## Form of application for financial grant under the Scheme for Financial Assistance for Digitization of Museum Collections

<table>
<thead>
<tr>
<th>Sl</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and complete postal address of the Museum / Institution / Society / Trust along with Telephone Nos. and E-mail</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Number &amp; Date of Registration (Copy of Registration Certificate to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Bank details (Name, Branch &amp; Account No. with IFSC Code)</td>
<td></td>
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<tr>
<td>4</td>
<td>Name, Designation and Address, Telephone Number and E Mail of the officer in charge of the Project</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Purpose for which grant is required (Please give component wise details of the proposed project and financial assistance sought from the Ministry)</td>
<td>Purchase of software for digitization – Photography of collections – For installation of digital information kiosks in the Museum – Creation of a Museum website – Procurement of hardware for digitization works – Development of an online Museum Library –</td>
</tr>
<tr>
<td>6</td>
<td>Details of Artifacts available for exhibition including the reserve collections: Please enclose detailed lists showing the following parameters:</td>
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<td></td>
</tr>
<tr>
<td>a)</td>
<td>Number and Details of artifacts (sculptures, paintings, coins, manuscripts etc.)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td>Sources from where obtained</td>
<td></td>
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<tr>
<td>c)</td>
<td>Present value of artifacts (Please attach an item wise list)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Total Project Cost</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Whether the Museum is willing to display its collection online over a website for public information</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Brief details of the software proposed to be used for digitization of the collections of the Museum</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Details of own funds of the organization to be used for the project</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Project details:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Proposed commencement date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Completion date</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>List of Documents attached with the proposal.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Details of Grants given by the Ministry of Culture on any previous occasion (Please give scheme wise details of any previous grant availed by the Organization from the Ministry of Culture)</td>
<td></td>
</tr>
</tbody>
</table>

Signature with Seal of the Organization

Date :
Place:
LIST OF DOCUMENTS TO BE ATTACHED WITH THE PROJECT PROPOSAL.

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

i) Detailed project Report containing detailed estimates on each and every item. This project report and estimates should be prepared by a reputed agency in the field and the Estimates duly authenticated by the District Information Officer of the National Informatics Center (NIC). Photos of artifacts and collections of the Museum must also be enclosed with the DPR / Estimates

ii) Copies of the audited statement of accounts for the last three years

iii) Latest Annual Report/Activity Report

iv) Details of other sources of funding the project and future sustainability plan for the Museum

v) Documents regarding ownership and possession of land in the name of organization(Attested English/Hindi Version)

vi) Certificate as per rule 209(i) GFR 2005 (In the Performa enclosed).

vii) Bond (In the Performa enclosed).

viii) Authorization letter for sending grant directly into Bank(In the Performa enclosed).

ix) Copy of the Memorandum of Association of the Institution / Rules and Bye laws of the Society / Trust

x) Copy of the Registration Certificate.

xi) State Government’s Recommendation in the prescribed proforma.

xii) Brief details of the software proposed to be procured for digitization works.
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, if any:

6. The financial arrangements made by the institution/organization to generate their
   share and balance requirement, if any.

   Signature
   Name and Designation
   Rubber Stamp of the Officer recommending the application

Place
Date
## DETAILS OF THE MUSEUM

<table>
<thead>
<tr>
<th>Sl</th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and Designation of the Officer whose is administratively controlling the Museum. (Post al Address with Tel. No.&amp; Fax, E-mail, etc.)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Does the Museum have its own website? Please give website address if available</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Name the main sections of the Museum, Number of Galleries and their area.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Total Number of Exhibits and their Nature. Whether Original or Copies</td>
<td></td>
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<tr>
<td>5</td>
<td>Details of Exhibits kept in reserve.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Is there any classified Inventory of the artifacts / Accession register</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Have the art objects been registered by the Regional Registration Officer or an exemption has been obtained from the Archaeological Survey of India?</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Rates of Admission Fee, if any and Visiting Hours. Annual Income from sale of tickets</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Number of visitors during the last 3 years. Details to be given annually</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Details of Staff employed and Number of guides available</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Item-wise Annual Budget and Expenditure during the last 3 years and Current year:</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Annual Income of the organization and Sources of Income</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Authorized Signatory with Stamp

Date:

Place:
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

Date:
Place:
(To be furnished on Rs.20/- 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. ______________________ are 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 fulfill
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 of10%(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 WITHNESS 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 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 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 blank 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)
Government of India  
Ministry of Culture  

Copy of Registration of Agency under Central Plan Scheme Monitoring System of Ministry of Finance at [https://pfms.nic.in](https://pfms.nic.in).

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<table>
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<tbody>
<tr>
<td>1.</td>
<td>Type of Registration</td>
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<tr>
<td>2.</td>
<td>Agency Name</td>
</tr>
<tr>
<td>3.</td>
<td>Act/Registration No:</td>
</tr>
<tr>
<td>4.</td>
<td>Date of Registration (DD/MM/YYYY):</td>
</tr>
<tr>
<td>5.</td>
<td>Registering Authority:</td>
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<td>6.</td>
<td>State of Registration:</td>
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<td>7.</td>
<td>TIN Number:</td>
</tr>
<tr>
<td>8.</td>
<td>TAN Number:</td>
</tr>
<tr>
<td>9.</td>
<td>Block No/Building/Village/ Name of Premises</td>
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<tr>
<td>10.</td>
<td>Road/Street/Post Office</td>
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<tr>
<td>11.</td>
<td>Area/Locality</td>
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<tr>
<td>12.</td>
<td>City:</td>
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<td>13.</td>
<td>State:</td>
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<td>14.</td>
<td>District:</td>
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<tr>
<td>15.</td>
<td>Pin Code:</td>
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<tr>
<td>16.</td>
<td>Contact Person:</td>
</tr>
<tr>
<td>17.</td>
<td>Phone No:</td>
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<tr>
<td>18.</td>
<td>Alternate Phone/Mobile No.</td>
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<tr>
<td>19.</td>
<td>Email:</td>
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<tr>
<td>20.</td>
<td>Unique Agency Code</td>
</tr>
<tr>
<td>21.</td>
<td>Name of the Bank:</td>
</tr>
<tr>
<td>22.</td>
<td>Branch:</td>
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<tr>
<td>23.</td>
<td>Account Number:</td>
</tr>
<tr>
<td>24.</td>
<td>Agency Name as per Bank Account:</td>
</tr>
</tbody>
</table>

*(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: