

**FORM I**

**FORM FOR APPLYING FOR FINANCIAL ASSISTANCE FOR ESTABLISHMENT AND DEVELOPMENT OF MUSEUMS**

**DETAILS OF THE PROJECT**

<b>Sl. No.</b>	<b>Item</b>	<b>Details</b>
1	Applied for which category i.e. I, II or III	
1	Name and complete postal address of the Museum / Institution / Society / Trust along with Telephone Nos. and E mail of officer in-charge of the project.	
2	Number & Date of Registration in r/o societies/trust *	
3	Whether grant is required for setting up of a New Museum or for development of an existing museum.	
4	Details of Land owned. Please furnish the following particulars: a) Area b) Geographical location c) Proof of Ownership d) Nature of Land – whether leasehold or freehold. **	
5	Details of Artifacts available for the Museum: Please enclose lists giving the following details: a) Number and Details of artifacts along with photographs (sculptures, paintings, coins, manuscripts, etc.) b) Sources from where obtained (in each case) c) Accession Register	
6	Details of Building plans*** alongwith a Detailed Project Report (DPR). If the Museum has an existing building, please give details thereof: -Total built-up area -Number of galleries and their names	
7	Item-wise details of components for which financial assistance sought (admissible components as provided in the Scheme).	
8	Total Project Cost	
9	Details of own funds of the Organization to be used for the Project	
10	Time period for Project completion	
11	Rates of Admission Fee of the Museum, if any and Visiting Hours. (in case of existing museum)	
12	Number of visitors who visited per annum during the last 3 years (in case of existing museum)	
13	Details of Staff employed (in case of existing museum)	
14	Item-wise Annual Budget and Expenditure during the last 3 years and Current year:  Unique Registration number of the organization on NGO – DARPAN portal of Niti Aayog (for Category III)	
15	Details of Grants given by the Ministry of Culture on any previous occasion.****	
16	List of Documents attached with the proposal.	

Signature of Authorized Signatory with Seal of the Organization

Date :

Place:

\* Copy of Registration Certificate to be enclosed.

\*\* Please furnish a non-encumbrance certificate from the District Revenue Authority.

\*\*\* Total area of the building to be constructed or renovated. Please enclose plans and drawings of the building.

\*\*\*\*Please give scheme-wise details of any previous grant availed by the Organization from the Ministry of Culture.

## LIST OF DOCUMENTS TO BE ATTACHED WITH THE PROJECT PROPOSAL

The following documents are required to be attached alongwith application, failing which the proposal will not be considered for the grant:

- i. Detailed Project Report containing detailed estimates and drawings on each and every item. This DPR and estimates should be prepared by a reputed agency in the field and the estimates duly authenticated by the Govt./CPWD/PWD Engineer. The project proposal should also contain the existing visitors' profile of the Museum and the projected changes in such profiles after implementation of the project. Photos of the artifacts and collections of the Museum must be enclosed with the DPR/Estimates.
- ii. A report on the state of the museum along with a diagnostic study;
- iii. A strategy paper spelling out how the museum is proposed to be modernized and developed, including a sustainability plan to demonstrate the approach planned to ensure long term management of the museum;
- iv. An Action Plan containing detailed costing, sequencing and a timeframe for each of the measures proposed to be taken to modernize the museums;
- v. 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, possibility of installing roof top solar system etc. Furthermore, the project report should spell out clearly how the matching resources will be raised and indicate a specific timeframe.
- vi. Copies of the audited statement of accounts for the last three years
- vii. Latest Annual Report/Activity Report Approved for the last three years
- viii. Details of other sources of funding the project (Matching share) and future sustainability plan for the Museum.
- ix. Documents regarding ownership and possession of land in the name of organization (Attested English/Hindi Version)
- x. Details showing the value of land paid at the time of its acquisition.
- xi. Certificate as per rule 230(1) GFR 2017 in the prescribed proforma regarding non receipt of grant for the same purpose from any other institution under the Govt. of India.
- xii. Utilization certificate of previous grant/grants if any.
- xiii. Authorization letter for sending grant directly into Bank.

- xiv. Copy of the Memorandum of Association and Articles of Association of the Organization/Rules and Bye laws of the Society/Trust, as the case may be.
- xv. Copy of the Registration Certificate.
- xvi. State Government's recommendation in the prescribed proforma.
- xvii. Copy of registration of Agency under Central Plan Monitoring Scheme of Ministry of Culture at <https://pfms.nic.in>. (in the prescribed proforma).
- xviii. Copy of registration number of **the NGO-Partnership System (NGO-PS) Portal (NGO-DARPAN)** portal of Niti Aayog at <http://ngo.india.gov.in>.

CERTIFICATE AS PER RULE 230 (1) OF GFR 2017

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

(To be furnished on Rs.100/- Stamp Paper)

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 \_\_\_\_\_ (herein after called the obligor/obligors) are held and firmly bound to the President of India (herein after called the Government) in the sum of Rs. \_\_\_\_\_ (in words Rupees \_\_\_\_\_ 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 \_\_\_\_\_ for Grants of Rs. \_\_\_\_\_ Vide his letter number \_\_\_\_\_ Dated \_\_\_\_\_; the obligors has agrees to execute this bond in advance, in favor of Union Ministry of \_\_\_\_\_ 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 higher proposed amount to accept the actual amount approved/sanctioned by the Government. 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 fulfil and comply with all the conditions mentioned in the letter of grant then above written bond or obligation shall be void and of no effect. 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 along with 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 earned 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 \_\_\_\_\_ Department of \_\_\_\_\_ or the Administrative Head of Ministry or Department concerned shall

be final and binding on the Society/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered/paid to the Government.

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

- (a) abide by the conditions of the grants in aid by the targets 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 organizations(s); and
- (c) abide by any other conditions specified in the agreement governing the grants 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. The stamp duty for this bond shall be borne by the Government.

7 AND THESE PRESENTS ALSO WITNESS THAT

i.) The decision of the Secretary to the Government of India in the Ministry of \_\_\_\_\_ Department of \_\_\_\_\_ 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 presents.

In witness where of 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 of the obligors, a copy whereof is annexed hereto as Annexure B.

( )

Signed for an on behalf of

Signature of the grantee

(Name of the obligor Association, as registered)

Full Mailing Address \_\_\_\_\_

Telephone Numbers/Mobile No. \_\_\_\_\_

E.Mail Address (if available) \_\_\_\_\_

Fax Number

1. Registration Number of Association\_\_\_\_\_
2. Date of Registration\_\_\_\_\_
3. Registration Authority(RA)\_\_\_\_\_
4. Mailing Address of (RA)\_\_\_\_\_
5. Telephone Number/Email etc of RA\_\_\_\_\_

(in the presence of)Witness name and address

(i)

(ii)

(Sign)

Accepted for an on behalf of the President of India

Designation

Date

Name and address

**AUTHORIZATION LETTER**

(I/We \_\_\_\_\_  
\_\_\_\_\_ ) Organization/Society/NGOs name) would like to receive the  
sum disbursed by the Ministry of \_\_\_\_\_ to me/us electronically to our bank account;  
detailed below:-

**Payee' Particulars**

1. Name of payee as in bank account \_\_\_\_\_
2. Address \_\_\_\_\_
3. District \_\_\_\_\_
4. Pin Code \_\_\_\_\_
5. State \_\_\_\_\_
6. Telephone Number with STD code \_\_\_\_\_
7. Fax No. \_\_\_\_\_
8. E-mail Address (if any) \_\_\_\_\_

**Bank Details**

1. Name of the Bank \_\_\_\_\_
2. Bank Branch (Full address & Telephone Number) \_\_\_\_\_
3. Bank Account number \_\_\_\_\_
4. Account type \_\_\_\_\_
5. Mode of Electronic Transfer available (RTGS/NIFD/Any other) \_\_\_\_\_
6. IFSC code \_\_\_\_\_
7. MICR code \_\_\_\_\_

Signature (Name) \_\_\_\_\_  
Name of Organization \_\_\_\_\_  
Registration Number \_\_\_\_\_  
Authority & Place of registration \_\_\_\_\_  
Date of Registration \_\_\_\_\_

Account number has been verified by me

Manager  
(Bank branch maintaining the Account)  
(Seal)



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

**Government of India**  
**Ministry of Culture**

**Copy for Registration of Agency under Central Plan Scheme Monitoring System of Ministry of Finance at <https://pfms.nic.in>.**

1.	Type of Registration	(Central Government/Central Government PSUs/State Government institutions/State Govt. PSUs/ Register Societies/ NGO/ Trusts etc.) <b>(Please strike out which is not applicable)</b>
2.	Agency Name	
3.	Act/Registration No:	
4.	Date of Registration (DD/MM/YYYY):	
5.	Registering Authority:	
6.	State of Registration:	
7.	TIN Number:	
8.	TAN Number:	
9.	PAN Number	
10.	Block No/Building/Village/ Name of Premises	
11.	Road/Street/Post Office	
12.	Area/Locality	
13.	City:	
14.	State:	
15.	District:	
16.	Pin Code:	
17.	Contact Person:	
18.	Phone No:	

19.	Alternate Phone/Mobile No:	
20.	Email:	
21.	Unique Agency Code	<b>(to be filled by Ministry)</b>
22.	Name of the Bank:	
23.	Branch:	
24.	Account Number:	
25.	Agency Name as per Bank Account:	

**(Note: Sl. No. 21 to 24 has to be the same information as provided in the Authorization letter from the Bank)**

Signature  
Name

Designation

Place:

Date:

## **SAMPLE DPR FORMAT**

**Ministry of Culture  
Government of India**

### **MUSEUM GRANT SCHEME**

#### **FORMAT FOR PREPARATION OF A DETAILED PROJECT REPORT (DPR)**

##### **(This DPR format is for guidance of the applicant museums)**

The Detailed Project Report (DPR) needs to be structured in accordance with the format given below. The DPR will need to be complete and the required information in all the Sections provided irrespective of whether a part of it or whole of it was submitted with any of the earlier correspondence or the initial application. In other words the DPR will be a single document for assessing the application. An incomplete DPR will render the application liable for rejection.

**The DPR will preferably be a hard bound volume in A4 size and in portrait alignment. Drawings for inclusion can be in A3 size, however integrated as a fold out within the volume.**

The Drawings, Details, Views, Sketches and supporting Photographs may also be submitted in addition on a CD/ DVD.

The DPR, in the prescribed format, will be submitted by:

- i) All new Applicants
- ii) All applicants who have submitted only partial information with the initial application
- iii) All applicants who have been asked to resubmit the DPR with modifications

The cues and/ or instructions against each Section/ Sub-section are given in *Italics*.

#### **CONTENTS OF THE DPR**

##### **1. Cover Sheet**

##### **2. Abstract and Executive Summary**

##### **3. Profile Sheet (*This sheet will contain the following*)**

- i. **Name of the Organisation** :
- ii. **Registered Address** :
- iii. **E-Mail ID and Telephone Number** :
- iv. **Year of Establishment of the Organisation** :
- v. **Type of Organisation** :  
*(Government/ State Government/ Private/  
Society/ Trust etc.)*
- vi. **Details of Registration (if applicable)** :

- (copy to be provided as annexure)*
- vii. PAN Number *(if applicable)* :
  - viii. Service Tax Number *(if applicable)* :
  - ix. Authorised Contact Person & Designation :
  - x. Name of the Museum *(if different)* :
  - xi. Address/ Location of the Museum :
  - xii. E-Mail ID & Telephone Number :
  - xiii. Year of Establishment of Museum :
  - xiv. Type of Museum :  
*(Archaeological/ Historical/ Scientific & Technological/ Ethnographic/ Philately/ Anthropological etc.)*
  - xv. Details of Collection *(Numbers/ Types)* :
  - xvi. Is Collection/ Part of Collection Registered :
  - xvii. Annual Budget :
  - xviii. Source of Funding *(Self/ Govt./ Others)* :
  - xix. Authorised Contact Person & Designation :  
**(with telephone , mobile numbers and e-mail id)**

#### 4. Mandatory Documents

- i. Copy of Registration
- ii. Memorandum of Association or Trust Deed
- iii. Letter of Support from State Government
- iv. Letter of Recommendation from District Authority
- v. Authorisation Certificate
- vi. Bond in Finalised Format
- vii. Audited Statement of Accounts for Last Three Years

#### 5. Background Information

- a) Re.: Organisation *(where the Museum is a part of a larger organization)*
  - i. History of the Organisation
  - ii. Aims & Objectives of the Organisation
  - iii. Organisational Structure and Management
  - iv. Support Base, Benefactors
  - v. Financial Resources & Summary Balance Sheets
  - vi. Additional/ Special/ specific Information
- b) Re.: Museum *(Sub-section to be completed as is relevant for an existing Museum or a proposed Museum)*
  - i. History of the Museum
  - ii. Aims and Objectives of the Museum
  - iii. Background of the Collection
  - iv. Organisational structure and Management of the Museum
  - v. Financial Resources and Budgets
  - vi. Ancillary Infrastructure Available *(Library/ Conservation Lab/ Museum Shop/ Auditorium/ Research Cell/ Institutional Tie Ups etc.)*
  - vii. **Other Activities of the Museum besides Display**
  - viii. Visitor Profile and Visitor Comments

#### 6. Details of the Collection

*(This is an important section. The significance and the relevance of a Museum is determined by its collection. A careful and factually accurate presentation of information is essential).*

- i. The Composition of the Collection**
- ii. Qualitative Description** *(supported by photographs)*
- iii. Quantitative Details and Accession Lists**
- iv. Antiquity, Authenticity & Registration**
- v. Tentative Value of Collection & Insurance**
- vi. State of Preservation, Storage Arrangements**
- vii. Display – Status, Potential and Constraints**
- viii. Acquisition Policy**
- ix. Uniqueness of the collections, if any**  
*(to be highlighted with supporting note thereon)*

## **7. The Proposal**

*(This section should provide the complete extent and details of the proposal for which Financial Assistance is being sought. Qualitative and Quantitative justifications should be well supported by rationale and measurements respectively. The elaboration should clearly bring out the estimate of costs for Buildings and Infrastructure as separate from estimate of costs for other requirements of the Museum. The proposal should bear in mind the limits of Financial Assistance set out by the Ministry. No proposal should aim to seek funding with a view to use it for achieving a partial fulfillment of goals without any plan for completing the remainder.)*

- i. Building & Infrastructure**
- ii. Interiors & Display**
- iii. Services & Equipments**
- iv. Fixed & Moveable Furniture**
- v. Special Provisions** *(if any)*  
*(The above (whatever applicable) will be described clearly qualified by specifications and justifications. Drawings and Details will be provided as required.)*

**vi. Other Provisions** *(Conservation/ Library/ Documentation/ Publication)*

### **vii. Estimates of Costs**

*(Estimate of Costs should be in acceptable Government of India formats using CPWD methods (PAR or DSR) or State PWD Schedules. Ideally detailed estimates should be provided. If preliminary estimates are given with the DPR then the release of funds will be phased to review the detailed estimate as and when submitted.)*

### **viii. Phasing of Execution**

*(The proposal can be executed in definite phases if required. However, phases should be consistent with execution logic and preferably lead to commissioning of specific parts/ components.)*

*Note: The estimates based on drawings should be prepared by a reputed agency in the field and the Estimates duly authenticated by a Govt / CPWD /PWD Engineer.*

## **8. Sustenance and Growth**

*(Most Museums in India require to be supported financially and are not self sustaining. Yet, any augmentation of infrastructure and support should lead to a proportionate increase in generation of revenue. This section should present rationally the calculations in support.)*

- i. Present Scenario**
- ii. Initiatives for Increase in Footfalls**  
**(A feasibility study to reflect the projected footfall may be added)**
- iii. Other Initiatives for Improved Revenue Generation**
- iv. Projected Scenario**

## **9. Conclusions**

*(The conclusions should clearly bring out the anticipated impact of the proposal both in terms of preservation and promotion of its collection and its service to the Society.)*

**Annexure** *(additional ones if any)*

**References**

**Acknowledgements**