



## Directorate of Art and Culture

{ An ISO 9001:2015, ISO 14001:2004, ISO 50001:2011, OHSAS 18001:2007,  
SA 8000:2014, IS 15700:2005 Certified Department }  
Sanskriti Bhavan, Patto, Panaji - Goa.

### **Application for Maintenance Grants for Registered Cultural Institutions (Regular Grant)** **YEAR 2021-22**

To,  
The Director,  
Directorate of Art & Culture,  
Sanskriti Bhavan,  
Patto, Panaji Goa.

Sir,

We are pleased to inform you that our institution desirous to obtain recognition from your department towards Maintenance Grants Scheme and would like to apply for the same and submit the details of the institution as follows:-

**1. Name of the Cultural Institution and its full address:-**

\_\_\_\_\_  
\_\_\_\_\_

**District:** \_\_\_\_\_ **Taluka :** \_\_\_\_\_ **Constituency :** \_\_\_\_\_

**Village/Town/City:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_ **Mobile no:** \_\_\_\_\_

**2. Year of Establishment:-** \_\_\_\_\_

**3. Whether the institution is working for SC/ST/OBC communities (Give details)**

\_\_\_\_\_

**4. Institutions committee details:-**

(i). Managing/Executive body/  
Chairman/President:- \_\_\_\_\_ Phone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

(ii). Secretary: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

(iii). Treasurer: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

**(The other member's list to be attached separately)**

**5. Recognition under Societies Registration Act 1860 / Under Indian Trust Act:-**

Registration No: \_\_\_\_\_ Date of Registration: - \_\_\_\_\_

Latest Renewal of Registration with date: \_\_\_\_\_

**(Self-attested Copy of valid Registration Certificate to be attached)**

Validity of Registration (till date): \_\_\_\_\_

**6. Details of activities conducted by the institution (in brief).**

- (i).
- (ii).
- (iii).
- (iv).

**7. Accommodation available, office/class-rooms/auditoriums/halls etc. in size and whether Rented/Owned:-**

**8. Details of Teaching and Non-Teaching Staff:-**

**Enclose separate copy of teaching and non-teaching staff if the details are more than the below mentioned format.**

Sr. No.	Name of the staff / Teacher	Class details with timing & day	<u>Qualification</u> Academic & Music	Monthly Remuneration	No.of.Days classes conducted (Weekly)	Full/Part Time
	<b><u>Teaching</u></b>					
1.						
2.						
3.						
4.						
5.						
	<b><u>Non- Teaching</u></b>					
1.						
2.						
3.						

**9. State whether the qualifications are fixed for the staff by following any procedure laid down by the authority. Give details:-**

**10. Name of the other institutions functioning in the area within 2 Kms radius.**

**11. Whether the students are prepared for any exams (YES or NO).**

- (i). Akhil Bharatiya Gandharva Mahavidyalaya Mandal (YES/NO)
- (ii). Royal Music School of London (YES/NO)
- (iii). Trinity College of Music (YES/NO)
- (iv). Drawing exams conducted by the Govt. and other bodies (YES/NO).
- (v). Classical Dance Examinations conducted by the competent authority (YES/NO)

**12. Admission provided for class and number of pupils in each field:**

***Enclose separate copy of admission provided for class and number of pupils if the details are more than the below mentioned format.***

Sr. No.	Class	Vocal/Instrumental/Theory	No. of pupils	Remarks

**13. State whether the institution is receiving grants from any other sources. Give details.**

**14. Bank details for ECS clearance:-**

Account holder Name:- \_\_\_\_\_

Account No:- \_\_\_\_\_ Bank name :- \_\_\_\_\_

Branch name: - \_\_\_\_\_ Type of Account:- \_\_\_\_\_

MICR code no: - \_\_\_\_\_ IFSC code no: - \_\_\_\_\_

Any other information which may support the application mentioning the achievements/outstanding works etc. towards consideration for grants.

I hereby promise to abide by all the conditions of recognitions as laid down by the Directorate of Art & Culture from time to time.

**Yours faithfully**

**(Chairman/ President/Secretary)**

**Seal:**

**Place:**

**Date:**

**Documents to be enclosed to the application.**

1. Copy of ID proof of Contact person i.e. President / Secretary / Treasurer (**Mandatory**)
2. Attested copy of Reg. Certificate/Renewal certificate. (**Mandatory**)
3. Constitution/Memorandum of the Society etc. (**Mandatory**) (**submit incase of new institution or if any changes**)
4. Recommendation from local bodies regarding existence of the institution (**submit incase of new institution**)
5. List of equipments in possession.
6. List of Managing Committee Members with phone nos. (**Mandatory**)
7. Report of activities, year-wise i.e. proposed and undertaken (**submit details with dates of activities, Venue of programme, photographs, newspaper cutting etc.**).
8. Rent Valuation Certificate from PWD if any.
9. ECS statement - Bank details (**Mandatory**) (**Enclose the cancelled cheque with the seal of the institution**).
10. **Audited Statements of Accounts of last year duly certified by the Chartered Accountant and Office bearers:-**
  - (i) Receipts & payment (**Mandatory**)
  - (ii) Income & expenditure (**Mandatory**)
  - (iii) Balance Sheet (**Mandatory**)
11. Utilization Certificate of grant availed during last year duly signed by the **Chartered Accountant and Office bearers. (Mandatory)**

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...  
**1. Applicants copy**

**Government of Goa, Directorate of Art & Culture, Panaji-Goa.**

**Form No. MG - \_\_\_\_\_**

**RECEIPT**

**Received from \_\_\_\_\_ a sum of Rs.10/-(Rupees Ten Only) towards application form charges under the scheme to provide Grant – in - Aid to Cultural Organizations ( Maintenance grant / Regular grant ) for the financial year 2021-22.**

**Date:-**

**Place:-**

**Name and signature of receiver**

.....

2. Office copy

Government of Goa, Directorate of Art & Culture, Panaji-Goa.

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