

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

**NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR ORGANISATION OF NATIONAL LEVEL SEMINAR, WORKSHOP, TRAINING AND AWARENESS PROGRAMME**

**1. Title & Object**

The scheme is known as "Non-matching scheme of Financial Assistance for Organisation of National Level Seminar, Workshop, Training and Awareness Programme"

The object of the scheme is to assist Professional Organisations, including national level library associations, Local Bodies and NGOs engaged in public library development/library movement, Colleges and Universities to hold professional seminars or workshops.

**2. Types of Institution Eligible for Assistance**

- a) Financial assistance under this scheme may be given to the Library Associations of all India level, other Professional Organisations, Local Bodies and NGOs engaged in public library development/library movement, Colleges and Universities.
- b) In order to be eligible for financial assistance under this scheme, a Non-Government Organisation (NGO) should be a registered society or a Trust or a No Profit company with the following characteristics:
  - (i) It should have necessary facilities, resources, personnel and expertise to initiate the project/proposal for which the grant is required;
  - (ii) Its working should have been found satisfactory;
  - (iii) It is not run for profit to any individual or a body of individuals.
  - (iv) **It must be enrolled in NGO Partnership System maintained by Government of India through the Web-site <http://ngodarpan.gov.in>**

**3. Scope of Assistance**

Assistance will be given once in a year for the purpose of :

- (i) Organisation of a seminar, workshop, training, awareness programme.

**Any other related items for providing library services will also be considered.**

**Normally no assistance will be given if the project for which the grant applied for is covered under any scheme of the Central Government or State Government/ Union Territory Administration.**

Sanctioned grant will be released **in two instalments**, 75% of the total approved grant will be released as first instalment on submission of relevant required documents and balance 25% will be released after completion of the approved project on submission of documents after utilization (as per Clause 7).

#### **4. Extent of Assistance**

RRRLF's share is limited to the extent of the following amounts:

- i. One day Seminar / Awareness / Training programme/ Workshop  
Rs.1.50 lakhs
- ii. Two days or more Seminar / Awareness / Training programme/  
Workshop Rs.2.50 lakhs

**NB: Provided that the maximum amount may be revised upwards with the approval of the Chairman.**

#### **5. Procedure for Submission of Application**

- a) Application in the prescribed form complete in all respect alongwith the relevant documents should be submitted to the RRRLF prior to two months of the event.
- b) Each application should be accompanied by the following documents:
  - (i) (a) Constitution or the Memorandum of Association, (b) Copy of Registration Certificate, (c) Copy of the latest available Annual Report and (d) Audited Annual Accounts ;
  - (ii) A detailed description of the project/proposal for which assistance is requested along with its duration, time, venue, names of resource persons and theme of the seminar;
  - (iii) Detailed estimates of the expenditure and the source from which the counter-part funds will be obtained;
  - (iv) Information relating to the grants received, promised or the requests thereof made, if any, to other bodies.

- c) The State Government/U.T. Administration or the State Library Committee/State Library Planning Committee will scrutinize the application and will forward it with such recommendation as they may deem fit, in the prescribed form. This recommendation is applicable for NGO only.

## **6. Conditions of Grant**

- a) No grant will be considered unless the requisite documents in utilizing earlier grant are received.
- b) Once the activities and estimates have been approved and grant assessed on the basis of these estimates that shall not be modified by the institution without the prior approval of the RRRLF.
- c) Grant will be released to the eligible institutions on receipt of the stamped pre-receipt and acceptance of the terms and conditions in the prescribed form.
- d) When the RRRLF have reasons to believe that the sanctioned money is not being utilized for approved purpose, the institutions shall be liable to refund the grant to the RRRLF.
- e) RRRLF reserves the right to depute two representatives to attend the seminar/conference as participants without any registration fee.
- f) Expenditure prior to the receipt of the sanction order will not be computed towards utilization of the grant.
- g) Decision of the RRRLF in respect of approval of the project/proposal and the amount of assistance shall be final and binding on the grantee institution in all cases.

## **7. Submission of Documents after Utilisation**

The grantee institution shall submit Utilisation Certificate countersigned by Chartered Accountants/Government Auditor, Audited Accounts of the grant, list of participants, recommendations of the seminar/conference set of seminar/ conference papers free of cost to the RRRLF within 90 days after the last date of the seminar/conference.