

Non-matching scheme of financial assistance towards organisation of seminar/conference by professional organisations, local bodies, ngos engaged in public library development/library movement and university department of library science.

Title & Object

1. The scheme is known as “Non-matching scheme of Financial Assistance towards Organization of Seminar/Conference by Professional Organizations, Local Bodies and NGOs engaged in public library development/library movement and University Departments of Library Science.

The object of the scheme is to assist Professional Organizations, including national level library associations, Local Bodies and NGOs engaged in public library development/library movement and University Departments of Library Science to hold professional seminars or conferences.

Types of Institution Eligible for Assistance

2. Financial assistance under this scheme may be given to the Library Associations of all India level, other Professional Organizations, Local Bodies and NGOs engaged in public library development/library movement and University Department of Library Science.
3. In order to be eligible for financial assistance under this scheme, a non-government association should be a registered society with the following characteristics:
 - (i) It should have necessary facilities, resources, personnel and expertise to initiate the project/proposal for which the grant is required;
 - (ii) Its working should have been found satisfactory;
 - (iii) It is not run for profit to any individual or a body of individuals.

Scope of Assistance

4. Assistance will be given once in a year for the purpose of:
 - (i) Organisation of seminar
 - (ii) Organisation of conference.

Normally no assistance will be given if the project for which the grant applied for is covered under any scheme of the Central Government or State Government/Union Territory Administration.

Extent of Assistance

5. RRRLF's share is limited to the extent of 50% of the approved estimated expenditure, subject to a maximum amount of Rs.1.00 lakh.

Procedure for Submission of Application

6. Application in the prescribed form complete in all respect alongwith the relevant documents should be submitted to the RRRLF prior to two months of the event.
7. Each application should be accompanied by the following documents-
 - (i) Constitution or the Memorandum of Association, copy of the latest available Annual Report and Audited Annual Accounts;
 - (ii) A detailed description of the project/proposal for which assistance is requested along with its duration, time, venue, names of resource persons and theme of the seminar;
 - (iii) Detailed estimates of the expenditure and the source from which the counter-part funds will be obtained;
 - (iv) Information relating to the grants received, promised or the requests thereof made, if any, to other bodies.

Conditions of Grant

8. No grant will be considered unless the requisite documents in utilizing earlier grant is received.
9. Once the activities and estimates have been approved and grant assessed on the basis of these estimates that shall not be modified by the institution without the prior approval of the RRRLF.
10. Grant will be released to the eligible institutions on receipt of the stamped pre-receipt and acceptance of the terms and conditions in the prescribed form.
11. When the RRRLF have reasons to believe that the sanctioned money is not being utilized for approved purpose, the institutions shall be liable to refund the grant to the RRRLF.
12. RRRLF reserves the right to depute two representatives to attend the seminar/conference as participants without any registration fee.
13. Expenditure prior to the receipt of the sanction order will not be computed towards utilization of the grant.
14. Decision of the RRRLF in respect of approval of the project/proposal and the amount of assistance shall be final and binding on the grantee institution in all cases.

Submission of Documents after Utilisation

15. The grantee institution shall submit Utilization Certificate countersigned by Chartered Accounts/ Government Auditor, Audited Accounts of the grant, list of participants, recommendations of the seminar/conference set of seminar/conference papers free of cost to the RRRLF within 90 days after the last date of the seminar/conference.

APPLICATION FOR GRANT UNDER THE NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ORGANISATION OF SEMINAR/CONFERENCE BY THE PROFESSIONAL ORGANISATIONS, LOCAL BODIES, NOGs ENGAGED IN PUBLIC LIBRARY DEVELOPMENT/LIBRARY MOVEMENT AND UNIVERSITY DEPARTMENT OF LIBRARY SCIENCE

From:

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

To
The Director
Raja Rammohun Roy Library Foundation
Block-DD-34, Sector-I, Salt Lake
Kolkata-700 064.

Subject: Assistance towards organization of Seminar/Conference by Professional Organizations, Local Bodies and NGOs engaged in public library development/library movement and University Department of Library Science.

Sir,

I submit herewith an application vide Annexure-I for a grant under the “Non Matching Scheme of financial Assistance towards organization of Seminar/Conference by Professional Organizations, Local Bodies, NOGs engaged in public library development/library movement and University Departments of Library Science”. 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 RRRLF as and when asked for
- (b) The organization undertakes to meet the balance of the estimated expenditure of the project/proposal.
- (c) The present application form duly filled-in is enclosed together with the required documents.
- (d) In case of failure to submit requisite documents in utilizing the grant within the stipulated period, the institution is liable to refund the entire amount.

Yours faithfully

Place:

Date:

Signature of the applicant
With designation and office seal

Annexure-I

(All the columns are to be filled up properly by the applicant
in English or Hindi(Official language) in Capital letters)

1. A Name of the institution/ organization
Sponsoring the project:
- 1.B Postal address of the applicant:
 - i. Name of the
Street/Row/Lane with
Premises no. if any
 - ii. Village/Town, Via
 - iii. Post Office
 - iv. District
 - v. State
 - vi. Name of Nearest Railway
Station
 - vii. Pin code No.
 - viii. STD Code No., Telephone No.

(Route direction to reach the
Organization to be attached in
Separate sheet)
2. 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 is to be Attached)

3. (i) Theme/Topic of the Seminar/conference :
- (ii) Date, time & venue of the Proposed Seminar/conference :
- 4 Name & qualification of the resource: Persons (separate sheet be attached)
5. No. of delegates/participants
6. Whether TA and DA will be paid, if so : To whom and for how many persons : And at what rates.
7. Detail estimates of the Seminar/conference : (Item-wise details of the proposed Expenditure)
8. Amount of assistance required
9. Whether the institution is in a position : To meet the balance expenditure, if So, mention the source from which the Said funds will be obtained
10. Whether any grant is received from the : Yes/No RRRLF under this scheme
If yes, give sanction letter No. & date:
- 12 Declaration

On behalf of the institution, 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) 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

Signature of the applicant
With designation and
Office seal

Place:
Date: