

**GOVERNMENT OF INDIA
MINISTRY OF CULTURE**

SCHEME OF 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-110115**, 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 Theatre

APPLICATION FORM

1. Name, full address, Tel./Mob. and e-mail address of the Cultural Organisation _____

2. Registration details:
 - a. Whether registered as Society Trust Others
 - b. Registration No. _____
 - c. Date of registration _____
3. Name of place with full address where the project is located/project would be undertaken _____

4. Components of project for which financial is being sought (tick mark the relevant box(es))
 - a. New construction or purchase of a built-up space
 - b. Renovation/upgradation/modernization/extension
 - c. Remodeling of the interiors of an existing built-up space
 - d. Provision of facilities like electrical, air conditioning, Acoustics, light and sound systems and other items of Equipment, furniture and stage material that may be Required for a studio theatre, auditorium, rehearsal hall, Classroom, etc.
5. Total estimated cost of proposed project _____
 - a. Assistance sought from Ministry of Culture _____
 - b. Matching share of the applicant Organisation _____
6. Unique ID Number obtained from NGO partnership National Portal _____
7. Whether assistance received from Ministry of Culture _____ in the past under the Scheme for Building Grants to cultural Organisations
[If yes, furnish copy of the Sanction Order and the Utilisation 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.

Signature of Authorised Signatory

Date: _____

(Name) _____

Place: _____

(Designation) _____

For & on behalf of _____
(Name of the Applicant Organisation)

Note: Incomplete/deficient application forms/proposals and not in prescribed forms would not be considered for grant of financial assistance under Scheme of Building Grant including Studio Theatres

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 & 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> .
 - 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 to mandatorily provide a web enable interface created by NIC to entertain applications for grants (this facility is not available at present).
 - The existing paper applications route will also continue to be available for the time being.
 - The Unique Identification No. assigned by the NIC software upon particulars being registered with portal data base, must be cited in all future applications, correspondences etc.
4. This facility will enable the NGOs/VOs to :
 - Get details of existing VOs / NGOs across India
 - Get details of grant schemes of key Ministries/Departments
 - Apply on – line for NGO grants and track status of application for grants (this facility is not available at present).

Scheme of Building Grants, including Studio Theatres

Checklist

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

	Attached	Annexure No.
1. Project report/proposal which includes:		
a) Organization's profile containing a description of the organization, its strength, achievements and year-wise details of its activities over the last 3 years.	(Y/N) <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 Acts	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of the Memorandum of Association (or Trust Deed) of 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"/>

- | | | |
|--|--------------------------|--------------------------|
| <p>5. Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant or Government Auditor).</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>6. Copy of the title deed (registered conveyance deed, gift deed, lease deed, etc.), showing</p> <p>(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.</p> <p>(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.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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.</p> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>8. Cost estimates (Building/Equipments), duly approved by a Registered Architect who will also certify that:</p> <p>a. The quantities are in conformity with the structural requirements of the project.</p> <p>b. The rates are in conformity with the prevailing market rates, and</p> <p>c. That the cost estimates are reasonable.</p> | <input type="checkbox"/> | <input type="checkbox"/> |

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 Signatory

(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.

RESOLUTION

A meeting of the Executive Committee of

_____ held on _____ and resolved that the terms and conditions laid down in the Scheme of Building Grants, including Studio Theatres 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 applicant organization should ensure that the name & signatures of the Chairman/President and members of the organization are entered.

BOND

KNOW ALL MEN BY THESE PRESENTS THAT we the _____ (name of the organization as in Registration Certificates) an association registered under the Societies Registration Act, 1860 having been registered by the office of _____ (Name and full address of Registering Authority), vide Registration Number _____ dated _____ office at _____ in the State of _____ (hereinafter called the obligor/obligors) are held and firmly bound to the President of India (hereinafter called the Government) in the sum of Rs. _____ (in words Rs. _____ only) with interest therein @ 10% per annum well and truly to be paid to the President on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this _____ day of _____ in the year Two thousand and _____.

3. WHEREAS the obligors has sent a request proposal to Government, through the Union Ministry of Culture for Grants of Rs. _____ under the Scheme of Building Grants, including Studio Theatres, 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 or the administrative Head of the Department concerned shall be final and binding on the Society/Trust, in respect of all matters relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The member of the executive committee of the grantee will

- (a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction and
- (b) not divert the grants or entrust execution of the scheme or work concerned to other institution (s) or organization (s); and
- (c) abide by any other conditions specified in the agreement governing the grant-in-aid.

In the events of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest @10% per annum thereon.

7. AND THESE PRESENTS ALSO WITNESS THAT

- (i) The decision of the Secretary to the Government of India in the Ministry of 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 grantee

Name of the Obligor (Association, as registered)

Full Mailing Address

Tele.Number/Mobile No. _____

E-mail address (if available) _____

Fax No. _____

(In the presence of) Witness with name, address and signature

i)

ii)

1. Registration Number of Association

2. Date of Registration _____

3. Registration Authority (RA): _____

4. Mailing Address of (RA) _____

5. Telephone No./E-mail etc of RA

(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.

BANK AUTHORIZATION LETTER

We _____ (Organization/Society/NGO) would like to receive the sums disbursed by the Ministry of Culture to us electronically to our bank account; detailed below :-

Payee's Particulars	
Name of payee as in Bank Account	
Address	
District & Pin Code	
State	
Telephone Number with STD code	
Mobile No.	
E-mail Address (if any)	
Bank Details	
Name of the Bank	
Bank Branch (full address & Telephone Number)	
Bank Account Number	
Account Type	
Mode of Electronic Transfer available ECS/RTGS/NEFT	
IFSC Code	
MICR Code	

Signature** _____

Name _____

Name of Organization _____

** To be signed by the authorized signatory,
as per resolution.

Account number and IFSC/MICR Codes have been verified by me and are correctly recorded above.

Manager*

(Bank branch maintaining the Account)

* (to be signed by the Manager of the Bank in blue ink)

(Seal)