**

**8.1** All applications received by the Ministry of Culture will be scrutinized for completeness as per the above requirements by the Performing Arts Division of the Ministry of Culture. Applications which are incomplete (without requisite documents provided under clause no.7 above) will not be processed further for evaluation by the Expert Committee.

**8.2** Before evaluation by the Expert Committee, wherever the Committee so desires, the applications may also be subjected to a pre-verification check with the assistance of any organization under the Ministry of Culture or a group of experts or an agency appointed for the purpose. Alternatively, the proposal may be subjected to a pre-appraisal by a Peer Group the Ministry may constitute in particular cases or as a standing arrangement. The purpose of this pre-verification or pre-appraisal will be to make a local assessment of the standing and the capabilities of the applicant organization and worthiness of the project.

**8.3** Applications complete in all respects will be taken up in batches for consideration by the Expert Committee, which will be appointed by the Ministry of Culture and will meet from time to time during the year, depending on the number of applications received for the grant.

**8.4** The Expert Committee will evaluate each project proposal on its merit, with specific reference to the following :

- e) Whether the applicant organization is well established in the field and has got an identity of its own.
- f) Whether the proposal is well-conceived
- g) Whether the cost estimates are reasonable; and
- h) Whether the organization has capacity or has made arrangements to bring in their matching share to complete the project. (Where the applicant organization has already spent full amount of the matching share, this requirement will be deemed to have been fulfilled).

**8.5** The Expert Committee will include artistes, representing different fields of performing arts and culture, and may also include an Architect, a Civil Engineer and a Technical Expert in light/sound/ stage craft, as also concerned officials of Ministry of Culture.

## **9. Sanction and Release of Grant**

**9.1** On approval of the project proposal, the Ministry will communicate the decision to the organization, indicating the approved total cost of the project, the quantum of assistance sanctioned, the quantum of matching share of the organization and other terms and conditions for release of the sanctioned amount of assistance.

**9.2** The sanction letter will also specify the building/ equipments for which the assistance has been sanctioned.

**9.3** The sanctioned amount of assistance will be released in instalments in the following manner.

### **9.3.1 First Instalment:**

The first instalment equal to 40% of the sanctioned assistance will be released on approval of the project proposal/sanction by the Ministry without any further correspondence.

### **9.3.2 Second Instalment:**

The second instalment equal to 30% of the sanctioned grant will be released on submission of:

- (a) Physical and financial progress report on the project from a registered Architect, giving details of the work already carried out/ completed, along with the photographs of site.
- (b) A certificate from registered Architect to the effect that:
  - The project has been completed/ is in progress as per the approved plan;
  - That there has been no violation of the local laws or the approved plan of construction/ development;
  - The work done is of satisfactory quality; and indicating

- Valuation of the cost of the work done and the further amount required to complete the project.
- (c) The audited statement of accounts of the project, duly signed by a Chartered Accountant.
- (d) A Utilization Certificate from Chartered Accountant, certifying that the first instalment of assistance has been fully utilized for the project.
- (e) A certificate from Chartered Accountant certifying that the organization has spent 40% of its matching share.

### **9.3.3 Final Instalment:**

The final instalment equal to 30% of the sanctioned grant will be released after:

- (1) The grantee organization has submitted the following documents:
  - a) Physical and financial progress report on the project from a registered Architect, giving details of the work already carried out/ completed, along with the photographs of site.
  - b) A certificate from registered Architect to the effect that:
    - The project has been completed/ is in progress as per the approved plan;
      - That there has been no violation of the local laws or the approved plan of construction/ development;
      - The work done is of satisfactory quality; and indicating
      - Valuation of the cost of the work done and the further amount required to complete the project.
  - c) The audited statement of accounts of the project, duly signed by a Chartered Accountant.
  - d) A Utilization Certificate from Chartered Accountant, certifying that the second installment of assistance has been fully utilized for the project.
  - e) A certificate from Chartered Accountant certifying that the organization has spent 70% of its matching share.
- (2) The Ministry of Culture has got the project physically inspected through its representative(s). Depending on the nature and the size of the project, the Ministry may for such field verification, depute an official from the Ministry and/ or any of its organizations or a team of officials and/ or experts drawn from various offices/disciplines, or it may engage a third party to carry out the inspection.

#### **Note:**

If the final requirement of funds arrived at, falls short of the approved project cost or the amount of matching share spent by the organization is less than 40% of the approved project cost, the amount of the last instalment of the grant will be reduced correspondingly.

---

## 10. Conditions of Grant

**10.1** Separate accounts shall be maintained in respect of the grants released by the Government of India.

**10.2** The accounts and the site of the project shall be open for inspection by the representatives of the Ministry of Culture at any time for verification.

**10.3** If the project is not completed within a period of three years from the date of release of the 1<sup>st</sup> instalment, no further grant shall be released to the organization and the claim will become time barred.

**10.4** The accounts of the organization will be open to audit at any time by the Comptroller and Auditor General of India or his nominees at his discretion.

**10.5** Within six months of the close of the financial year of the release of grant or any instalment thereof, the grantee shall submit to the Government of India a Statement of Accounts audited and certified by a Chartered Accountant setting out the expenditure incurred on the approved project and a Utilization Certificate indicating the utilization of the Government of India grant in the preceding year. If the utilization certificate is not submitted within the said period, the grantee may be asked to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government of India.

**10.6** For closure of the case the applicant shall submit the following documents within 6 months of the close of the financial year in which the final instalment is released:

- a) In cases of projects involving new construction, copy of the intimation of completion of the building sent to the appropriate civic authority or the Completion certificate issued by it; and in cases of projects involving purchase of ready built space, copy of the receipts of all the payments made to the builder/ seller, possession letter, and the registration/ ownership deed.
- b) Project completion report from the architect.
- c) Certificate from the Chartered Accountant that the organization has spent full amount of its matching share.

**10.7** A register of the permanent and semi-permanent assets acquired wholly or mainly out of the Government of India grant should be maintained in prescribed form (FORM GFR-19). Every year, a copy of this register should be furnished to the Ministry of Culture by the grantee.

**10.8** The grantee shall execute a bond in prescribed form with two sureties, in favor of the President of India, providing therein that he will abide by the conditions of the grant. In the event of his failing to comply with the conditions of the grant or committing a breach of the bond, the grantee and the sureties shall individually or jointly refund to the President of India the entire amount of the grant, together with interest thereon at the prevailing borrowing rate of the Government of India.

**10.9** The first lien on the buildings and other assets acquired with Central assistance will vest in the President of India and neither the building nor the equipment shall be leased or mortgaged to other

parties without the prior approval of the Government of India. Provided, however, that the lease of the studio theatre or other facilities, so acquired, to other parties for temporary use shall be excluded from this rule.

**10.10** If at any stage the Government is not satisfied about the proper utilization of the Government grant, or of the facilities created out of it, the Government may ask for the refund of the entire amount of the grant together with interest thereon at the prevailing lending rates of the Government of India.

**10.11** The grantee organization will acknowledge the financial support of the Government of India, Ministry of Culture by appropriately displaying the name of the Ministry at the studio theatre/ cultural space developed with assistance under the Scheme.

**10.12** The grantee organization will be solely responsible for any violation of the laws governing construction of buildings or the use of land and buildings as may be applicable in the local area.

**10.13** Such other conditions as may be imposed by the Government of India from time to time.

## **11. Miscellaneous**

The cases sanctioned under the erstwhile Scheme of Building Grants to Cultural Organizations will not be usually reopened nor will the sanctioned amount be usually enhanced under the provisions of this scheme, but the instalments pending for disbursement in such cases of building grant may, at the request of the grantee organization, be released by following the procedure and the documentary requirements contemplated in this scheme for the release of different instalments. However, in cases where no instalments have been released, the grantee organization may request for cancellation of the earlier sanction and fresh consideration of its project under this scheme. In past cases where the sanctioned grant has not been released in full and the project is lying incomplete and the grantee organisation seeks a review of its case and enhancement of the sanctioned grant under this scheme, a view will be taken on a case to case basis.

## Building Grants, Including Studio Theatres Instructions For Applicants

Applications are invited from voluntary cultural organizations and government-aided cultural organizations for assistance under the modified building grants scheme reintroduced on 07.01.2011 as the "Scheme of Building Grants, including Studio Theatres".

All applications should be addressed to the Section Officer (Performing Arts), Ministry of Culture, Government of India, Central Secretariat Library (Ground Floor), Shastri Bhawan, New Delhi-110015, and should be sent along with complete enclosures only by Speed Post or Registered post. "Application under the Scheme of Building Grants, including Studio Theatres" should be clearly superscribed on the envelope. For any clarifications, Ms Anita Sinha, Director (P.Arts) may be contacted at Telephone No. 011-23381431 or @ email ID : anita.sinha@nic.in

Please read the scheme carefully before filling up the application form.

There is no last date to apply, the scheme shall remain open throughout 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.

## Scheme of Building Grants, Including Studio Theatres

### Application Form

1. Name of the Organization : \_\_\_\_\_
2. Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone Number : \_\_\_\_\_
- Mobile Number : \_\_\_\_\_
- Email address : \_\_\_\_\_
3. Registration details
- |                       | Society                  | Trust                    | Others                   |
|-----------------------|--------------------------|--------------------------|--------------------------|
| Whether registered as | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Registration Number   | : _____                  |                          |                          |
| Date of registration  | : _____                  |                          |                          |
4. Names of Office bearers
- President/ Chairman : \_\_\_\_\_
- Secretary/Director \_\_\_\_\_
5. Name of city/place where the proposed project is located
6. Components of Project Proposal for which financial assistance sought (tick mark the relevant box/boxes) : \_\_\_\_\_
- (a) New construction or Purchase of a built-up space.
- (b) Renovation/ up gradation/ modernization/ extension/ alteration of an existing building/ space/ facility.
- (c) Remodeling of the interiors of an existing built-up space.
- (d) Provision of facilities like electricals, air conditioning, acoustics, light and sound systems and other items of equipment, such as musical instruments, costumes, audio/ video equipment, furniture and stage material that may be required for a studio theatre, auditorium, rehearsal hall, classroom, etc.



7. Total estimated cost of proposed project : \_\_\_\_\_  
 a. Assistance sought from Ministry of Culture : \_\_\_\_\_  
 b. Matching share of the Applicant Organization : \_\_\_\_\_
8. Permanent Account Number (PAN) of the Organization : \_\_\_\_\_
9. Unique ID Number obtained from NGO Partnership National Portal (see the advisory note at page 4 below) : \_\_\_\_\_
11. Whether assistance received from Ministry of Culture in the past, \_\_\_\_\_ under the Scheme for Building Grants to Cultural Organizations.  
 If yes, furnish copy of the Sanction Order and the Utilization Certificate for the last grant received.

**Declaration:**

The checklist has been filled up and documents mentioned therein have been attached. 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 &amp; on behalf of \_\_\_\_\_

(Name of the Applicant Organization)

## Scheme of Building Grants, Including Studio Theatres

### Check List

- Name of the organization
- Project for which grant is sought
- Are the following documents attached

	Attached	Annexure No.
1. Project report / proposal which includes	Y/N	
a) Organisation's profile containing a description of the organization, its strength, achievements and year-wise details of its activities over the last 3 years	<input type="checkbox"/>	<input type="checkbox"/>
b) Description of the project/ proposal including its rationale/ justification		
c) Summary of the cost estimates (building/ equipments/ facilities)		
d) Sources of finance/ funds.		
e) Time schedule for completion of project, and		
f) Post completion – how the organization will manage the operation and maintenance of the facility created through the project and meet the recurring maintenance / operational costs.		
2. Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant facts	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of the Memorandum of Association (or Trust Deed) or the organization including Rules & Regulations, if any	<input type="checkbox"/>	<input type="checkbox"/>
4. List of present members of the Board of Management/ Office Bearers/ Trustees with name & address of each member	<input type="checkbox"/>	<input type="checkbox"/>
5. Copies of Annual Accounts for the last 3 financial years (duly certified/ audited by a Chartered Accountant or Government Auditor)	<input type="checkbox"/>	<input type="checkbox"/>
6. Copy of the title deed (registered conveyance deed, gift deed, lease deed, etc.), showing	<input type="checkbox"/>	<input type="checkbox"/>
(a) Ownership of the land/ building for the project in the name of the applicant organization and confirming that		

- the property can be used for commercial, institutional or educational purpose. In the case of a proposal to purchase built up space, copy of Allotment letter/ Agreement to Sale be submitted.
- (b) Cost of land/ building. In case the cost of land/ building is not indicated in the title deed, relevant documents in support of cost be submitted
7. Copy of the Building / Development Plans duly approved by the appropriate civic body/ local authority (Municipality, Panchayat, Development Authority, Improvement Trust., etc.). In case of proposal to purchase built up space, copy of the layout plan and completion certificate duly approved/ issued by competent civic body/ local authority to be submitted
8. Cost estimates (Building / Equipments), duly approved by a Registered Architect who will also certify that:
- (a) The quantities are in conformity with the structural requirements of the project
- (b) The rates are in conformity with the prevailing market rates, and
- (c) That the cost estimates are reasonable.
- 9 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 break up duly certified by Chartered Accountant), loan sanction letter, letter of the State Government/ Union Territory Administration/ Local Body etc., sanctioning funds for the project.
- 10 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.
- 11 A Bond (in the prescribed format) for the assistance sought, on a stamp paper of prescribed denomination
- 12 A Bank Authorization letter (in the prescribed format) showing ECS /RTGS/NEFT details of the Bank Account of the organization.
- Has a Unique ID Number generated from NGO Partnership Portal mentioned in the application form Col. 9

Signature of the Authorized Authority

(Name & Designation) \_\_\_\_\_

(Name of the Applicant Organization) \_\_\_\_\_

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

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

**Notes:**

- I. The applicant organizations are free to attach any other document they may wish to submit in support of their proposal (e.g. certificate or recommendation letters from a national or state level Government body or Akademi, annual reports, press clippings/ reviews, award letters, affiliation letters, etc.).
- II. Wherever the documents are in a regional language, an English or Hindi version must also be made available
- III. Wherever copies of certain documents are being submitted, the same should be duly attested by a Gazetted Officer or Notary Public.
- IV. For proposals from Government-sponsored bodies, University Departments or Centres and Colleges that are dedicated to the Performing Arts, out of the documents specified at point numbers 2 to 10 above, only such documents as are relevant to the applicant organization will need to be provided.

**Note:-** Formats of Indemnity Bond, Resolution, Bank Authorisation Letter and Advisory Note on NGO Partnership are at Annexure I, II, III and IV respectively.



## Tagore Cultural Complexes

### 1. Background

**1.1** In the VIII Five Year Plan (1992-97), a scheme for grant of financial assistance to State Governments/ State-sponsored bodies for setting up Multi-Purpose Cultural Complexes (MPCCs) was introduced with the objective of improving the quality of life of our young people by making them sensitive to what is aesthetically and morally good in the society and exposing them to the finest forms of creative action. Under the scheme, cultural complexes were set up in the States, for coordinating and fostering activities in various cultural fields, such as music, dance, drama, literature, fine arts, etc. As was provided in the scheme, the requests of State Governments were examined by an Advisory Committee keeping in view the existing facilities in the State or the location, the financial position of the concerned cultural departments, their commitment to provide funds for meeting matching grant and recurring expenditure of the MPCCs. This scheme provided for grant of a maximum of Rs. 1.00 crore to the State Government, subject to 50% of the project cost being provided by the State Government as matching grant.

**1.2** The scheme was reviewed, taking into consideration the past performance, and the parameters laid down in the scheme were revised in the year 2004. The revised scheme provided for two categories (I & II) of MPCCs. For Category I, project cost was Rs. 5.00 crores and for Category II, it was Rs. 2.00 crores.

**1.3** In all, 49 MPCCs were assisted in different States/ UTs before the scheme was discontinued by the Planning Commission at the end of X Plan. Subsequently, during the Mid Term Appraisal of XI Plan, Planning Commission has agreed that the scheme may be revived with proper modifications.

**1.4** In a related development, the National Committee under the Prime Minister and the National Implementation Committee under the Finance Minister, set up to commemorate the 150<sup>th</sup> Birth Anniversary of Gurudev Rabindranath Tagore, have felt that there is a need for renovation, upgradation and expansion of the large number of Rabindra 'Bhawans', 'Sadans', 'Rangshalas', 'Manchas' and other Cultural Centres created across the country through Central assistance as part of a nation-wide programme that was launched on the occasion of Centenary Celebrations of Gurudev Rabindranath Tagore in 1961. These Centres have been in operation for over 30 years and have served the community well.

**1.5** As part of the Commemoration of Tagore's 150<sup>th</sup> birth anniversary, it has, therefore, been decided to restore /renovate /upgrade/ modernize /expand the existing Rabindra Bhawans and also create new cultural complexes in the State Capitals and other cities where no such complexes exist, within the framework of a revised MPCC scheme. The erstwhile MPCC scheme is therefore sought to be

revamped and reintroduced in the name of Tagore, so that besides facilitating the setting up of new cultural complexes of varying scales, it also supports upgradation, modernization and modification of the existing Rabindra Auditoria into state-of-the-art cultural complexes.

## **2. Title**

The scheme is to be known as 'Scheme for Tagore Cultural Complexes'.

## **3. Objective**

**3.1** The rejuvenated and new version of multipurpose complexes, to be known as 'Tagore Cultural Complexes', will foster and coordinate activities in the State in different cultural fields such as music, drama, dance, literature, fine arts, etc. and promote through them the cultural unity of the country and provide avenues for creative expression and learning to the younger generation.

**3.2** These multi-purpose cultural complexes will work as centres of excellence in all forms of art and culture, with facilities and infrastructure for stage performances (dance, drama and music), exhibitions, seminars, literary activities, film shows, etc. They are intended, therefore, to go beyond the original Tagore Auditorium scheme and foster a multi-dimensional interest in creativity and cultural expressions.

## **4. Eligible Organizations**

Under the scheme, financial assistance will be provided to the following:-

**4.1** State Governments/ UT Administrations;

**4.2** Bodies set up or sponsored by State Governments/ UT Administrations;

**4.3** Bodies set up or sponsored by the Central Government or organizations under it;

**4.4** Universities, Municipal Corporations and other Government-approved agencies; and

**4.5** Reputed not-for-profit organizations that are capable of setting up and operating the project, arranging 40% of the project cost as their matching share and meeting the recurring costs, provided they have been inspected and recommended by an appropriate agency of the Central Government or the concerned State Government/ UT Administration and fulfil the following criteria:

- a) The organization is registered as a society under the Registration of Societies Act (XXI of 1860) or similar Acts, or as a Trust or Not-for-Profit Company at least for a period of three years.
- b) Its charter is primarily devoted to the preservation, propagation and promotion of Indian arts and culture.
- c) The organization has a predominantly cultural profile, working primarily for the promotion of arts and culture in fields such as dance, drama, theatre, music, fine arts, indology and literature at least for a period of three years.
- d) The organization is well established and known to be doing meaningful work in the field of its activity and has gained a local, regional or national identity and reputation/standing.

## 5. Eligible Projects

Financial assistance will be given to projects of the following nature:

### 5.1. New Tagore Cultural Complexes (TCCs)

Every project must include an auditorium, except in the case of district/ municipal complexes which may instead have a mini-auditorium or open-air amphitheatre or improvised Manch. TCC will be a multipurpose cultural complex but the facilities to be provided in a particular project would depend on the local needs and cultural ethos. Ideally, for the purposes of this scheme, a TCC may aim to have the following state-of-the-art facilities and infrastructure:

- a. An Auditorium (or a set of auditoria of varying capacities), for the performance of live music, dance or theatre or combination of these arts, with a seating capacity appropriate to local needs; can also be used as a venue for lectures, film screenings, etc..
- b. Rooms of varying capacities for seminars, conferences, workshops, etc.
- c. Greenroom(s)/dressing room(s)/makeup room(s) for the performers, and a storage area.
- d. Rehearsal hall(s) for theatre/ music/ dance.
- e. Training Centre/ school for theatre/ music/ dance.
- f. Dormitory for visiting artistes.
- g. Exhibition area(s) for art and photography.
- h. Library/reading room.
- i. Common facilities for office, cafeteria/catering, wash rooms, reception/waiting lounge, parking, etc.

### 5.2 Upgradation of existing Auditoria/ Cultural Complexes.

The scheme will cover projects of upgradation of existing (a) Rabindra 'Bhawans', 'Sadans', 'Rangshalas', (b) Multipurpose Cultural Complexes (MPCCs), and (c) other auditoria/ cultural complexes; and may involve any or appropriate combination of the following components

- (i) Restoration, renovation, extension, alteration, upgradation, modernization of existing physical facilities;
- (ii) Remodeling of the interiors; and/ or
- (iii) Provision/ upgradation of facilities like electricals, air-conditioning, acoustics, light and sound systems and other items of equipment, such as audio/ video equipment, furniture and stage material.

### 5.3 Completion of approved/ ongoing MPCC Projects

The projects approved under the erstwhile MPCC Scheme will not be re-opened nor will the sanctioned amount be enhanced under provisions of this scheme. However, in case of projects that were approved by the Expert Committee before the scheme was discontinued or ongoing projects where any instalments are pending for disbursement, the Central assistance will continue to be

disbursed under this scheme, but only to the extent and as per the provisions of the said MPCC scheme.

## **6. Nature and Extent of Financial Assistance**

**6.1** The quantum of financial assistance by Government of India will be limited to 60% of the project cost.

**6.2** The recipient State Govt or concerned organization will be required to contribute 40% of the project cost as matching share. Cost of land will not be included in matching share. Developed land with approach road will be made available by the concerned State Government, free of cost, unless the organization has land of its ownership.

**6.3** Financial assistance under the scheme for any project will normally be upto a maximum of Rs. 15 crore. In very rare cases, of outstanding merit and relevance, the financial assistance can go upto Rs. 50 crore, but then each such individual case of Central assistance beyond Rs. 15 crore will be subjected to the usual appraisal/ approval mechanism prescribed for new Plan schemes.

**6.4** All recurring expenditure will be met by the State Government or concerned organization.

**6.5** 0.5% of project cost may be released for preparation of Detailed Project Report (DPR).

## **7. Application Procedure**

**7.1** Ministry of Culture will notify the scheme through its website: ([www.indiaculture.nic.in](http://www.indiaculture.nic.in)) and send direct communication to all State Governments and Union Territories.

**7.2** Applications in the prescribed proforma would have to be submitted to the Ministry of Culture, Shastri Bhawan, New Delhi.

**7.3** All documents mentioned in para 8 below and as applicable must accompany the application. Applications received without any of these mandatory documents will not be taken up for consideration.

## **8. Documents to be attached with application**

The application should be accompanied by the following documents:

### **8.1 Project Proposal along with a Feasibility Report of the proposed project, including:**

- (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 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; and



- 
- (f) The organization should include training and refresher courses for the staff as an integral part of its proposal.

## **8.2 Supporting Documents**

### **8.2.1 For applications by Government Departments/bodies agencies:**

- (i) 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; and
- (ii) A letter of commitment for providing the matching share.

### **8.2.2. For applications by reputed not-for-profit organizations:**

- i) Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts;
- ii) Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any;
- iii) List of present members of the Board of Management/ Office Bearers/Trustees with name & address of each member;
- iv) 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;
- v) Organization's Profile containing a description of the organisation, its strengths, achievements and year-wise details of its activities over the last three years;
- vi) PAN Card and Registration under Section XII A, 80G of IT Act, if any;
- (vii) 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, may be provided;
- (viii) 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;
- (ix) 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;
- (x) A Bond (in the prescribed format on a stamp paper of prescribed denomination) for the amount of assistance sought; and

- (xi) A Bank Authorization Letter (in the prescribed format) showing ECS details of the Bank Account of the organization.

## **9. Evaluation Procedure**

**9.1** All applications received by the Ministry of Culture will be scrutinized by it for completeness as per the documentary requirements. Applications which are incomplete (i.e. without requisite documents provided under para 8 above) will not be processed further, until the deficiencies are removed.

**9.2** All the complete applications/project proposals will be examined by a National Appraisal Committee appointed by the Ministry of Culture (under para 9.4 below) for:

- a) Determining the eligibility;
- b) Evaluating worthiness of the proposal; and
- c) Recommending the amount of central assistance for a project.

**9.3** The National Appraisal Committee will meet from time to time and evaluate each project proposal on its merits, with specific reference to the following:

- a) Whether the applicant organisation is well established in the field and has got an identity of its own;
- b) Whether the proposal is well-conceived;
- c) Whether the cost estimates are reasonable; and
- d) Whether the organisation has the capacity or has made arrangements to bring in its matching share to complete the project and to meet the recurring operational costs, post-completion.

While sanctioning new projects under the scheme, the National Appraisal Committee shall also consider and evaluate the utility and output of the existing complexes, population and size of the state, and actual need for the new complex.

**9.4** The Ministry of Culture will constitute a National Appraisal Committee at two levels – National Appraisal Committee I to be chaired by Joint Secretary (Culture) and National Appraisal Committee II to be chaired by Secretary (Culture) - and these will include Ministry of Culture officials, representative of Urban Development (CPWD/NBCC), artistes representing different fields of arts and culture and at least one technical expert in light/sound/stage craft, as may be considered appropriate.

**9.5** Project proposals seeking Central assistance of upto Rs. 1 crore will be processed through a Fast Track mechanism. These will be examined by the appraisal committee chaired by Joint Secretary (Culture), i.e. the National Appraisal Committee I, and funds will be released in consultation with Internal Finance.

**9.6** Project proposals seeking a Central assistance exceeding Rs. 1 crore but upto Rs. 15 crore will be examined by the appraisal committee chaired by Secretary (Culture), i.e. the National Appraisal Committee II, first for an in principle approval and on submission of the DPR for its final approval. The amount recommended by the Committee will be released by the Ministry in consultation with Internal Finance.

**9.7** Projects seeking Central assistance exceeding Rs. 15 crore will, with the prior permission of the Minister of Culture, be examined by the National Appraisal Committee II for its in principle approval. On submission of the DPR, the same will be appraised through the usual SFC/ EFC mechanism and funds will be released in consultation with Internal Finance and with the approval of the competent authority i.e. Minister of Culture. (For such projects, special additional funds will need to be made available to the Ministry).

**9.8** After in-principle approval of the project proposal by the National Appraisal Committee II, the Ministry of Culture will be communicating the decision to the applicant organization, whereupon it will be required to get a DPR prepared as per Planning Commission format/guidelines. For this purpose, upto 0.5% of the tentatively approved project cost may be released on the request of the organization. Besides submitting DPR, the applicant organization may also be required to make a presentation before the Committee.

**9.9** Before according its in-principle approval or the final approval, the National Appraisal Committee will be at liberty to get a local appraisal/ inspection done by an ad-hoc committee of experts and officials or by an outsourced agency appointed for the purpose.

## **10. Sanction of Financial Assistance**

On approval of the DPR, the Ministry will communicate the decision to the organization indicating the approved total cost of the project, the quantum of assistance sanctioned, the quantum of matching share of the organization and other terms and conditions for release of the sanctioned amount of assistance

## **11. Release of Financial Assistance**

The financial assistance will be released in two equal instalments of 50% of the sanctioned amount of assistance.

**11.1** 1<sup>st</sup> Instalment of 50% of the sanctioned amount would be released on approval of DPR by Ministry of Culture, after adjusting the amount released for preparation of the DPR. Before release, it will be ensured that the building plans have been approved by the concerned civic authority.

**11.2** 2<sup>nd</sup> Instalment of 50% of the sanctioned amount would be released on submission of following documents:

- (a) Physical and financial progress report on the project, giving details of the work already carried out/ completed, alongwith the photographs of site.
- (b) A Utilization Certificate from Chartered Accountant, certifying that the first instalment of assistance has been fully utilized for the project.
- (c) The audited statement of accounts of the project duly signed by a Chartered Accountant, showing that the first instalment as also the proportionate matching share has been utilized for the project.
- (d) A certificate from State PWD/ CPWD or a registered Architect to the effect that :

- The project is in progress as per the approved plan;
- That there has been no violation of the local laws and the approved plan of construction/ development;
- The work done is of satisfactory quality; and
- Valuation of the cost of work done and the further amount required to complete the project.

**Notes:**

- If the final requirement of funds arrived at, falls short of the approved project cost or the amount of matching share spent by the organization is less than 40% of the approved project cost, the amount of the second instalment of grant will be reduced correspondingly.
- Before releasing the second instalment, the Ministry will get the project physically inspected through its representative(s) or a team of experts.

**12. Closure**

For closure of the case, the grantee organization will be required to submit the following documents within 12 months of release of the last instalment :

- a) Project completion report from the State PWD/ CPWD or a Registered Architect.
- b) Final statement of accounts duly certified by a chartered accountant/ Government auditor.
- c) Utilization Certificate from the chartered accountant, of the amount of second instalment.
- d) Certificate from the chartered accountant that the organisation has spent corresponding amount of its matching share.
- e) Completion certificate issued by appropriate civic authority or copy of a letter of the organization to the civic authority informing it of the completion of the project (in case of new construction).

**13. Conditions of the Grant**

- 1) The cultural complexes will be operated and maintained by the concerned State Government department, body, agency, autonomous organization, or Not-for-Profit Organization. Land provided for the project will be transferred in the name of the Registered Society or the concerned Department of the State Government. Central Government may nominate its representatives on the various bodies (General Council, Finance Committee, Executive Board, etc.) of the Society/ organization running the complex.
- 2) Separate Accounts shall be maintained by the Society/ Organisation in respect of the grant released by the Central Government.
- 3) The accounts of the Institution shall be open to audit at any time by the CAG of India or his nominee at his discretion.

- 4) The State Government or organization shall submit to the Government of India its Statement of Accounts audited by a Chartered Accountant/ Government Auditor, setting out the expenditure incurred on the approved project and indicating utilization of the grants released by Central and State Government.
- 5) The functioning of the project will be open to a review by the Government of India, Ministry of Culture in any manner decided by it, as and when deemed necessary.
- 6) The institution/ organisation/ State Government shall exercise reasonable economy in its works.
- 7) The first lien on the building and assets acquired with Central assistance will vest in the President of India and neither the building nor the equipment shall be leased or mortgaged to other parties without the prior approval of the Government of India. However, the lease of the auditorium and other project facilities to other parties for temporary use shall be excluded from this rule.
- 8) It should be ensured by the grantee organization that the complexes are optimally utilized throughout the year.
- 9) Recipient organization will give an undertaking in the beginning itself that it will provide necessary funds for day-to-day activities/running of the Complex.
- 10) The Central Government's financial liability will be limited to providing infrastructural facilities to the extent of its share of the approved project cost and not extend to the running of the complex.
- 11) The grantee shall execute a bond in the prescribed form in favour of the President of India providing therein that it will abide by the conditions of the grant. In the event of its failing to comply with the conditions of grant by committing a breach of the bond, the Government of India may decide to recover the grant with interest thereon at the prevailing borrowing rate of the Government of India and charge penal rate of interest in case of delay as fixed by the Government of India.
- 12) All beneficiary organisations under the scheme are required to send their progress report within six months of the sanction of the grant and subsequently for every three months i.e. on a quarterly basis till the completion of the project.
- 13) The grantee organization will acknowledge the financial support of the Government of India, Ministry of Culture by appropriately displaying the name of the Ministry at a prominent place in the complex.
- 14) The grant released will not be used for the Administrative Building, Residential Quarters, Director's Bungalow or for any external development, like approach roads, etc.
- 15) Such other conditions as may be imposed by the Government of India from time to time.

## 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)

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)

	Documents	Yes/No	Annexure No/ Page No.
(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)

	Documents	Yes/No	Annexure No/ Page No.
(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 up-gradation of an existing auditorium or multipurpose cultural centre:		
(b)	A letter of commitment for providing the matching share:		

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

	<b>Documents</b>	<b>Yes/No Page No.</b>	<b>Annexure No/</b>
(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), along with 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:		



	<b>Documents</b>	<b>Yes/No Page No.</b>	<b>Annexure No.</b>
(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:		

Signature of Authorized Signatory

Date:  
Place:

(Name)  
(Designation)

For & on behalf of  
(Name of the Applicant Organisation/State/UT Govt.)

**Note:-** Formats of Indemnity Bond, Resolution, Bank Authorisation Letter and Advisory Note on NGO Partnership are at Annexure I, II, III and IV respectively.



## **Financial Assistance for Promotion and Strengthening of Regional and Local Museums**

### **1. Objective**

The objective of the scheme is to provide financial assistance for setting up of new Museum by the Society or Autonomous body under the State Government and to promote the strengthening and modernization of existing museums at the regional, state and local level and to further strengthen the museum movement in the country

### **2 Scope**

Financial assistance will be given for professional development of museums, managed by voluntary organizations, institutions, societies, trusts, local bodies, etc. including universities & colleges registered under the Registration of Societies Act of 1860 (XXI) or under any other law for the time being in force as well as those managed by the State Government

The broad range will include museums for promotion of:

- (a) Antiquities
- (b) Numismatics
- (c) Paintings
- (d) Ethnological collections
- (e) Folk art
- (f) Others including Art & Crafts, Textiles, Stamps, etc.

### **3 Eligibility**

#### **3.1 New Museums**

Society or autonomous body under the State Government having land in its own name can apply for setting up of new Museums

#### **Conditions:**

- i The land should be in the name of the society/autonomous organization.
- ii Developed land with approach road should be made available.
- iii Justification of choice of the selection to be given by the State Government /autonomous organization.
- iv (Detailed project report along with Plan & Estimates for this purpose should be from PWD.

### 3.2 Existing Museum

All voluntary Institutions, Societies and Trusts registered as a society under the Indian Societies Act of 1860 (XXI) or as a Public Trust under any law at the time being in force are eligible for grants. They should fulfill the following conditions:

- 1 They should have been in existence for at least three years for being eligible for receipt of grants. However, this condition can be relaxed in exceptional cases at the discretion of the Expert Committee, and with the approval of the Secretary(C) as Chairman of the Standing Finance Committee, the reasons for which should be recorded in writing.
- 2 They should have a well-defined constitution;
- 3 The quantum of assistance will be related to the nature of collection and the number of objects possessed which should be clearly indicated in the project report;
- 4 Be able to maintain the Museum and bear all recurring costs;
- 5 Existence of infrastructural facilities, resources and personnel to execute the work for which the grant is required;
- 6 Their work should have been reported as being satisfactory by the respective State Government; and
- 7 They should not be run for personal profit.

#### Other conditions:

- a) Any organization eligible for consideration under the scheme should have a project proposal with the 3 distinct components as mentioned below:
    - i. The state of the museum and a diagnostic study;
    - ii. A vision and strategy spelling out how the museum is proposed to be modernized and developed; and
    - iii. An action Plan containing detailed costing, sequencing and a timeframe for each of the measures proposed to be taken to modernize the museums.
  - b) Each component of the project proposal should address the various aspects of Renovation/ Repairs, Extension and Modernization of galleries, Modernization of Reserve Collection, Publication, Conservation, Laboratory/ Conservation Projects, Museum Library, Equipment and Documentation, etc. Furthermore, the project report should spell out clearly how the matching resources will be raised and indicate a specific timeframe.
- 4. Categorization of Museums:** For the purpose of support under this scheme, museums have been classified into two categories, namely –
- i. State museums and renowned museums with exquisite collections hereafter to be referred to as Category I; and
  - ii. Other museums hereafter to be referred to as Category II.

As a rule, the scale of assistance to Category II museums will be 50% of that given to Category I museums.

## Financial Assistance

5.1 Maximum financial assistance to the eligible institutions noted above admissible under various components of this scheme will be as follows:

Sl. No.	Purpose	Maximum financial assistance admissible (Rs. In lakhs)	
		For Category I	For Category II
1	Setting up of New Museum by the society or autonomous body under the State Government  <b>Note:</b> 1. It will be one time grant and further requirement, if any, will be met by the State Government. 2. Government of India's financial liability will be limited to providing infrastructural facilities and not for running the museum.	600.00	300.00
2.	Development of Infrastructure in Existing Museums 1. Renovation/Repairs 2. Extension and Modernisation of galleries 3. Modernisation of Reserve Collection 4. Publication 5. Conservation Laboratory/ Conservation Projects 6. Museum Library 7. Equipment 8. Documentation Assistance up to these limits will be provided only once in 10 years to the selected museums	500.00	250.00

5.2 For all purposes grant would be in the ratio of 80:20. A maximum of and up to 80% of the estimated cost would be provided by the Central Government and a minimum of 20% and balance, if any, will be met by the State Government/Institution, as the case may be.

5.3 However, in the case of Museums in NE region including Sikkim, for all purposes grant would be in the ratio of 90:10. A maximum of and up to 90% of the estimated cost would be provided by the Central Government and a minimum of 10% and balance, if any, will be met by the State Government/Institution, as the case may be.

5.4 Wherever the work has been assigned to agencies other than Govt. Agencies, the agencies should be selected after inviting open tender and quotations. A report should be submitted to this Ministry to this effect.

## 6. Development of Infrastructure of Existing Museums

The broad head for providing grants for promotion and strengthening of existing museums will be under various sub-heads is mentioned below:

### 6.1 Renovation/Repairs, Extension and Modernization of Galleries, Modernization of Reserve Collection:

- i. Plan & Estimates for this purpose should be from PWD for Government Museums and from PWD/Registered Architect in the case of University / NGO's Museums
- ii. A completion-cum-valuation certificate from the PWD for Government Museums and from PWD/Registered Architect in the case of University / NGO's Museums should be supplied within three months of the completion.

### 6.2. Publications

Publications, which will qualify for financial assistance under this scheme, are as below:

Catalogues  
 Museum Guides  
 Gallery-sheets  
 Photo-Index cards  
 Picture Post cards  
 Folios containing prints of museum objects  
 Monographs  
 Hand Lists, etc.

Ten copies of the published document should be sent to the Central Government before release of the final installment. The following line should be added on the cover page of the document thus published "Published with the financial assistance received from the Ministry of Culture, Government of India."

### 6.3 Conservation Laboratories/Conservation Project

Assistance under this scheme will be for setting up of, expansion and up-gradation of conservation laboratories and for conservation of objects in a prescribed proforma. The grant will be subject to the condition that the laboratory has suitably trained staff. Where trained staff are not available, the persons entrusted with this work shall be required to undergo training at any of the following institutions or the conservation work be done through any of the following:

- a. National Museum Institute of History of Art, Conservation & Museology, Janpath, New Delhi.
- b. Indian National Trust for Art & Cultural Heritage.
- c. National Research Laboratory for Conservation of Cultural Property, Lucknow, Uttar Pradesh
- d. Egmore Museum, Chennai.
- e. Indian Museum, Kolkata.

Application for this purpose is to be made in the prescribed proforma (FORM-C) annexed with this scheme. Before release of the final instalment, conservation report will be submitted by the organization.

#### **6.4 Museum Library**

Grant will also be made available for upgrading existing Museum Libraries and for increasing the collection.

#### **6.5 Equipment**

Financial assistance will be given for purchase of the following equipments:

##### **I. Equipment (General)**

2. Display items such as podiums and panels.
3. Special lighting for display of museum objects.
4. Computers for documentation.
5. Cameras, Slide Projectors and Screen.
6. CCTV.

##### **II. Equipment for Security System (*for Category I Museums only*)**

Door Frame Metal Detector, Hand held Metal Detector, Vehicle Inspection Mirrors, Radio sets, Hand Baggage X-Ray Machine, CCTV and Recording systems, Magnetic Latch for the door, Glass Break Detectors, Magnetic Switches, Vibration Detectors, Alarm System, Video Motion Detectors, Passive Infra Red Devices, Infra Red Beam Barriers, etc.

Any other equipment that may be considered to be essential, by the Expert Committee.

A list of equipments purchased out of the grant will be submitted by the organization.

#### **6.6 Documentation**

All museums should endeavour to have a complete and comprehensive documentation of their collection making optimal use of proven and emerging technologies such as photo-documentation and digitalization. The Institutions should furnish details of cost estimates of bringing out pamphlets, brochures etc. or any other documentation. The details of the documentation would should be submitted by the organization.

#### **7. Time Limit**

The project should be completed within three years from the release of 1st installment. If there is any delay in the execution of the project permission may be sought from the Ministry giving full justification for the delay failing which subsequent installment will not be released.

## 8. Procedure for the release of Grant

- i. For all purposes, the share of the Central Government will be released in 3 installments in the ratio of 2:1:1. The first installment, being 50% of the Central Government's share, will be sanctioned and released immediately on approval by the Expert Committee.
  - ii. The second installment, being 25% of the Central Government's share, will be released only after the grantee has utilized 80% of first installment released by the Central Government, as well as their proportionate matching contribution.
  - iii. The third & final installment, being the balance 25% of the Central Government's share, will be released only after the grantee has fully utilized the first and second installment released by the Central Government, as well as their matching share.
  - iv. The subsequent installment will be released after receipt of a utilization certificate and an audited statement of accounts by a firm of Chartered Accountants in respect of the previous installment and the corresponding proportionate matching share of the organization. This statement should also certify that the previous installments, as well as the matching share of the institution have been utilized for the purpose for which the grant was sanctioned.
  - v. In respect of a museum other than the State Government's Museum, the Deputy Commissioner/Collector of the district where the museum is located, should inspect the utilization of the grant and also verify the Utilization Certificate. The release of the second installment will also be subject to furnishing other documents, if any, required/asked for by the Government.
  - vi. In case of the grant given to any organization is rupees one crore or more, their accounts have to be audited by the Accountant General of India and UC has to be obtained from the Accountant General of India.
9. Application for financial assistance under this scheme will be invited every year through advertisements in the newspapers. Application received with the recommendation of the concerned State Government will only be accepted. In respect of the museum other than State Museums, the application for financial assistance under the scheme should be sponsored by the Deputy Commissioner/Collector of the district (in which a particular museum is located) to the respective State Government before it is finally recommended to the Ministry. District administration should make a comment on the activities of the applicant and status of the land in which the museum has been established. The scheme will be implemented by the Ministry of Culture, Government of India. The advertisement calling for applications will be released in the beginning of the financial year.
10. There will be no fixed last date for receiving project proposals. Applications will be received through out the year and processed and appraised on first come first served basis.
11. In additions to the prescribed applications forms (Form-I for Setting up of Museums and Form-II for Promotion & Strengthening of Regional and Local Museums with Annexures mentioned there in), the applicants should submit the proposals in the form of a Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared and authenticated by a reputed agency in the field. The project proposal should

also contain the existing visitor's profile of the concerned museum and projected changes in such profiles after implementation of the project.

12. The quantum of assistance under the scheme is commensurate with the number and value of the artifacts proposed to be exhibited in the Museum
13. The applications will be scrutinized by an Expert Committee under the Chairmanship of the Joint Secretary set up by the Ministry of Culture, which would include the Director General, National Museum, Director, NRLC, Director General, National Archives, a representative of the Planning Commission and five (5) experts, preferably one from each region. The expert committee may also inspect the museums receiving grants under the scheme to ensure proper utilization.
14. National Museum Institute or any other institutions/organizations will be engaged to carry out pre and post appraisal activities such as processing of applications, convening meetings of Expert Committee, evaluation and follow up visits and inspection of experts as and when required by the Expert committee of the Ministry of Culture. Expenses on this account to be borne out of the scheme fund.
15. Training and refresher courses for the museum staff will be part of the scheme. Such trainings will be organized by the Ministry of Culture from time to time through an appropriate organization/ institution. The organization should include Training and refreshers courses for museum staff as an integral part of the proposal

**Note:** Misutilisation of funds or non-submission of Utilization Certificates in time will be viewed seriously and the defaulter organization will be blacklisted and debarred from receiving future grants from Govt. of India, as well as appropriate action under the law may also be taken by the Government.

**Note:-** Formats of Indemnity Bond and Bank Authorisation Letter are at Annexure I and III respectively.



**FORM- I****Application for financial assistance for “Setting up of museums”**

1. Name of the useum/Institution/Society/Trust (in capital letter)  
Postal Address (with Pin code), Telephone, Fax, e-mail etc.
2. Number & Date of Registration (copy to be enclosed)
3. Bank details (Name, Branch & Account No.)
4. Name, Designation and Address, Telephone Number of the officer in charge of the Project:
5. Details of Land:
  - a) Area
  - b) Geographical location and constraints if any
  - c) Proof of Ownership
  - d) Nature/status of land: Whether freehold/leased etc Non encumbrances Certificate from the a competent authority to be furnished
  - e) Distance from City/Town
6. Details of Artifacts available for exhibition:
  - a) Details of artifacts
  - b) Sources from where obtained
  - c) Whether valuation made if any Present value
  - d) Whether ever put on exhibition or not
7. Details of Building Plans:
8. Project proposal – Details of item-wise-Assistance sought:

A Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared authenticated by a reputed agency in the field. The project proposal should also contain the existing visitor’s profile of the concerned museum and projected changes in such profiles after implementation of the projects from PWD should be enclosed.
9. Whether the State Government has resources to run the Museums on its own after it has been set up by providing regular grants to the Society or Autonomous Body. Please furnish the details:
10. Estimated cost of Setting up of the Museum:
11. Project completion target:
  - a) Commencement

b) Completion

12. Arrangements made to raise the balance amount and matching share

13. Documents attached:-

The following documents are required to be attached along with application otherwise the proposal will not consider for the grant:

- i) Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared authenticated by a reputed agency in the field. The project proposal should also contain the existing visitors profile of the concerned museum and projected changes in such profiles after implementation of the project.
- ii) Copies of the audited statement of accounts for the last three years
- iii) Latest Annual Report/Activity Report
- iv) Approved Plan & Estimates from PWD
- v) Details of other sources of funding the project
- vi) Documents regarding ownership and possession of land in the name of organization (Attested English/Hindi Version)
- vii) Details showing the value of land paid at the time of its acquisition.
- viii) Certificate as per rule 209(1) GFR 2005 (In the Performa enclosed).
- ix) Bond (In the Performa enclosed).
- x) Authorization letter for sending grant directly into Bank(In the Performa enclosed).
- xi) Copy of the Memorandum of Association of the Institution
- xii) Copy of the Rules/by laws of the Society/Trust
- xiii) Registration Certificate
- xiv) Copies of visitors remarks

Signature

Name

Designation

Place:

Date:

## Application for financial assistance for Promotion and Strengthening of Regional & Local Museums”

1. Name of the Museum/Institution/Society/Trust (in capital letter) and Status (whether Government or NGO/Private/) Postal Address (with Pin Code), Telephone, Fax, e-mail, etc.
2. Number & Date of Registration (copy to be enclosed)
3. Bank details (Name, Branch & Account No.)
4. Project proposal – Details of item-wise-Assistance sought:

In additions to the prescribed applications forms, the applicants should submit the proposals in the form of a Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared authenticated by a reputed agency in the field. The project proposal should also contain the existing visitors profile of the concerned museum and projected changes in such profiles after implementation of the project

- 5 Existing Museums:
  - i. Renovation/Repairs
  - ii. Extension and Modernization of galleries
  - iii. Modernization of Reserve Collection
  - iv. Publication
  - v. Conservation Laboratory/ Conservation Projects
  - vi. Museum Library
  - vii. Equipment
  - viii. Documentation

(For i, ii and iii Details of approved Plan &Estimates in case of Govt. Museum by PWD and in the case University Museum/NGO's by PWD/Registered Architect. Otherwise this item will be not considered for the grant)

6. Total Estimated Cost:
7. Arrangements made to raise the balance amount (20% of cost i.e. matching share of the organization)
8. Grants/assistance received from Ministry of Culture, Govt. of India

No.	File No. (ref. of Ministry of Culture)	Year of Sanction	Grant Sanctioned	Grant Received

9. Grants/assistance received during the last 3 years from any of the following:

- (i) Any Department/Ministry of Govt. of India
- (ii) State Government
- (iii) Any other source

10. Documents attached:-

The following documents are required to be attached along with application otherwise the proposal will not be considered for the grant:

- I. Recommendation of the State Govt.
- II. Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared, and authenticated by a reputed agency in the field. The project proposal should also contain the existing visitors profile of the concerned museum and projected changes in such profiles after implementation of the project
- III. Copies of the audited statement of accounts for the last three years
- IV. Latest Annual Report/Activity report
- V. Approved Plan & Estimates from PWD
- VI. Photographs of Museum, Galleries & Artifacts.
- VII. Details about the Museum(Annexure A-I)
- VIII. Form B, if assistance for Conservation Laboratory has been sought
- IX. Form C, if assistance for Conservation Project has been sought
- X. Certificate as per rule 209(1) GFR 2005 (In the Performa enclosed) XI. Bond (In the Performa enclosed)
- XII. Authorization letter for sending grant directly into Bank(In the Performa enclosed)
- XIII. Copies of visitors remarks In addition to above the following documents are required for University/NGO's./Private Museums, etc
  - i. Recommendation of the District Authority (Dy.Commissioner/Collector)
  - ii. Copy of the Memorandum of Association of the Institution
  - iii. Copy of the Rules/by laws of the Society/Trust
  - iv. Registration Certificate

Signature  
Name  
Designation

Place:  
Date:

---

## Recommendation of the Department of the State Government dealing with Museums

**(No part should be left blank)**

1. The application of ..... is forwarded and recommended on the basis of the report/comments of the Deputy Commissioner/Collector of the district, in which the particular museum is located (except in the case of State Govt. Museums) The report/comments of the DC is also enclosed.
2. Status of the Institution
3. Status of the Land on which Museum is located
4. The application has been examined and found eligible
5. Comments of the State Government with reference to the items for which grant has been sought:
6. The financial arrangements made by the institution/organization to generate their share and balance requirement, if any.

Place:

Date :

Signature  
Name and Designation  
Rubber Stamp of the Officer recommending  
the application

## Annexure– A-1

1.	Name and Designation of the officer who is administratively controlling the Museum. (detailed Address with Tel. No. & Fax, E-mail, etc.	
2.	Does the Museum as its own Building? : If so, the total floor area, wall area available for display of art objects.	
3.	Name the main sectionis of the Museum and Number of Galleries and their area.	
4.	Toal Number of Exhibits and their Nature. Whether Original or Duplicate.	
5.	Details of exhibits kept in reserve . Is there any classified Inventory of the items mentioned above?	
6.	Have the art objects been refastened by the regional registration Officer or an exemption has been obtained from the Archaeological Survey of India.	
7.	Rates of Admission Fee, if any and Visiting Hours & Weekly Holiday, Annual Income from tickets.	
8.	Details of Visitors Profile	
9.	Detailf of Staff employed and number of guides available.	
10.	Item-wise Annual Budget and Expenditure during the last 3 years and current year	
11.	Annual Income of the Organisation and Source of Income	
12.	Any other facilities like Auditorium, etc.	

Signature  
Name & Designation  
Rubber Stamp

## FORM 'B'

(To be appended to Form 'A')

### Project for Setting up/Upgrading Conservation Laboratory

1. Name of the Museum
2. City
3. District
4. State
5. Nature of collection
6. Total number of collection
7. Important/significance of collection
8. Trained Staff Structure available for Laboratory
9. Check list of Equipment (please tick the required items in the appended list)
10. Report on the nature of Conservation work already carried out in the Laboratory
11. Remarks of the recommending authority.

Minimum essential equipment required in a Conservation Laboratory in the Museum

#### Nature of collection

##### Oil Paintings

Electric Hot, Spatula, PH Metre, Binocular Microscope, Ultraviolet Lamp, Infra red viewer, Water distillation plant, Spray gun, Work tables 8X4 ft., Thermo hygrographs, Whirling Hygrometer, Lux meter, UV Monitor, Physical Balance, Hot Plate, Electric Oven, Vacuum Cleaner, Refrigerator,

##### Table Lamp, Camera with attachments, Fume extractor,

##### Metals

Ultrasonic cleaner, Vibro tool, Dental tool, Water distillation plant, Thermo hygrograph, Whirling hygrometer, Physical balance, Electric oven, Hot plate, Refrigerator, Table lamps, Camera with attachments, Fume extractor,

##### Textiles

Washing table, Textile stand, Water distillation plant, Thermo hygrograph, Refrigerator, Table lamp, Camera with attachments, Whirling hygrometer, Physical balance, Electric oven, Hot plate, Vacuum cleaner, Lux meter, UV monitor, Fumigation chamber (insecticide and fungicide)

## **Paper**

Light table, Manual press, Heat laminating machine, Paper cutting machine, Fumigation chamber (insecticide and fungicide), Refrigerator, Table lamps, Camera with attachments, Hot plate, Vacuum cleaner, Lux meter, UV monitor, Fume extractor.

## **Wood**

Fumigation chambers (insecticide and fungicide), Refrigerator, Table lamp, Camera with attachments, IR lamp, Vacuum-impregnating equipment, Fume extractor.



## FORM 'C'

(to be appended to Form 'A')

### Conservation Project Report

- Name of the Museum
- Place of the Museum State
- Museum under the Administrative control of Central/State/Autonomous /Private/University/ Society & Others
- Nature of collection needing treatment
- Number of objects needing treating medium wise (Please tick)

Paintings	
Graphics	
Sculptures	
Decorative Arts	
Textiles	
Terracotta	
Arms	
Anthropological	
Any other	

- General report by the Conservator/Restorer/Technical Assistant
- Proposed course of action
- Whether project could be taken up at State Level/
- National level/International level/Specialized/
- Conservation laboratory
- Budget Estimate of the project
- Financial contribution of the Museums concerned
- Any other Financial Resources
- Any other suggestion

Name, Signature & Designation with Name of the organization

Rubber Stamp

## Certificate As Per Rule 209 (1) of GFR 2005

It is certified that \_\_\_\_\_  
(name of organization) has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or State Government.

Signature

Name

Designation

Rubber Stamp

Place:

Date



## Revised Norms/Guidelines for setting up of new Science Cities and Science Centres

### Science City

#### 1. Background

A committee was constituted for reviewing the existing norms for setting up Science Cities in the country which examined the issue from all angles and particularly from the standpoint of the long experience in running Science City, Kolkata. The committee finally concluded that a revised set of norms is necessary for setting up Science Cities in the country. Accordingly, Ministry of Culture lays down the following revised norms for Science City Projects and their funding:-

#### 2. Concept

A Science City shall be conceptually similar to a Science Centre. However, it will be larger in dimension with a focus in frontier areas of Science and Technology and shall be financially self sustainable. It shall be conceptualised in such a manner that the visitors can spend long periods of time in it.

#### 3. Main Objectives

- i) To portray the growth of science and technology and their applications in industry and human welfare, with a view to develop scientific attitude and temper and to create, inculcate and sustain a general awareness amongst the people.
- ii) To popularize science and technology in cities, urban and rural areas for the benefit of students and for the common man by organizing exhibitions, seminars, popular lectures, science camps and various other programs.
- iii) To promote and enhance public understanding of the culture of science and technology.
- iv) To supplement science education given in schools and colleges and to organize various out-of-school educational activities to foster a spirit of scientific enquiry and creativity among the students.
- v) To design, develop and fabricate science museum exhibits, demonstration equipment and scientific teaching aids for science education and popularization of science.
- vi) To organise training programmes for science teachers/students/young entrepreneurs/technicians/physically challenged/housewives and others on specific subjects of science, technology and industry.

#### 4. Contents

The exhibits and activities of a Science City shall have the right mix of scientific values and

novelty in presentation so as to be able to attract the common people from every walk of life. It will provide wide opportunities for visitors' participation in activities related to science and technology. It will be built on the following major areas :-

**A) Face to face with science and technology**

- A science exposition hall to provide an exposure to the frontline areas of science and technology and their impact on the society through interesting and enjoyable thematic presentation through interactive, experience based and immersive exhibits like large format films, 3D vision films, virtual reality experiences, simulators and many more hi-tech systems; Indian endeavor will be highlighted. An area may be earmarked to highlight the positive and negative impacts of S & T on the society at large.
- The exhibits shall be multidisciplinary in theme and of hands-on minds-on in nature to the extent possible showcasing frontier areas of S & T. The subjects will not be fixed for all times as they change over a period of time with emergence of new areas of S&T. However, at the present context, subjects like Nano-technology, Space mission, specific areas in Biotechnology, Photonics and Optical fibres, Computers, Earth Science, Human Body, Information technology, Bio-informatics, Heavy industries, Agriculture, Environment, etc. may be considered.
- A dedicated infrastructure shall be provided for corporate bodies, R & D institutions, scientific departments etc. to showcase current status of technology and R & D in respective operational areas.
- A 600–1000 seat auditorium for multipurpose use viz. science education programmes and science film shows, organising educational, cultural, industrial/ corporate programmes; the capacity of the auditorium has been fixed on the basis of one million visitor turn out per year to the Science City.

Other institutions shall be encouraged to organise their programmes here on payment of rental charge which is to cover all expenses for regular running and operation of the auditorium including electricity charges, municipal tax etc. Although the State Governments shall be approached to provide electricity at concessional rates and ensure municipal tax at noncommercial rate, all taxes and royalties for conducting such programmes shall be borne by the organisers.

**B) Experimentation and curriculum supplement**

- Interactive exhibits explaining basic principles of science and technology in an interesting and entertaining manner.
- An open laboratory where the visitors will have the opportunities to conduct various experiments on different branches of science and technology either on their own or under guidance of the subject experts.

**C) Learning science outside the four walls**

- Sprawling science park will be developed to offer science education in an unconventional manner outside the four walls. Many of the outdoor exhibits will be linked with the indoor thematic presentations.

**D) Visitors' recreational facilities**

- This area will include water bodies, a nature trail, road trains, fountains, food plaza, gift and souvenir shops, restaurants, rest rooms and such other facilities which shall not only satisfy visitors' needs but also hold them for longer durations.

**5. Eligibility criteria and infrastructure**

- i) In view of demands from different quarters a few new Science cities may be developed in the country. The location of the Science City should be either a State capital or an important city of the State having a sizeable population of not less than 50 lakh inclusive of its vicinity.
- ii) While deciding location for a Science City the primary concern shall be to ensure that it can draw at least 10 lakh visitors per year.
- iii) The new Science Cities shall be set up preferably only in those places where no major Science Centre exists.
- iv) The State Government would provide the following infrastructure facility free of cost:
  - (a) at least 25 acres of centrally located and easily accessible fully developed land; although to do justice to all exhibits especially those requiring open spaces, 30 acres would be preferable;
  - (b) road connectivity, easy access,
  - (c) telecommunication facilities,
  - (d) power supply, water supply etc.
  - (e) sewerage and storm water drainage system,
  - (f) adequate public/private transport facilities.
- v) The State Governments and Societies/Authorities promoted by them for the purpose shall be eligible for financial assistance from the Central Government.

The State Government shall also make suitable provision for providing water, electricity, local taxes etc. at concessional rates as available to the educational institutions.

**6. Exhibition area****A. Floor area for indoor exhibitions**

(a) Science Exposition Hall -	10,000 sqmt.
(b) Open laboratory and interactive exhibits hall -	2,500 sqmt.
(c) Entrance Plaza and visitor's facilities -	1,500 sqmt.

<b>Total:</b>	<u>14,000 sqmt.</u>
---------------	---------------------

## B. Outdoor expositions

- (a) Science Park 4,000 sqmt.

While developing the permanent infrastructure care must be taken to maintain a ratio of 15:85 for covered and open areas so that the visitors are not confined in a particular place and there is enough space to accommodate a very large gathering on some days of the year. Provision for future extension shall also be kept. A portion of the land area may be developed as commercial zone which shall be rented out to other agencies to support in raising funds to meet the operation costs of Science Cities.

## 7. Time Schedule

Total time required for implementation of a new Science City project shall be 48 months. In the first phase a portion of Science Exploration hall comprising a large format movie projection unit, a motion simulator and a 3-D vision theatre will be set up along with the entrance Plaza. This will help in immediate revenue generation and subsequent participation of corporate bodies.

## 8. Finance (based on 2005 prices)

Total estimated cost for implementation of a new Science City project is Rs. 50.00 crore. However detailed estimate for an individual project can only be prepared depending upon site condition, building design and local cost of construction. A suggestive break up of different items of expenditure is as follows: (Remarks: Item Cost given in Rs. Crores)

### i) Expenditure on buildings and other works

(a)	Cost of land 00.00 Notional. State Govt. shall provide it free of cost as part of its share for the project.	=	0.00
(b)	Science City building 14,000 sq. mts. with indoor exhibition halls (@ Rs. 13,500/- per sq.mt.)	=	18.90
(c)	Car/bus parking areas/internal roads/ landscaping/water body/boundary wall	=	0.70
(d)	Air-condition/insulation/acoustics	=	2.00
(e)	Transformer (2 MW)/UPS/D.G. set	=	0.70
(f)	Chairs/Carpet	=	0.20
(g)	Planning, supervision and consultation fees 1.00		
	<b>Sub Total</b>	<b>=</b>	<b>23.50</b>

### ii) Expenditure on exhibits, equipment and stores

(a)	Large format film projection unit with accessories	=	6.00
(b)	Simulator / 3D Film Theatre	=	2.00
(c)	Exhibits and artifacts		
	i) Thematic exhibits for Face to Face with S&T	=	6.60

ii) Interactive exhibits for experimentation & curriculum supplement	=	1.40
(d) Projection equipment, audio-visuals, electrical installations, etc.		
i) Electrical installations for Indoor and Outdoor Exhibit Areas, Campus lighting, Outdoor PA System	=	2.00
ii) AV and Projection equipment for Auditorium	=	1.00
iii) Computers, Plasma TV, Digital projection equipment, etc. for exhibits	=	3.00
(e) Misc. equipment		
i) Apparatus and equipment for open Laboratory	=	1.00
ii) Workshop tools and machineries	=	0.50
(f) Planning, design and development cost	=	1.00
(g) Development of Science Park exhibits including cost of exhibits	=	1.00
(h) Capitalisation of labour component	=	1.00
<b>Sub total</b>	<b>=</b>	<b>26.50</b>
<b>Total</b>	<b>=</b>	<b>50.00</b>

### iii) Foreign Exchange component included in Item (ii) above

(a) Large format film projection unit with accessories	=	6.00
(b) Space Capsule (Simulator)	=	2.00
(c) Misc. other equipments	=	0.50
<b>Total</b>	<b>=</b>	<b>8.50</b>

- iv) No foreign exchange is involved in bringing foreign experts or for buying foreign expertise. The above estimate is for budgetary purpose only and detailed cost estimates for individual projects are to be worked out after detailed master plans are prepared for the projects.

## 9 Funding Pattern

- (i) The financial participation of the Central Government for new Science Cities will be limited to Rs. 30.00 Crore only (60% out of a total of Rs.50.00 Crore).
- (ii) The State Government shall arrange for the balance fund of Rs. 20.00 crore plus a 25 acre of land made available free of cost for the purpose of setting up the Science City. States contribution of Rs. 20.00 crore may be raised either by themselves or by a private/corporate agencies or a combination of both.
- (iii) At the beginning of each year, the State Government shall provide their share for the year (part of Rs.20.00 Crore) upfront and the Central Government shall also release proportionate amount out of their share at one go (on a pro-rata basis for 60:40 sharing of Rs. 50.00 crore).

(iv) Year wise phasing of capital expenditure

(Rs. in Crore)

Year	Source		Total
	Government of India	State Government	
1st Year	3.00	2.00	5.00
2nd Year	9.00	6.00	15.00
3rd Year	11.00	6.00	17.00
4th Year	7.00	6.00	13.00
<b>Total</b>	<b>30.00</b>	<b>20.00</b>	<b>50.00</b>

## 10. Management and operation

- i) The new Science Cities shall be made independent autonomous bodies run and managed by societies formed by the respective State Governments.

NCSM be paid normal consultancy fees for technical guidance and consultancy in exhibit development and manpower training. These Societies are to be formed before start of execution of the projects so that they are able to receive monetary grants from both Central and State Govts. and the private/ corporate/industry sources as well as raise loans from financial institutions.

- ii) All Science Cities shall be maintained at the best possible way by generating enough funds by themselves to sustain all the operations. However capital grant for future developments may be raised from different sources. Corporate investments may be considered in two forms - either capital grant or if it is not forthcoming then through revenue support over the years against use of facilities and infrastructure.

## 11. Pre-requisites for approval of Ministry

- i) **Feasibility Report** : Detailed studies are to be conducted to ascertain the feasibility of any Science City project. The study shall carefully determine whether the proposed Science City shall have the ability to draw at least 10 lakh visitors annually and thereby have the prospect of being financially self supportive. The study shall be conducted by engaging professional consultancy service providers with active involvement of NCSM. Appropriate consultancy fees are to be paid to NCSM.
- ii) The Science City should have the provision for modular expansion at a later date, should the need arise.

## 12. Project implementation

The new Science City project shall be implemented by the concerned Societies formed by the respective State Governments. In case consultancy is sought from NCSM, the same will be limited to technical guidance and consultancy for design, development and installation of exhibits and also help in procurement and commissioning of equipment. Manpower training will also be a part of consultancy from NCSM.



### 13. Monitoring

Monitoring of Science Cities set up as individual Autonomous Societies shall be done by high level committees set up by the respective State Governments with due representation from the Government of India, the concerned State Government, their privat/corporate partners (if any), NCSM and at least five eminent personalities in the fields of education, culture, S&T, industry and museology.

## Science Centres

### 1. Preamble

A task force constituted by the Planning Commission in the early 1970's assessed the activities of the Science Museums and gave several recommendations on the course of action to be taken for the growth, sustenance and adequate use of these institutions. It brought to light the immense potentiality of the science museums for creating science awareness and scientific temper among the people. The most important recommendations were to develop science museums/centres in 3 levels – National, Regional and District level and to set up science museums/ centres in different parts of the country particularly to serve the rural populace. During early 90's while setting up science centres in the north-eastern region, it was felt that although the north-eastern states were small in dimension, they had a distinct identity as a State. Therefore, naming the science centres in the northeast, as District Science Centres appeared to be out of place. Consequently these centres were designated as Sub-Regional Science Centres. Currently there are several nomenclatures existing that categorise the science museums/centres. Such diverse nomenclature may confuse the State Governments or other agencies that are interested in setting up science centres. Therefore, it is proposed that in place of having diverse nomenclatures for the science centres, a single title namely “**SCIENCE CENTRE**” may be considered and the norms for setting up of the science centres may be derived based on the population of the place where the science centre is proposed to be set up. Ministry of Culture lays down the following revised norms for Science Centre Projects and their funding:-

### 2. Objectives

The Science Centre will have primarily the following objectives:

- To portray the growth of science and technology and their application in industry and human welfare, with a view to develop scientific attitude and temper and to create, inculcate and sustain a general awareness amongst the people.
- To popularise science and technology for the benefit of students and for the common man of the region by organising exhibitions, seminars, popularlectures, science camps and various other programmes.
- To supplement science education given in schools and colleges and to organise various out-of-school educational activities to foster a spirit of scientific enquiry and creativity among the students.
- To design, develop and fabricate science museum exhibits, demonstration equipment and scientific teaching aids for science education and popularisation of science.

- To organise training programmes for science teachers/students/young entrepreneurs/ technicians/physically challenged/housewives and others on specific subjects of science, technology and industry.

### 3. Concept

A science centre provides an experiment based learning ambience to inculcate a spirit of inquiry, foster creative talent and create scientific temper in the community as a whole. It is characterised by its two-pronged channel of communication - exhibits and activities. While the exhibits, both indoor and outdoor, are mostly interactive, the demonstrations and training programmes are also fully participatory and help children and the adults alike to learn the basics of science through fun and enjoyment. Science is best understood through experience and experimentation. Science Education, therefore, should essentially involve hands-on, experimentation based learning and should not remain within the domain of textbook reading. This is more important in India in view of widespread science illiteracy in the country. A Science Centre on the other hand provides scope of 'doing science' through hands-on facilities which offers to the visitor a number of experimental options through which they can discover the scientific concept themselves. Such mode of education has so far proved to be very effective in supplementing formal science education in our country.

### 4. Physical and Financial Requirements

#### Category-I

#### (A): Science Centre located in a city / town with a population of 15 lakhs or more

##### i) Land:

Minimum 7 acres developed land (preferably without any low-lying area and of fairly regular shape) to be provided by the State Government, free of cost.

##### ii) Capital Expenditure:

Rs.8.50 Crore of which the State Government will provide Rs.4.25 Crore and Government of India will provide an equal amount of matching grant against capital cost. The expenditure will cover construction of building, development of Science Park, fabrication and installation of exhibits, installation of and Taramandal, development of educational activities, development of Mobile Science Exhibition unit etc. The State Government shall arrange for the fund of Rs.4.25 crore plus a minimum of 7 acre plot of land made available free of cost for the purpose of setting up Regional Science Centre. State's contribution of Rs.4.25 crore may be raised either by themselves or by a private/corporate agencies or a combination of both.

##### iii) Detailed break-up of the cost (Rs. in Crore)

Total cost of the project : 8.50

##### 1) Building

- (Main building with a covered area of 4000 sq.mtrs.,  
Civil construction including plumbing and sanitary) = 4.00

- Electrical work including air-conditioning	=	0.18
- Lift and fire fighting	=	0.16
- Chairs for auditorium	=	0.02
- Architect fee	=	0.14
<b>Total</b>	<b>=</b>	<b>4.50</b>

## 2) Gallery Exhibits

- Three thematic galleries	=	2.00
- Science Park (approx. 11200 sq, mtrs. area with pathway and required exhibits)	=	0.60
- Inflatable dome planetarium system (Taramandal)	=	0.05
- Fully functional exhibit development lab	=	0.10
- Mobile Science Exhibition unit with bus and related exhibits	=	0.40
- Other facilities like Library, Conference Room, Stores, and Office, etc. with all required infrastructures	=	0.40
- Training of the recruited staff members and other miscellaneous expenses	=	0.05
- 3 D theatre facility	=	0.40
<b>Total</b>	<b>=</b>	<b>4.00</b>
<b>Grand Total</b>	<b>=</b>	<b>8.50</b>

### iv) Year wise phasing of capital expenditure (Rs. in Crore)

Year	Source		Total
	Government of India	State Government	
1st Year	1.50	1.50	3.00
2nd Year	2.00	2.00	4.00
3rd Year	0.75	0.75	1.50
<b>Total</b>	<b>4.25</b>	<b>4.25</b>	<b>8.50</b>

### v) Recurring Expenditure:

The recurring expenditure will be completely borne by the State Government. At present, the average annual recurring expenditure for a science centre is between Rs. 55.00 and Rs. 65.00 lakhs. Every year provision for the annual recurring expenditure for maintenance of the centre and organising year round activities shall be made by the State Government.

**vi) Operation:**

Science Centre will be operated and maintained by a Registered Society formed by the State Government for this purpose. The Society should be formed immediately after the release of the fund by the State Government towards its share of the capital cost of the project. A representative of the Government of India and National Council of Science Museums shall be an ex-officio member of this Society or its Governing Council. The Society shall ensure that the Science Centre functions as per the requirement of its objectives without any deviations from them. The Registered Society so formed by the State Government will complete the recruitment of the required 20 staff members as per the following schedule:

**Source**

**vii) Schedule of Recruitment:-**

S.No.	To be recruited and posted within three months from the release of the funds by the State Government		To be recruited and posted within one year from the release of the fund by the State Government	
01	Curator	02	Assistant (General)	01
02	Education Assistant	02	Upper Division Clerk	01
03	Technical Assistant	01	Junior Steno	01
04	Technicians	08	Lower Division Clerk	02
05	-	-	Drivers	02
	<b>Total</b>	<b>13</b>	<b>-</b>	<b>07</b>
	<b>Grand Total</b>	<b>20</b>		

NCSM will train the staff members recruited by the Society for the Centre.

viii) **Time Schedule:** For a Science Centre, required time for setting up the centre is 33 months.

ix) **Content:**

The building will have a covered area of 4000 Sq. Mtrs. (approx.) of which 1800 Sq. Mtrs will be used as exhibit display halls, 1200 Sq. Mtrs. as visitors' activity area and remaining 1000 Sq. Mtrs as exhibit development laboratory, office, etc. Scope will be provided for future extension of floor area.

Generally the following galleries and facilities will be set up in a Science Centre:

**Permanent Galleries:**

- **Thematic Galleries:** The Centre will have two thematic galleries. The galleries of the centre will be multidisciplinary in nature on themes of scientific importance as well as social relevance. The exhibits will be mostly interactive. These will be supplemented with visuals, illustrations

and artefacts. The galleries will reflect all aspects of the chosen themes in a way easily comprehensible by students as well as common people.

- **Fun Science:** A group of interactive exhibits on Physical Science, Mathematics, Geography, Geology, Electronics, Life Science, Chemistry, Computer Science and Information Technology will form this gallery. The exhibits will be providing curriculum support to the students as well as make science learning a fun to the visitors

### ***Temporary Exhibition Hall***

In this hall various temporary exhibitions on important themes will be organised periodically and on different occasions.

### ***Outdoor Science Park***

Science brought outside the boundary of four walls. Interactive exhibits placed aesthetically in the lush greenery of the park. Children play with them while learning the fundamentals of science. Water body, Aviary, Animalorium, Herbal and Medicinal plant corner, Picnic area for visitors, etc are added attractions.

### ***Taramandal***

The inflatable dome planetarium can provide an excellent way of interactive learning of astronomy. The programme will be held regularly at the centre.

### ***Educational and Training Programmes***

The centre will hold regular educational programmes like Science Demonstration Lecture, Popular lecture, Creative Ability Programme, Sky observation through telescopes, Computer awareness programmes, Science Quiz, Science Seminars and Science Fairs, Teachers' Training Programme, Community Awareness Programme, Anti-superstition Programme, Science Film Show etc. for students, teachers and common people. A training hall and a 150-seater auditorium will be used for these purposes. There will be a Model School Science Centre where students will learn the basic principles of science through experimentation in science and fabrication of science models, which can be used as teaching aids. This will supplement the formal science education imparted in the schools. There will also be a children's activity corner.

### ***Exhibit Development Lab***

This will be used for regular maintenance of exhibits and development of exhibits and kits in future. The Lab will be equipped with tools and machinery for fitting, carpentry, sheet metal, welding, electrical, electronics and painting works.

### ***Mobile Science Exhibition***

The Mobile Science Exhibition (MSE) bus of the Centre will travel to schools situated in remote areas and will conduct exhibitions on relevant science and environmental topics throughout the year.

**Other facilities**

Computer Training Room, Science Library, Conference Room, Office, Store, etc.

Programme Schedule		From the date of placing of order
a	Construction of building	24 months
b	Development of Science Park	12 months
c	Fabrication of Exhibits	30 months
d	Installation of Exhibits	03 months
e	Opening of Centre	33 months (approx.)

**xi) Fund Requirement:**

The capital cost of the Science Centre project will be Rs. 8.50 crore which will be shared on 50:50 basis between the State Government and the Govt. of India. The State Government will release their share of 50% (Rs. 4.25 crore) in full within 60 days after approval from Government of India is obtained for the project.

**xii) Clearance from the Government:**

For setting up the Science Centre, approval is required from Government of India. All other statutory clearances and approvals required by the local authorities of the State Government/other bodies, etc. has to be obtained by the State Government.

**Category- II**

**(B): Science Centre located in a city/ town with a population between 5 and 15 lakhs and for those located in hilly terrains and island territories**

**i) Land:**

Minimum 5.0 acres (preferably without any low-lying area and of fairly regular shape) of developed land to be provided by the State Government free of cost. For hilly areas, island territories etc. 2.5 acres will be acceptable provided the land is having good vicinity.

**ii) Capital Expenditure:**

The capital cost of the science centre will be normally Rs.2.60 Crore. However, for hilly terrains, island territories and remote areas with difficult access, the capital cost of science centre will be Rs.3.00 crore. The State Government shall arrange for the fund of Rs.1.30 crore (Rs. 1.5 crore for hilly terrains, Island territories and remote areas) plus a 5 acre plot of land made available free of cost for the purpose of setting up the Sub Regional Science Centre. State's contribution of Rs.1.30 crore or Rs.1.50 crore, as the case may be, raised either by themselves or by a private/corporate agency or a combination of both. The capital expenditure will cover construction of building, development of Science Park, fabrication and installation of exhibits, installation of Taramandal, development of Educational activities, etc.

**iii) Detailed break-up of the cost**

- Total cost of the project: Rs. 2.60 to 3 crore
- \* the cost may vary if the land is on a hilly terrain

**Building**

– (main building with a covered area of 1024 sq.mtrs., Civil construction including plumbing and sanitary) :	1.40
– Electrical work including air-conditioning :	0.10
– Chairs for auditorium :	0.01
– Architect fee :	0.04
<b>Total:</b>	<b>1.55</b>

**Gallery Exhibits**

– Two thematic galleries :	0.90
– Science Park (approx. 5600 sq mtrs. area with pathway and required exhibits):	0.05
– Inflatable dome planetarium system (Taramandal) :	0.04
– Fully functional exhibit development lab :	0.04
– Other facilities like Library, Conference Room, Stores, and Office, etc. with all required infrastructures. :	0.01
– Training of the recruited staff members and other miscellaneous expenses:	0.01
<b>Total :</b>	<b>1.05</b>
<b>Grand Total :</b>	<b>2.60</b>

**iv) Year wise phasing of capital expenditure****(Rs. in Crore)**

Source	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	Total
Government of India	1.00	0.30	1.30
State Government	1.00	0.30	1.30
<b>Total</b>	<b>2.00</b>	<b>0.60</b>	<b>2.60</b>

**v) Recurring Expenditure:**

The recurring expenditure will be completely borne by the State Government. At present, the average annual recurring expenditure for a science centre is between Rs.25.00 and Rs. 30.00 lakhs. Every year provision for the annual recurring expenditure for maintenance of the centre and organising year round activities shall be made by the State Government

**vi) Operation:**

The Science Centre will be operated and maintained by a Registered Society formed by the State Government for this purpose. The Society should be formed immediately after the release of the fund by the State Government towards its share of the capital cost of the project. A representative of the Government of India and National Council of Science Museums shall be an ex-officio member of this Society or its Governing Council. The Society shall ensure that the Science Centre functions as per the requirement of its objectives without any deviations from them.

**vii) Schedule of Recruitment:**

The Registered Society so formed by the State Government will complete the recruitment of the required 09 staff as per the following schedule:

S.No.	To be recruited and posted within 3 months from the release of the funds by the State Government		To be recruited and posted within one year from the release of the funds by the State Government	
01	Curator	01	Lower Division Clerk	02
02	Education Assistant	01	Drivers	01
03	Technicians	04	-	-
	<b>Total</b>	<b>06</b>	-	<b>03</b>
	<b>Grand Total</b>	<b>09</b>		

NCSM will train the staff members recruited by the Society for the Centre.

**viii) Time Schedule:**

For a Science Centre the required time for setting up the centre is 27 months (approx.)

**ix) Content:**

The building will have a covered area of 1024 Sq. Mtrs. (approx.) of which 512 Sq. Mtrs will be used as exhibit display halls, 216 Sq. Mtrs. as visitors' activity area and remaining 216 Sq. Mtrs as exhibit development laboratory, office etc. Generally the building is divided into 4 halls of equal area. Of this, 2 are used as exhibition halls, the 3rd contains an auditorium, Taramandal (Inflatable dome planetarium), Computer training hall etc. and the 4th is used as office, store, conference room/library and adult activity area. Generally the following galleries and facilities will be installed in a Science Centre.

**Permanent Galleries:**

- **Thematic Gallery:** The main gallery of the centre will be on a theme of scientific importance as well as of social relevance such as Environment, Forest, Mountain, Natural Resources, Indigenous Technology highlighting the local resources and their apt utilisation. The exhibits will be mostly interactive and supplemented with visuals, illustrations and artefacts.



- **Fun Science:** A group of interactive exhibits on Physical Science, Mathematics, Geography, Geology, Electronics, Life Science, Chemistry, Computer Science and Information Technology will form this gallery. The exhibits will be providing curriculum support to the students as well as make science learning a fun to the visitors.

**Outdoor Science Park:** Science brought outside the boundary of four walls. Interactive exhibits placed aesthetically in the lush greenery of the park. Children play with them while they learn the fundamentals of science. Water body, Aviary, Animalorium, Herbal and Medicinal plant corner, Picnic area for visitors, etc. are added attractions.

#### **Taramandal:**

The inflatable dome planetarium can provide an excellent way of interactive learning of astronomy. The programme will be held regularly at the centre.

#### **Educational and Training Programmes:**

The centre will hold regular Educational Programmes like Science Demonstration Lecture, Popular lecture, Creative Ability Programme, Sky observation through telescopes, Computer awareness programmes, Science Quiz, Science Seminars and Science Fairs, Teachers' Training Programme, Community Awareness Programme, Anti-superstition Programme, Science Film Show etc. for students, teachers and common people. A Training Hall and a 150-seat Auditorium will be used for these purposes.

There will be a Model School Science Centre where students will learn the basic principles of science through experimentation in science and fabrication of science models, which can be used as teaching aids. This will supplement the formal science education imparted in the schools. There will also be a Children's Activity Corner.

#### **Exhibit Development Laboratory:**

This will be used for regular maintenance of exhibits and development of exhibits and kits in future.

#### **Other facilities:**

Temporary exhibition hall, Science Library, Conference Room, Office, Store etc.

#### **x) Programme Schedule:**

	<b>Programme Schedule</b>	<b>From the date of placing of order</b>
a	Construction of building	18 months
b	Development of Science Park	12 months
c	Fabrication of Exhibits	24 months
d	Installation of Exhibits	03 months (after completion of other facilities)
e	Opening of Centre	27 months (approx.)

**xi) Fund requirement:**

For the Science Centre normally the Capital Cost will be shared between the Govt. of India and the State Government on 50:50 basis. The State Government will release their share in full within 60 days after the commitment by the State Government is communicated for the project and after approval from Government of India is obtained for the project.

**xii) Clearance from the Government:**

For setting up the Science Centre, approval is required from Government of India. All statutory clearances and approvals required by the local authorities of the State Government/other bodies, etc. has to be obtained by the State Government.

**Special Note:**

1. The land of the science centre shall be chosen in consultation and approval of NCSM
2. The land earmarked for the science centre should be free from all encumbrances and encroachment. It should be fully developed land with electricity, water, sewerage connection and telecommunication facility available in the nearby vicinity. The land should have good road connectivity for easy access and transport.
3. Apart from the core staff as indicated in the above proposal, other essential services may be outsourced.
4. The science centre building will be developed in modular form to provide scope for future expansion, if need be, based on the growth of local population and visitor figures to the centre.
5. For Science Centres located in hilly terrains, island territories, remote areas, etc., the sharing of the capital cost may be considered on the basis of 90:10 between the Govt. of India and the respective State Government.



## **Grant-in-Aid to voluntary Organizations/Societies for Development and Maintenance of National Memorials**

### **1. Title**

The scheme shall be known as 'Scheme for providing Grant-in-aid to Voluntary Organizations / Societies for Development and Maintenance of National Memorials'.

### **2. Objective**

- (i) To commemorate the role of eminent national personalities who have contributed to and played a historic role in the history of our country;
- (ii) to highlight their lives and activities as well as the relevance of their ideas to the Indian heritage;
- (iii) to interpret and convey the cultural and spiritual values they stood for;
- (iv) to create an awareness of the contribution of such personalities to nation, particularly by keeping the younger generation informed.

### **3. Scope**

- (i) The scheme shall cover financial assistance for memorials under three categories :-
  - a) Memorials set up on the initiative of the Central Government;
  - b) Memorials set up on the initiative of the State Government and/or civic bodies; and
  - c) Memorials set up by voluntary organisations.
- (ii) As far as category (a) is concerned, ordinarily the Ministry of Culture, Government of India shall take the decisions and provide funds from its own budget.
- (iii) As regards requests received from State Government to set up memorials, the quantum of assistance shall normally be decided on the merits of individual cases.
- (iv) In the case of Voluntary Organisations / civic bodies, the Central Government grant shall be given only as a supplement to such grant as may be received from the State Government.
- (v) The Scheme shall not be applicable to such organisations which are functioning as religious institutions.

### **4. Quantum of Assistance**

- (i) The maximum limit of financial assistance for one memorial shall be Rs. 5 lakhs.

- (ii) The quantum of financial assistance shall be decided by an Expert Committee on the merits of the case.
- (iii) In the case of 3 (i) (b) and 3 (i) (c), assistance shall be provided in suitable instalments and on the furnishing of Utilization Certificates of the earlier instalments sanctioned by the Central Government / State Government as the case may be.
- (iv) The last instalment shall be released after the audited statement of accounts, utilization certificates and the completion certificate from the PWD / Civil Engineer (in case of grant for renovation of the building) are received in the Ministry.

## **5. Criteria for eligibility in the case of Voluntary Organizations/ Civic Bodies**

- (i) The applicant Agency should be registered under the Registration of Societies Act of 1860 or as a Public Trust under any law for the time being in force.
- (ii) It should have been in existence for at least 5 years before applying for the grant provided that such period may be relaxed by Government of India in exceptional cases.
- (iii) The applicant agency should be of All-India character.
- (iv) It should be financially sound and should have facilities, resources and personnel to maintain the memorial for which the grant is required.
- (v) Keeping in view the Government's policy, preference shall be given to those institutions / organisations who propose to take up developmental activities instead of merely erecting new memorials.
- (vi) Some assistance would be considered for the renovation and repairs of existing memorials within the prescribed ceiling.
- (vii) Grants shall not be given for the construction of new buildings.
- (viii) Applications must be accompanied by the recommendation of the State Government.
- (ix) Only one Society / Trust from the State shall be considered for grant for the purpose of the specified memorial.

## **6. Procedure**

The application should be sent to the Ministry of Culture, Government of India, accompanied by the following documents :-

- (i) Constitution of the Organisation;
- (ii) Constitution of the Board of Management and particulars of each member;
- (iii) Copy of the latest available Annual Report including a statement of income and expenditure of the institution / organisation for the previous three years, and copy of the balance sheet for the previous year certified by a Chartered Accountant or a Government Auditor.

- (iv) Recommendation of the State Government ;
- (v) A detailed description of the project for which assistance is sought along with its scheduled period of implementation;
- (vi) Qualifications and experience of the staff to be employed for the project;
- (vii) Financial statement of the project giving item-wise details of recurring and non-recurring expenditure separately, and the source from which counterpart funds would be obtained;
- (viii) A copy of the Registration Certificate of the Society/ Trust.

## **7. Special provision**

Ministry of Culture in the Government of India may undertake any project on the subject through any of the agencies of its choice or directly, and may finance the project from this scheme at an amount it deems fit keeping in mind the importance of the project.



## **Financial Assistance for Cultural Programmes organized by Not- For-Profit Organisations to Commemorate 150 years of Rabindranath Tagore**

**Short Name: Tagore Commemoration Grant Scheme (TCGS)**

### **1. Preamble**

Government of India has decided to celebrate the 150<sup>th</sup> Birth Anniversary of Rabindranath Tagore and has constituted a National Committee under the chairmanship of the Prime Minister and a National Implementation Committee under the Finance Minister, to plan and take up commemorative programmes and projects at the national and international level. The National Committee has decided that Ministry of Culture may support initiatives by civil society organizations in organizing appropriate commemorative programmes. The National Implementation Committee has decided that the Ministry may launch a scheme on the lines of the Cultural Functions Grant Scheme of the Ministry of Culture, but with a decentralized structure of operation and hence this scheme.

### **2. Title**

The scheme will be known as the 'Scheme of Financial Assistance for Cultural Programmes Organized by Not-for-profit Organizations to Commemorate 150 Years of Rabindranath Tagore', and its short name is 'Tagore Commemoration Grant Scheme (TCGS)'.

### **3. Extent**

It shall come into force with immediate effect, extend to all parts of the country and continue to be in operation from the date of notification of the Scheme upto May, 2012.

### **4. Scope**

The scheme will cover assistance to all forms of 'not-for-profit' organizations, including Societies, Trusts, Universities (including University's Centres and Institutions), Schools, Colleges, Research Institutions, Government-assisted Organizations, etc. The Organization should have been functioning and registered under the Societies Registration Act (XXI of 1860), Trusts Act, Companies Act or any Central or State Act, Notification or Order, for at least three years prior to application, and must have professional experience and expertise in the field of art & culture, preferably in the sectors associated with Nobel Laureate Tagore and his works, or should have been functioning as an educational institution for at least three years prior to application.

The Scheme will, however, not be applicable to religious or political organizations. Nor will the Scheme be applicable to individuals, except that well-known solo performers will be eligible for

consideration under the scheme if the concerned ZTCC is fully satisfied that such individual artiste(s) are of high standing and deserve special treatment.

## 5. Eligibility

- (a) The applicant Organization should, in order to qualify for the grant, have a properly constituted Managing body or Governing Council with its powers, duties and responsibilities clearly defined and laid down in the form of a written Constitution.
- (b) It must have tied up or planned the matching resources at least to the extent of 25 % of the project cost.
- (c) It should have facilities, resources, personnel and experience to take up the programme/proposal for which it requires a grant.
- (d) It must have knowledge and professional experience, expertise in the areas associated with Tagore and his works in different fields.

### Preference will be given to organizations having

- (i) long association with Tagore related subjects.
- (ii) record of expertise in the suggested event or programme
- (iii) capacity to execute the programme in tune with the mandate of the Commemoration organized by Government of India.

## 6. Types of activities to be assisted

Grant will be provided, *inter alia*, for supporting the following types of programmes or proposals, concerning any area/theme related to the preservation and promotion of the cultural heritage, and other multiple creative endeavours, to suitably commemorate the 150<sup>th</sup> Birth Anniversary of Rabindranath Tagore and to perpetuate his enduring and unique legacy:

- a. Lectures, Seminars, Conferences, Workshops, Symposia;
- b. Poets' and Writers' meets, Festivals, etc.;
- c. Production and/or performance of Cultural shows;
- d. Exhibitions;
- e. Documentaries, audio-visual presentations (CDs, DVDs, Digital products);
- f. Publications;
- g. Any other commemorative proposals, that may be considered support worthy and approved by the ZTCC.

Preference will be given to the following programmes:

- (i) Projects of Tagore that would reach different corners of India and world.

- (ii) Interpretation/re-interpretation/adaption of any of Tagore's works (in any of the forms) in languages other than Bengali.
- (iii) Revisiting and emphasizing Tagore's pioneering contributions on subjects that are of contemporary relevance, like:
  - (a) Gender inequalities ;
  - (b) Agricultural Development;
  - (c) Co-operative Movement;
  - (d) Rural reconstruction;
  - (e) Village and Craft enterprises;
  - (f) Caste discrimination and its negative impact.

## 7. Quantum of assistance

Grant for specific proposals or programmes under para 6 above shall be restricted to 75% of the estimated cost, subject to a maximum of Rs.5.00 lakhs per proposal or programme.

In deserving cases, where an organization (in India) proposes to conduct events both within the country and in the neighbouring countries, the grant may go upto Rs. 10 lakhs with a sub- ceiling of Rs. 5 lakhs each for the domestic component and the foreign component of such integrated project proposals.

The Ministry may (only in exceptional circumstances and where strongly recommended by the ZTCC) increase the assistance to any proposal of outstanding merit and relevance, subject to prescribed guidelines.

## 8. Sanction procedures

- (a) The Scheme shall be operated in a decentralized manner through designated Authorities of the Ministry of Culture, to be known as 'Zonal Tagore Commemoration Offices (ZTCOs)
- (b) For this purpose, 8 ZTCOs have been formed with their *names* (headquarters) and jurisdiction as under:
  1. **Delhi Zone (Delhi)** : NCT of Delhi, NCR including Gurgaon, Noida, Faridabad and Ghaziabad;
  2. **East Zone (Kolkata)** : West Bengal, Orissa, Jharkhand, Bihar, Andaman & Nicobar Islands;
  3. **North East Zone (Guwahati)** : Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura;
  4. **North Central Zone (Allahabad)** : Uttar Pradesh (except NCR), Uttarakhand, Chhattisgarh;
  5. **North Zone (Chandigarh)** : Punjab, Haryana (except NCR), Jammu & Kashmir, Himachal Pradesh, Chandigarh;



6. **West Zone (Udaipur)** : Rajasthan (except NCR), Gujarat, Dadra & Nagar Haveli, Daman & Diu;
  7. **South Central Zone (Mumbai)** : Madhya Pradesh, Maharashtra, Goa; and
  8. **South Zone (Chennai)** : Tamil Nadu, Kerala, Andhra Pradesh, Karnataka, Puducherry, Lakshadweep.
- (c) Grant of financial assistance and quantum thereof will, in each case, be based on the recommendations of an Expert Committee to be set up at the Zonal level for each ZTCO to aid and advise it in implementation of the Scheme. These Zonal Committees will be known as 'Zonal Tagore Commemoration Committees (ZTCCs).
- (d) The Executive head of the ZTCO shall be the Convener of the relevant ZTCC, and will sanction grants under the Scheme, upon the recommendation of the ZTCC.
- (e) Unless and until otherwise ordered, the composition of Zones, their headquarters, and the list of respective ZTCOs shall be as given in the Schedule (appended hereto). Composition of the ZTCCs will be separately ordered by the Government and placed on the website of the Ministry of Culture ([www.indiaculture.gov.in](http://www.indiaculture.gov.in)).

## 9. Accounting procedures

Separate accounts shall be maintained in regard to the grants released by the Central Government; and

- (a) The accounts of the grantee Organization shall be open to audit at any time by the Comptroller and Auditor General of India or his nominee at his discretion.
- (b) The grantee Organization shall submit to the Government of India, through ZTCC or otherwise, a Statement of Accounts audited by a Chartered Accountant or Government Auditor, stating the expenditure incurred on the approved proposal and indicating the utilization of the Government Grant. If the Utilization Certificate is not submitted within the prescribed period, the grantee Organization shall arrange to refund immediately the whole amount of the grant received together with interest thereon at the prevailing borrowing rate of the Government of India unless specially exempted by the Government.
- (c) the grantee Organization will be open to a review by the Government of India, Ministry of Culture, through any Official or Committee specially appointed for the purpose or in any other manner decided by the Government, as and when deemed necessary by the Government.
- (d) The grantee Organization shall not invite any foreign delegation without obtaining permission from the Ministry of External Affairs, application for which shall invariably be routed through the Ministry of Culture.
- (e) It will be subjected to such other conditions as may be imposed by the Government from time to time.

## **10. Procedure for submission of Application**

An advertisement will be placed both on the website of the Ministry, as well as in the print media, inviting applications under the Scheme. Applications may be made at any time during the operation of the Scheme (as per the procedure specified in the advertisement). All applications will be addressed to the Convener, ZTCC of the relevant Zone and sent to the relevant ZTCO, mentioned in the Schedule.

## **11. Documents to be attached with the application**

- (a) Copy of the Registration Certificate/ Act/ Government Resolution or Order whereby the Organization became a legal entity.
- (b) Constitution of the Organization, Memorandum of Association, Rules and Regulations, where applicable.
- (c) Present composition of the Board of Management and/ or Governing Body.
- (d) Copy of the latest available Annual Report.
- (e) A detailed proposal including:
  - (i) description of the proposal for which assistance is requested along with its duration and the qualifications and experience of the staff, if any, to be engaged for the project ; and
  - (ii) Financial statement of the proposal giving item wise details and the source(s) from which counterpart funds will be obtained.
- (f) A Statement of income and expenditure of the applicant Organization for the previous three years and a copy of the Balance Sheet for the previous year certified by a Chartered Accountant or Government Auditor.
- (g) An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination, duly signed by the authorized signatory of the applicant Organization.
- (h) Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.

### **Note:**

For proposals from individual performers, out of the documents specified above, documents mentioned at (a) to (d) will not be required and the applicant will instead furnish his/her personal particulars and a brief description of the performance/work done by him/her in the last one year. Similarly, in lieu of the documents mentioned at (f) and (g) above, the individual applicant will furnish a statement of his/ her income and expenditure for the previous three years along with a copy of the Income Tax Return last filed and an Indemnity Bond in his/her individual capacity.

## **12. Instalments**

The Grant will be released in two instalments of 75% (first instalment to be released at the time of sanctioning the proposal) and 25% (second instalment to be released after the proposal/programme

is completed and the required documents including a statement of actual expenditure and Utilization Certificate along with share of the organization are furnished to the satisfaction of the Sanctioning Authority).

### **13. Mode of Payment**

The Government will place funds at the disposal of each ZTCO and the same will be drawn and disbursed by the Convener, ZTCC for purposes of the Scheme based on the advice of the ZTCC. All payments will be made either through electronic transfers or through cheques bearing the name and the bank account number of the grantee Organization.

#### **13A. Administrative Expenditure**

An amount of upto 2% of the funds placed at the disposal of each ZTCO may be set aside and utilized by it for meeting expenses related to administration of the scheme, including sanction, monitoring, implementation, inspection, review, etc. of the projects under the scheme, holding of meetings of the ZTCC and outsourcing secretarial assistance and consultancy, if any, as may be necessary for the purpose.

### **14. Report of the Programme/Project**

A bound printed Report of the programme executed under the Scheme will be submitted in triplicate - one copy directly to the ZTCO and two copies to S&F Section of the Ministry of Culture (out of which one copy will be passed on to the C&M Section of the Ministry).

### **15. Incomplete applications**

Incomplete Applications not supported by the required documents will be summarily rejected.

## Application Form

### Tagore Commemoration Grant Scheme (TCGS)

Applications are invited for financial assistance under the above mentioned scheme from Not-For-Profit Organisations, including Societies, Trusts, Companies and Universities (including University's Centres and Institutions but not its Departments), Research Institutions, Government-assisted Organisations, etc. for supporting lectures, seminars, workshops, cultural shows, literary festivals, exhibitions, etc. organized by them to commemorate 150<sup>th</sup> Birth Anniversary of Rabindranath Tagore.

Applicant Organisations may send the completed applications, in the enclosed proforma, to the Convenor of the concerned Zonal Tagore Commemoration Committee (ZTCC), the details of which are given in the Schedule appended to the Detailed Scheme.

#### Documents to be attached with the application:

1. Copy of the Registration Certificate/ Act/ Government Resolution or Order whereby the Organization became a legal entity.
2. Constitution of the Organization/ Memorandum of Association, Rules and Regulations (excepting in the case of Universities and their Centres/ Institutions).
3. Present composition of the Board of Management and/ or Governing Body (excepting in the case of Universities and their Centres/ Institutions).
4. Copy of the latest available Annual Report.
5. A detailed proposal including:
  - (a) description of the proposal for which assistance is requested along with its duration and the qualifications and experience of the staff, if any, to be engaged for the proposal; and
  - (b) Financial statement of the proposal giving item-wise details and the source(s) from which counterpart funds will be obtained.
6. A Statement of income and expenditure of the applicant Organization for the previous three years and a copy of the Balance Sheet for the previous year certified by a Chartered Accountant or Government Auditor.
7.
  - (i) An Indemnity Bond in the prescribed proforma on a stamp paper of appropriate denomination, duly signed by the authorized signatory of the applicant Organization.
  - (ii) A duly filled-in Resolution referred to in the Bond (in the prescribed proforma).
10. Details of the bank account in the prescribed proforma to enable electronic transfer of sanctioned funds.

**[Incomplete applications not supported by the required documents will be summarily rejected ]**

---

## Application Form For Tagore Commemoration Grant Scheme

1. Name of the Organisation :
2. Postal Address (with telephone/fax/e-mail address):
3. Date of Establishment & Registration of the Organisation  
(excepting in the case of Universities and their Centres/ Institutions):
4. Registration number of the Organization (copy of the  
Registration Certificate and Memorandum of Association to be attached):  
(excepting in the case of Universities and their Centres/ Institutions).
5. Unique ID Issued by NGO Partnership System :  
(excepting in the case of Universities and their  
Centres/ Institutions)
6. Permanent Account Number (Income Tax) :
7. Name of the Banker & Bank Account Number of the Organization:
8. Brief details of the Institution/Organisation, its objectives and activities :
9. Title of the project for which assistance is sought,  
with date or period of execution:
10. Synopsis of the project (a detailed project proposal to be annexed) :
11. Total estimated cost of the project:  
(items-wise details to be included in the detailed project  
proposal to be annexed)
12. Amount of assistance sought from the Ministry of Culture:
13. Details of the other sources of finance for the project  
(matching share):
14. Quantum of assistance received during the last three years  
from Ministry of Culture:
15. Whether or not audited statement of accounts and the utilization  
certificate in respect the grant released by the Ministry on the earlier  
occasions have been submitted (If so, copies of the utilization  
certificate may be enclosed)
16. I certify and declare that :
  1. the particulars of statements made above are true

2. The institution/organisation will abide by the rules and conditions laid down by the Ministry of Culture.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

**Note:** Please enclose all the documents and furnish full information as indicated in enclosed check-list format.

## Check List

**(To be enclosed with the application)**

Sl. No.	Information given/documents/ attached	Whether information given/documents attached [Please write Yes/No or Not Applicable (NA)]
1.	Registration Number	
2.	Copy of the Registration Certificate and Memorandum of Association to be attached	
3.	Permanent Account Number (if applicable)	
4.	A Synopsis of the project proposal in not more than 150 type-written words	
5.	The detailed project proposal, including complete details of cost of the proposed project	
6.	Audited statement of accounts & utilization certificate in respect of grants released by the Ministry of Culture on earlier occasions	
7.	Last three years' receipt and payment account and balance sheet of the organization, along with auditor's certificate	
8.	Whether duly filled in indemnity bond (as per format) has been enclosed	
9.	Whether duly filled in bank authorization letter (as per format) has been enclosed	
10.	Whether duly filled in resolution (as per format) has been enclosed	
11.	Whether Unique ID issued by NGO Partnership System has been indicated.	

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

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

**Note:-** Formats of Indemnity Bond, Resolution, Bank Authorisation Letter and Advisory Note on NGO Partnership are at Annexure I, II, III and IV respectively.

## The following points may be noted at the time of filling up the Bond, Resolution & Bank Authorisation

- (i) The Bond should be on Rs.20/- Non-Judicial Stamp paper.
- (ii) The Grantee should put his Signature on every page of the bond.
- (iii) Name & Signature of two witnesses with full address should be mentioned in the bond.
- (iv) The Resolution format should be filled correctly with the signatures of the Chairman/President/ & members of the organization.
- (v) All the columns of the Bank Authorization Letter (**The format is available just below the “Download Forms” link**) may be properly filled up and got verified by the Bank Manager/ Authorities.



## Annexure- I

**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 \_\_\_\_\_ 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	1. Registration Number of Association
Name of the Obligor (Association, as registered)	2. Date of Registration _____
Full Mailing Address _____	3. Registration Authority (RA): _____
Tele.Number/Mobile No. _____	4 Mailing Address of RA _____
E-mail address (if available) _____	5. Telephone No./E-mail etc of RA
Fax No. _____	

(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 \_\_\_\_\_

---

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.

**RESOLUTION**

A meeting of the Executive Committee of \_\_\_\_\_ held on \_\_\_\_\_ and resolved that the terms and conditions laid down in the Scheme of \_\_\_\_\_ 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:

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

## Annexure-III

## 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)

## Advisory Note on NGO Partnership

1. Civil society organizations have complained of difficulties in accessing grant from the Government. A transparent and accountable system was, therefore, required to be devised and implemented which could help VOs/NGOs obtain information on various grant giving programmes, the procedure for obtaining the same and the status of their request once an application is made. This kind of arrangement also helps Government keep track of the applications and assist in speedy disposal within a rational framework.
2. With the above facts in mind, the Government of India has instituted the concept of NGO Partnership System to bring about greater partnership between government and the voluntary sector and to foster better transparency, efficiency and accountability.
3. The VOs/NGOs are mandatorily required to Sign Up on the NGO Partnership System (NGO-PS) at <http://ngo.india.gov.in>
  - (b) This is mandatory for NGOs applying for grant from Ministry of Social Justice & Empowerment, Culture, Human Resource Development, Health Ministry, NACO, Women & Child Development and CAPART. These Ministries in turn have a mandatorily provide a web enable interface created by NIC to entertain applications for grants (this facility is not available at present).
  - (c) The existing paper applications route will also continue to be available for the time being.
  - (d) The Unique Identification No. assigned by the NIC software upon particulars being registered with portal database, must be cited in all future applications, correspondences etc.
4. This facility will enable the NGOs/ VOs to:
  - i. Get details of existing VOs/ NGOs across India
  - ii. Get details of grant schemes of key Ministries/ Departments

Apply online for NGO grants and track status of application for grants (this facility is not available at present).

## **IMPORTANT**

Please note that Ministry of Culture has a very active website

([www.indiaculture.nic.in](http://www.indiaculture.nic.in))

([www.indiaculture.gov.in](http://www.indiaculture.gov.in))

We encourage the applicants to visit the website for any updates on the schemes, application procedure and formats.

