

**Application for
Grant for Holding Seminar / Symposium / Conference / Workshop and or Printing of
Proceedings**

Note 1: Application should be submitted three months in advance through the Head of the Institution.

Note 2: Please enter ✓ in appropriate box where answer is Yes / No

Note 3: No abbreviation to be used - **Not available** or **Not applicable** should be clearly mentioned.

Note 4: All information to be given in the form of Annex(s) should be properly numbered and form part of reply to this proforma.

Note 5: Copies of Registration Certificate, Memorandum of Association, Audited Statement of Accounts for last 3 years, By-laws etc. need to be furnished even if they were furnished in the past to the Ministry of Environment and Forests.

Note 6: Request for financial assistance for publication of proceedings would be considered if a copy of draft proceedings has been submitted with the application.

Note 7: Application should be complete in all respects. **Incomplete proposals would not be considered.**

I. General

1. Title of proposed Seminar / Symposium / Conference / Workshop.

2. Name and address of Organization / Institute organizing the event.

3. Activities of the organisation / institute.

4. Name of Chairperson and members of the Organizing Committee, if any.

5. Category in which the organizing Institution falls:

- Registered Society

- Academic institution
- University / college / school
- Government Department
- Non-governmental organisation
- Others (Specify)

6. In the case of a registered Society applying for grant, whether copies of the following documents have been enclosed?

- Registration Certificate (Valid) Yes No
- Memorandum of Association Yes No
- Bye-laws Yes No
- Audited Statement of Accounts for last three preceding years Yes No
- Annual report of the organizing Institute for last 2 years Yes No

7. Details of affiliates, if any. (Attach statement)

7.1 Whether they are also associated with similar activities? Yes No

If yes, furnish information on grant received from MoEF during the last 3 years (Enclose details – event, year and amount)

8. Institutional capability of the organizing institute in organizing environmental events (Substantiate with documentary evidence)

II. Event

9. Firm date(s) of the event

10. Place where the event is to be held

11. Details of target group

12. No. of participants in the proposed event

Foreign :

Indian :

13. In case of an international event, whether clearances of the concerned authorities have been obtained? Yes No

14. Brief statement of objectives of the event, including main topics to be discussed and their relevance to environment:

- Objectives

- Topics to be discussed

- Relevance to MoEF theme areas (Refer Annexure – I)

15. Details of technical programme of the event i.e. technical sessions, subject(s), names of Chairpersons of Technical Sessions their organisation, key note speakers; and key speakers (Enclose a copy of the programme).

16. Whether any such event was/ to be held with financial assistance from MoEF during the year (April – March) in which the proposed event falls? Yes No

17. Give a brief statement on follow-up action taken by the organisation on the recommendations of the seminar(s) etc. arranged by them in the past 3 years with MoEF grant (Event – wise information).

18. Do you propose to publish the proceedings? Yes No

III. Financial aspects

19. Details of estimates of expenditure on the proposed event (Attach a statement)

20. Financial assistance* sought from the

i. Seminar / Symposium / Conference / Workshop: Rs.
ii. Publication of proceedings: Rs.

Ministry of Environment and Forests
[* Also enclose break-up]

21. (a) Name / designation and address of the person
Empowered / authorized to receive grant from MoEF.

21. (b) **Details for transfer of funds electronically:**

Electronic Clearing System (ECS) (For Local Disbursement)

1. Bank Account Number (Both in Figures & Words)
2. Nine Digit MICR Code
3. Beneficiary's Name
4. Amount
5. Photocopy of Front Page of Pass Book

Core Banking Solutions (CBS) (For Outstation Disbursement: Entities
having Account of Union Bank of India, CBS Branches)

1. 15 Digit Account No. (figure & words)
2. Beneficiary's Name
3. UBI's Branch Name
4. Amount
5. Photocopy of Front Page of Pass Book

Real Time Gross Settlement (RTGS) (For Outstation Disbursement: Entities
having Account in Bank Branches of other than U.B.I.)

1. Name
2. Address of Beneficiary
3. Name of Beneficiary's Bank, Branch and Address
4. IFSC Code of Beneficiary's Bank Branch
5. Type of account (Saving Bank/ Current/ Cash Credit)
6. Account No.
7. Amount (Minimum amount of remittances under the scheme will be Rs. 50,000.00)
8. Photocopy of Front Page of Pass Book

22. Details of sources of funding (Ministries / Government Departments / non-governmental bodies) including contribution from applicant's own organisation.

S. No.	Name of the Source	Amount requested (in Rs.)	Amount committed (in Rs.)
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1.

- 2.
- 3.
- 4.

23. Publication of proceedings:

- Anticipated cost of publication (also provide break-up of the estimate) Rs.
- No. of copies to be printed and no. of pages
- Tentative price of the publication Rs.
- Whether draft copy of proceedings enclosed, in such cases where the event is already over? Yes No

24. Have you received any grant during the past 5 years from the Ministry of Environment and Forests or any other organisation? Yes No

If yes, specify them and provide details thereof:

S.No.	Financial year	Source	Amount (in Rs.)
1.	Year in which the proposed event falls say 2003-04		
2.	2002-03		
3.	2001-02		
4.	2000-01		
5.	1999-00		

25. Whether Utilisation Certificate(s) and audited statement(s) for the previous grant(s) received from MoEF have furnished? Yes No
- If yes, whether copies of Utilisation Certificate(s) are enclosed? Yes No

Verification: The facts and information given in this proforma are true to the best of my knowledge and belief. Also no person associated with the above mentioned Organisation seeking financial assistance through this application is working in MoEF

or any other Government agency to which proposal for funding has also been submitted.

Date:

Signature of the applicant* with
full name, designation & address

Place:

[* Owner or his authorized signatory]

Given under the seal of organisation on
behalf of whom the applicant is signing