

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”

Object: The object of the scheme is to assist National level library associations, reputed State level library associations, University Libraries / Library Science departments, Libraries functioning under the Govt of India Departments, Libraries of Government run Institute of higher learning to hold seminars, workshops, Training and Awareness Programme.

2. Types of Institution Eligible for Assistance

Financial assistance under this scheme may be given to National level library associations, reputed State level library associations, University Libraries / Library Science departments, Libraries functioning under the Govt of India Departments, Libraries of Government run Institute of higher learning to hold seminars, workshops, Training and Awareness Programme.

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.

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, set of seminar/ conference papers free of cost to the RRRLF within 90 days after the last date of the seminar/conference.