

**APPLICATION FOR GRANT UNDER THE MATCHING SCHEME OF  
ASSISTANCE TOWARDS STORAGE AND DISPLAY OF BOOKS**

From:

( To be routed through the State Government/Union Territory Administration)

To

The Director,  
Raja Rammohun Roy Library Foundation  
Block DD-34, Sector-1, Salt Lake,  
Calcutta-700064

Sub: Assistance towards Storage and Display of books.

Sir,

I submit herewith an application for a grant under the scheme, “ Matching Scheme of Assistance towards Storage and Display of Books”. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. On behalf of the management, I further agree to the following conditions:

- a) All the assets acquired wholly or substantially out of the Foundation’s grant shall not be encumbered or disposed of our utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF, Calcutta.
- b) The account of the project shall be properly and specifically reflected in the final accounts of the Library. This shall also be open to test check by the Foundation or the State Government/U.T. Administration.
- a) The organization undertakes to meet the balance of the estimated expenditure of the scheme.
- b) The present application form duly filled-in is enclosed together with the required documents.

Yours faithfully,

Signature of the applicant  
With his designation and  
Office seal

**Annexure-1**  
(To be completed by all applicants)

1. Name of the library with full address : \_\_\_\_\_  
Including PIN Code : \_\_\_\_\_  
: \_\_\_\_\_
  
2. Whether the library is located in its own : \_\_\_\_\_  
building/rented house/other institution
  
3. Nature of the library : Govt./Aided/Private  
a) If Govt., mention the Head of Deptt. : \_\_\_\_\_  
b) If aided, whether it is a registered body : Yes/No  
(If so, please quote the Society Registration  
No: and date and attach Xerox copy of  
Society Registration Certificate)
  
4. Managing Committee-Names and Address : \_\_\_\_\_  
of the members (Separate sheet be attached) : \_\_\_\_\_  
: \_\_\_\_\_
  
5. Particulars of staff with designation : \_\_\_\_\_
  
6. Source of income- Grant from Govts. : \_\_\_\_\_  
(Central and State), donation from public, : \_\_\_\_\_  
subscription from members etc.
  
7. Average monthly expenditure : \_\_\_\_\_
  
8. Average no. of readers and borrowers : \_\_\_\_\_  
per month
  
9. Total No. of books and periodicals : \_\_\_\_\_  
a) Books : \_\_\_\_\_  
b) Periodicals : \_\_\_\_\_
  
10. Stock of Almirahs and Racks : \_\_\_\_\_  
i) No. of Almirahs : \_\_\_\_\_

- ii) No.of Racks : \_\_\_\_\_
11. Whether any grant is received from any other source for the same purpose, if so, give particulars. : \_\_\_\_\_
12. Particulars of furniture required to be purchased : \_\_\_\_\_
- i) Type of Almirah/Rack/Cupboard (Steel or Wooden) : \_\_\_\_\_
- ii) Size of Almirah/Rack/Cupboard (Length, breadth, height and No. of shelves) : \_\_\_\_\_
- iii) Estimated cost ( Attach catalogue/ quotation from standard firm/supplier) : \_\_\_\_\_
- iv) Assistance sought for (Maximum Rs.10,000/- per library) : \_\_\_\_\_
- v) Balance amount, if any,( the source from which balance amount will be incurred to be specifically stated) : \_\_\_\_\_
13. Whether any grant is received from Foundation: Yes/No  
under this scheme

**14. Declaration**

On behalf of the institution/organization I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. The cheque may be drawn in favour of.....

**List of Enclosures:**

- i) Constitution/Memorandum of Association of the organization.  
ii) Copy of the Society Registration Certificate.  
iii) Latest available Annual Report.  
iv) Names & addresses of the members of the Managing Committee.  
v) Quotation for the article to be purchased.

Place:

Signature of the applicant  
With his designation and  
office seal

Date:

**15. Recommendation:**

This is to certify that the application has been scrutinized and the library deserves assistance under this scheme. An amount of Rs.....(Rupees.....) only is recommended for purchasing .....Almirah/Racks from matching fund which has been approved by the State Library Committee at its Meeting held on.....

Place:

Signature.....

Name and designation

of the

Date:

Convener, SLC  
Office seal.