

**APPLICATION FORM FOR GRANTS UNDER THE 'NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ESTABLISHMENT OF RRRLF CHILDREN CORNER'**

From :

To  
The Director  
Raja Rammohun Roy Library Foundation  
Block-DD-34, Sector-I  
Salt Lake City  
Kolkata 700 064

Subject : Application for 'Non-matching Scheme of Financial Assistance Towards Establishment of RRRLF Children Corner'

Sir,

I submit herewith an application in the prescribed form vide Annexure for a grant under 'Non-matching Scheme of financial assistance towards establishment of RRRLF Children Corner'. 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 RRRLF's grant shall not be encumbered or disposed of or utilized for purposes other than that for which grant is given. Should the library cease to exist at any time, such properties shall revert to the RRRLF.
- b) The accounts of the scheme shall be reflected in the annual accounts of the organization/institution/library. This shall also be opened to test check by the RRRLF or the concerned State Government/Union Territory Administration.
- c) Utilisation Certificate together with the relevant documents as per Clause 21A/21B of the scheme shall be submitted to the RRRLF within stipulated period.
- d) The organization/institution/library undertakes to meet the balance of the estimated expenditure if the approved project proposal exceeds the maximum limit.
- e) In case of failure to utilize the grant within the stipulated period and to submit requisite documents in utilizing the grant, I undertake to refund the grant or part thereof RRRLF.

Yours faithfully,

Palce:  
Date:

Signature of the applicant  
with designation and office seal

**ANNEXURE – I****APPLICATION FOR GRANTS UNDER THE SPECIAL NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE TOWARDS ESTABLISHMENT OF RRRLF CHILDREN'S CORNER'**

[All columns are to be filled up by the applicant properly in English or Hindi (official language) in capital letters]

- 1 Name of the applicant (as per :  
Society Registration Certificate  
where applicable)
- 2 Postal Address of the applicant :
- i) Name of the street with premises  
number
- ii) Town/Village :
- iii) District :
- iv) Pin Code :
- v) Telephone (with STD Code)/Fax/E-  
mail number
- vi) Post Office :
- vii) State :
- viii) Name of the nearest Railway :  
Station
3. Name of the library run by the :  
Government/Autonomous  
Body/Local Body/Other  
organizations, including NGOs for  
which assistance is sought for.
4. If Government/State Autonomous :  
Body/Local Body :
- a) Give name and address of the :  
Head of the Department & Head of  
Office.
- b) Designation of Drawing and :  
Disbursing Officer (DDO)  
responsible to receive assistance

### III

and submit utilization certificate and other documents for settlement of the grant .

5. If a Registered Society :  
/Trust/Sponsored Library, mention the number and date of registration/sponsorship certificate (A copy of the Society Registration Certificate/Sponsorship Certificate, copy of the constitution, list of present members of Executive Committee, copy of the latest Annual Report and Audited Receipts and Payments Accounts, Income and Expenditure Accounts and Balance Sheet for the last three years with Audit Report from a Chartered Accountant or a Government Auditor are to be enclosed)
6. Status of the applicant : Government/State Autonomous  
(Strike out which is not applicable) /Local Body/Registered non-Government Public Library/  
Sponsored Library /Jawahar Bal Bhavan (JBB)
- 7.a) i) Date of establishment of the :  
Library
- ii) Date of establishment of the :  
Children Section
- b) Whether the library is located in its :  
own or rented building or rent free accommodation (floor-wise plinth area be mentioned)
- c) Whether the library has a reading :  
room facility, if so, the plinth area of reading room be mentioned
- d) Whether the library has a children :  
section (separately), if so, the plinth area of children section be mentioned
- e) Whether the library has any spare :  
space to open a new section, if so, plinth area to be mentioned
- f) Is there a separate section for :  
children ? If so, mention the number of children books in stock?
- g) Average number of readers and : Readers :  
borrowers per day Borroweres :

- h) List of furniture already available in :  
the children library or children's  
section of general public library
8. i) Total number of books in Stock
- a) Children's Section :
- b) Other :
- ii) Total number of periodicals and  
magazine in stock
- a) Children's Section :
- b) Other :
- iii) Total number of children :  
members in the library
9. a) Whether any grant has been :  
received from any other source for  
the said purpose, if so, give  
particulars
- b) Whether any grant is received :  
from the Foundation since 1987-88  
under Children's Scheme, if so,  
sanction letter number with date  
shall be mentioned
- 10 Particulars of the grant applied for :  
with estimates  
(Extent of assistance is limited to  
Rs. 1.5 lakh in which 30% is to be  
spent for purchase of children  
books)
- a) i) Children books Rs.
- ii) Children comics Rs.
- iii) Brochures Rs.
- iv) Charts, maps, globes, toys, Rs.  
learning games etc.
- v) Audio-visual materials viz. DCs, Rs.  
DVDs, Cassettes, TVs Etc.
- vi) Specially designed book racks, Rs.  
reading tables and chairs
- vii) Computers with multimedia kits, Rs.  
software and internet connectivity  
etc.

viii) Special furnishing, decoration, Rs.  
colours etc.

Total a(i) to (viii) Rs.

**11. Declaration :**

On behalf of the children's library/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 account payee cheque may be drawn in favour of “

List of Enclosures attached :

For Non-Government Registered Organisation/Sponsored Library/Jawahar Bal Bhavan :

- i) Copy of Society Registration Certificate/Trust Deed/Sponsorship Certificate ;
- ii) Copy of Constitution/Memorandum of Association;
- iii) Latest Annual Report;
- iv) Last three years audited accounts (3 sets) alongwith Audit Report from Chartered Accountant or Government Auditor of the organization as a whole;
- v) Original quotation for items to be purchased in English or Hindi;
- vi) An Undertaking to bear the liability in case of the proposal exceeds the extent of assistance.

For Government/State Autonomous Body/Local Body : -

- i) Original quotation for items to be purchased in English or in Hindi ;
- ii) An Undertaking to bear the liability in case of proposal exceeds the extent of assistance

Place:

Signature of the Applicant with  
designation and office seal

Date:

Place :  
Date