

From

To

The Director
Directorate of Art and Culture
Puducherry

Sir,

Sub. : Application for the Scheme of Maintenance Grant to Institutions
or Organisations engaged in Cultural Activities.

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I request the Government to sanction the grant applied for the above purpose.

I do hereby declare that the particulars stated in the application are true and I make this solemn declaration conscientiously believing the same to be true.

On behalf of the Management, I undertake to abide by the rules and regulations governing the grant-in-aid and agree to the conditions, if any, laid down for the sanction of grant-in-aid.

Yours faithfully,

Station :

Date :

Signature of the applicant.

Name and Designation :
(in Block letters)

APPLICATION FOR THE SCHEME OF MAINTENANCE GRANT OF INSTITUTIONS OR ORGANISATIONS ENGAGED IN CULTURAL ACTIVITIES

1. Name of the Institution / Organisation :

2. Whether the Institution / Organisation :
is a registered body? If so, the number
and date of its registration to be indicated

3. Brief history of the Institution / :
Organisation together with the year of
starting

4. Aims and Objectives of the Institution/ :
Organisation together with a copy of its
constitution

5. Whether it is located in its own/rented :
building?

6. Constitution of the Board of Management :
with particulars of each member

7. Details of the special Project / Scheme :
for which the grant is applied for

8. Total estimated expenditure for
maintenance/special project / scheme—
 - (a) Non-recurring :
 - (b) Recurring :

9. Amount of grant applied for —
 - (a) Non-recurring :
 - (b) Recurring

10. Whether the Institution / Organisation :
is in a position to meet the balance
expenditure? If so, indicate the sources

11. (a) Whether the Institution is receiving :
grants from other States or Central
Government? If so, details of such
grants to be furnished
 - (b) Whether the Institution is receiving :
grants from other departments? If
so, the details of such grants to be
furnished

12. (a) Annual report and audited accounts :
of the Institution for the last year
along with a copy of the certified
balance sheet and a Utilisation
Certificate if any grant had been
sanctioned by this Government

(b) A list of assets and liabilities of :
the Institution/Organisation, if any to
be enclosed

13. Additional information, if any

14. Name of the person authorised to :
receive the grant applied for

Station :

Date :

Signature of the applicant

Name :

Designation :