

APPLICATION FOR GRANT UNDER THE MATCHING SCHEME OF ASSISTANCE TOWARDS DEVELOPMENT OF RURAL BOOK DEPOSIT CENTRES AND MOBILE LIBRARY SERVICES.

From:

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

To

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

Sub: Assistance towards development of Rural Book Deposit Centres & Mobile Library Services.

Sir,

I submit herewith an application for a grant under the scheme, “ Matching scheme of Assistance towards Development of Rural Book Deposit centres and Mobile Library Services”. 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 the assets acquired wholly or substantially out of the Foundation’s grant shall not be encumbered or disposed of or utilized for purpose other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF, Calcutta.
- b) The accounts of the project shall be properly and specifically reflected in the final accounts of the library. This shall also be open to test check by the Foundation or the State Government.
- c) The organization undertakes to meet the balance of the estimated expenditure of the scheme
- d) The present application form duly filled-in is enclosed together with the required documents.

Yours faithfully
Signature of the applicant
With his designation and office seal.

Annexure-1
(To be completed by all applicants)

1. Name and address of the institution/
organization sponsoring the project : _____

2. Nature of the institution /organization : Govt./Aided/Private
(Tick the appropriate)
3. If Government, give the name and address of
Head of the Department and Head of Office : _____

4. If aided, mention the source of aid and amount
of recurring aid : _____
5. If a society or a trust, mention the date of
registration : _____
(A copy of the Memorandum of Association/
Constitution with particulars of present
Members and a copy of the latest annual report
Latest audited accounts along with Xerox copy
Of Registration Certificate are to be enclosed)
6. A description of the project:
 - a) Objective : _____
 - b) Number of service points to be covered : _____
 - C) Number of approximate population : _____
To be covered
 - d) Number of Book Deposit Centers : _____
with their addresses
 - e) Name and address of the Central Library : _____
from where the mobiles will function or _____
from where the book deposit centers are to _____
be controlled _____
 - f) Staffing pattern for the project : _____
 - g) Whether free service will be rendered (in : _____

case of charging of fee, the amount per person per year should be mentioned)

- h) No. of book stock in the central library : _____
7. Audited statement of Accounts including Receipt & Payments Account, income and Expenditure Account and Balance Sheet of Last preceding year of the organization in Case of aided and private organization be Attached. : _____
8. Estimates of expenditure of the project of Rs.20,000/- (give itemize details of expenditure)
- Vehicle : _____
- Storage-cum-Carriage equipment : _____
- Bags : _____
- Books : _____
- (Specification of storage-cum-carriage equipment be attached)
9. Whether the institution/organization is in a position to meet the maintenance cost of the project. If so mention the sources from which funds will be obtained : _____
10. Whether any financial grant is received from the Foundation under this scheme : _____
- If yes, give sanction letter no. & date : _____

List of Enclosures:

- i) Constitution/Memorandum of Association of the organization
- ii) Copy of the Society Registration Certificate
- iii) Latest available Annual Report

- iv) Latest available Audited Accounts
- v) Item-wise details of estimated expenditure
- vi) Detail description of the project with justification

11. Declaration

On behalf of the institution/organization 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 will be drawn in favour of.....

Signature of the applicant
With his designation and
Office seal

Place:

Date:

12. Recommendation

This is certify that the project is useful for improvement of library services in the State/U.T. and deserve assistance by the Foundation. The amount of assistance recommended is Rs.....(Rupees.....) only from the matching fund which have been approved in State Library Committee Meeting held on

Place:

Signature.....

Name and designation of the
Convener, SLC
Office seal

Date: