

APPLICATION FOR GRANTS UNDER THE NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TO CHILDREN'S LIBRARIES OR CHILDREN'S SECTION OF GENERAL PUBLIC LIBRARIES

From:

(To be routed through Convener of 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 to Children's Libraries or Children's Section of General Public Libraries.

Sir,

I submit herewith an application in Annexure I for a grant under the Scheme, " Non- Matching Scheme of Financial Assistance to Children's Libraries or Children's Section of General Public Libraries". 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 assets acquired wholly or substantially out of the grant shall not be encumbered or disposed of or utilized for purposes other than those for which grant is given. Should the organization cease to exist at any time, such properties revert to the Foundation;
- (b) The accounts of the scheme shall be properly maintained with the annual accounts of the organization as a whole. They will always be open to check by an Officer deputed by the Foundation or the State Govt./U.T. Administration. They shall also be open to test check by the Comptroller and Auditor General of India at his discretion;
- © If the Foundation or the StateGovt. Administration have reasons to believe that the grant is not being utilized for approved purpose, the foundation may stop payment of further instalments and recover earlier amount in such manner as they may decided;

- (d) The organization shall exercise reasonable economy in its working. In case there is any increase in the cost of items the grant of the Foundation will not be enhanced and the extra expenditure will have to be borne by the organization;
- (e) The organization undertakes to meet the balance of the estimated expenditure on the scheme ;
- (h) The present application form in Annexure-I duly filled-in is enclosed together with the required documents

Yoursfaithfully,

Place:

Signature of the applicant
With his designation and
office seal

Date:

ANNEXURE-I

01. Name of the Appliant/Organisation : _____
(As per Registration Certificate where applicable)
in Capital letters.
02. Postal Address of the Applicant/Organisation :
- i) Name of the Street with premises No. : _____
- ii) Town/Village : _____
- iii) District : _____
- iv) Pin Code : _____
- v) Telephone (with STD Code/Fax/E-mail No: _____
- vi) P.O. : _____
- vii) State : _____
- viii) Name of the Nearest Railway Station : _____
(Route direction to reach the organization
be attached)
03. a) Name of the Library for whom assistance: _____
is sought for(in Capital Letters)
- b) Address of the Library :
- i) Name of the Street with premises No.: _____
- ii) Town/Village : _____
- iii) District : _____
- iv) Pin code. : _____
- v) Telephone (with STD Code)/ : _____
Fax/E-mail No. : _____
- vi) P.O. : _____
- vii) State : _____
- viii) Name of the Nearest Railway Station: _____

(Route direction to reach the library
be attached)

04. Status of the applicant Organisation :Government/ State Autonomous Body/
Local Bodies/Registered Non-Govt.
Public Library/Jawahar Bal Bhawan(JBB)
05. a) If Govt./State Autonomous Body/ : _____
Local Body give the following
Information
- i) Name & address of the Head of: _____
the Department _____

 - ii) Designation of Drawing & Disbursing: _____
Officer responsible to receive
Assistance and submit Utilisation
Certificate and other documents for
Settlement of grant.
- b) If the Library is managed by the Registered: _____
Non-Govt. Organisations/Sponsored
Library/Jawahar Bal Bhawan (JBB) the
Following documents are to be attached.
- i) Constitution of the Organisation/ : _____
Memorandum of Association.
 - ii) Xerox Copy of the Society: _____
Registration Certificate or Xerox Copy
Of Sponsorship Certificate.
 - iii) Audited Receipts & Payments : _____
Accounts, Income & Expenditure
Account and Balance Sheet of the
Organization/library as a whole of the
Preceding year
 - iv) Original Quotation for items of : _____
furniture and equipment proposed
to be purchased containing
description, specification (length,
breadth, height) guage, quantity,
price or in case of Black & White
TV and Tape Recorder Model

Number, Make, Price etc. be Attached.

- v) Copy of the latest available Annual Report. : _____
- vi) An undertaking to bear the Liabilities in excess of Rs.10,000/- : _____
06. a) I) Date of Establishment of the Children's library of Date of Establishment of General Public Library. : _____
- ii) Date of Establishment of the Children's Section of General Public Library. : _____
- b) Whether the library is located in its own or rented building or rent free accommodation. : _____
- c) List of furniture already available in the Children's Library or Children's Section Of General Public Library. : _____
07. Particulars of grant applied for with estimates (extent of assistance is limited to Rs.10,000/- in which 50% is to be spent for purchase of Children's Books. Proposal for purchase of Furniture only will not be entertained. : _____
- (a) Children's Books (Children's Books shall: be Rs.5,000/- Net) : _____
- (b) I) Maps&Charts,Globes,Educational:Rs. Toys, Display Boards for children. : _____
- ii) Black & White TV, Tape Recorder, Educational Audio Cassettes (Original Quotation containing Number, makes, model number, Price shall be attached) Estimates Shall not exceed more than Rs.5, 000/- : _____
- c) Steel Almirah, Steel Racks, Steel Reading: Tables and Moulded Arm Chairs for Children. (Original Quotation containing : _____

Number, makes, model number, price
Shall be attached) Estimates shall not
Exceed more than Rs.5,000/-

- Total: (a+b(I +ii) + c shall not exceed
Rs.10,000/- : _____
08. Particulars of the Staff with designation in : _____
the library.
09. Source of Income of library- grant from : _____
Government (Central & State), donation from
Public, subscription from members etc.
10. Average monthly expenditure : _____
11. I) Total no. of books in stock : _____
a) Children's Section : _____
b) Other than Children : _____
ii) Total no. of periodicals in stock : _____
a) Children's Section : _____
b) Other than Children : _____
12. a) Total no. of Children members : _____
b) Average no. of Children readers per day: _____
c) Average no. of Children borrowers per day: _____
13. a) Whether any grant has been received : _____
from any other source for the same
purpose, if so, give particulars.
- b) Whether any grant has been received: Sanction Letter N Amount(Rs)
from the Foundation under this scheme with Date
in the previous occasions, if so, give
particulars of assistance received viz.
sanction letter No. with date, Amount etc.
14. Declaration:

On behalf of the Children's Library/Institution/Organisation 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 Account Payee Cheque may be drawn in favor.....

List of enclosures to be attached:

A) In case of Non-Govt. Registered Organisation/Sponsored Library/J.B.B.

- i) Copy of the Constitution/Memorandum of Association;
- ii) Copy of the Society Registration Certificate/Sponsorship Certificate;
- iii) Latest Available Annual Report;
- iv) Audited Annual Accounts viz. receipts & Payments Accounts. Income & Expenditure Account and Balance Sheet of the Organisation/Library as a whole of the preceding year;
- v) Original quotation for items of Steel Furniture and equipment proposed to be purchased containing description, specification (length, breadth, height, gauge)
Quantity, price and in case of Black & White TV and Tape Recorder, Make, Model Number, Price etc. in English or in Hindi (Official Language);
- vi) An undertaking to bear the liability in excess of Rs.10,000/-.

B) In case of Govt./State Autonomous/local Body

- i) Original Quotation for items of Steel Furniture, Equipment proposed to be purchased containing description, specification (length, breadth, height, gauge),
quantity, price and in case of Black & White TV and Tape Recorder, Make, Model Number, Price etc. in English or in Hindi (Official Language);
- ii) An undertaking to bear the liability in excess of Rs.10,000/-

Place:

Signature of the applicant
With his designation and office
in English or in Hindi
(OfficialLanguage)

Date:

Countersigned by the Higher Authority where applicable

To be used by the Convener, SLC

13. Recommendation:

This is to certify that (Name of the library.....

.....
* a Children's Library/* Public Library having Children Section deserves assistance from the Foundation for its development. The amount of assistance recommended is Rs.....) only.

Place:

(Signature)

Date:

Name&DesignationoftheConvener,
SLC with office Seal

* Strike out which is not applicable.