

**APPLICATION FOR GRANT UNDER THE NON-MATCHING SCHEM OF FINANCIAL ASSISTANCE TOWARDS ORGANISATION OF SEMINAR/CONFERENCE BY THE NATIONAL LEVEL LIBRARY ORGANISATIONS.**

From:

To

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

Sub: Assistance towards organization of Seminars/Conference by National Level Organisations.

Sir,

I submit herewith an application for a grant under the scheme, “ Non Matching Scheme of Financial Assistance towards organization of Seminar/Conference by National Level Organisation”. 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) The accounts of the project shall be maintained properly and separately and shall be submitted to the Foundation as and when asked for:
- (b) The organization undertakes to meet the balance of the estimated expenditure on the scheme.
- © The present application form duly filled-in is enclosed together with the required documents.

Yours faithfully,

Signature of the applicant  
With the designation and  
Office seal

**Annexure-1**

1. Name and address of the All India Association: \_\_\_\_\_  
organizing the seminar/conference \_\_\_\_\_  
\_\_\_\_\_
2. Status of the Association : \_\_\_\_\_
3. Date of Registration (A copy of the Constitution/Memorandum of Association, Copy of the latest available Annual Report, Audited Accounts and copy of the Society Registration Certificate are to be attached) : \_\_\_\_\_
4. (i) Theme/Topic of the seminar/conference : \_\_\_\_\_  
(ii) Date, time & venue of the proposed seminar/conference : \_\_\_\_\_
5. Name & qualifications of the resource personnel : \_\_\_\_\_
6. No. of delegates/participants : \_\_\_\_\_
7. Whether TA and DA will be paid, if so, to whom and how many persons and at what rates : \_\_\_\_\_
8. Detailed estimates of the seminar ( item-wise details of the proposed expenditure) : \_\_\_\_\_
9. Amount of assistance required : \_\_\_\_\_
10. Whether the association is in a position to meet the balance 50% expenditure, if so, mention the source from which the counter-part funds will be obtained. : \_\_\_\_\_
11. Whether the association is able to bear in excess of the matching amount to complete the seminar, if so, mention the source of fund : \_\_\_\_\_
12. Whether any grant is received from the Foundation under this scheme : Yes /No  
If yes, give sanction letter No. & date : \_\_\_\_\_

**13. Declaration:**

On behalf of the Association, 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

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**List of enclosures:**

- i) Copy of the Constitution/Memorandum of Association
- ii) Copy of the Society Registration Certificate
- iii) Latest available Annual Report
- iv) Latest available Audited Accounts
- v) Estimate for the seminar

Place:

Signature of the applicant  
With his designation and  
office seal

Date: