

(Model Application form to be submitted by Applicant Institution/Group separately)

Proforma 'A'

Application form for grant of financial assistance under the Scheme for भाशा विकास योजना /येवजण

1. Organisation/individual profile :.....

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(a) Name of the Organisation/individual.....

(b) Address.....

Phone & Fax No. (With STD code).....

E- Mail.....

Mobile.....

Website

(c) Name & desig. of Chief office bearer/ (with Tel No. Mob.) No.

(d) Names of other key functionaries & their contact No. & address

1.....

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2.....

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3.....

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2. Registration details :

(a) Act under which organisation/institution's registered

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(b) Date of registration with validity of registration

(c) Registration Certificate duly attested

(d) Copy of Article of Association

(e) Copy of Bye-laws

(f) Copy of Memorandum of Association

(g) List of office bearers with full addresses

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3. Banking details :

- (a) Name & address of bank
- (b) Account Number & MICR Code.....
- (c) Bank balance as on date (20% of the proposed Expenditure) copy to be enclosed.

4. Activities :

- (a) Has the work of your organization been evaluated by any independent agency.
If yes, attach the evaluation report
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- (b) Brief note on the activities undertaken.....
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- (c) Area of operation
- (d) Experience in the area in which funds are sought.....
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5. Source of Funds :

- (a) Funding for last three years
- (i) National/State Agencies /Private Agency
- Name of the project
- Amount received
- Year

6. Details of programme :

- (a) Name, type of the programme and venue
- (b) Period with date
- (c) No. of participants
- (d) Amount of Financial assistance required for programme / details of expenditure to be incurred . (To be enclosed in separate sheet as 6 (d).

- (e) Copy of the undertaking to be enclosed by applicant institution for receiving grants can be given at a time of application or after the approval given by Govt.
- (f) Amount of Financial assistance received from Directorate of Official Language/other Government department/body during the last three years, give details.
- (g) Whether the accounts of all previous years settled is not, please indicate the details of outstanding case and results thereof.

Dated :

Signature

Name

Designation

Name of organisation :

Complete address :

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- (h) Any other information to be enclosed separately

Name & signature of
Applicant

Checklist/Enclosure

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

For Office Use

7. Report to be place before the committee:-

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8. Recommendation of the Committee :-

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