

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.

Form charges – Rs.10/-(Rupees Ten Only)

Online Form No - MG -

Application for Maintenance Grants / Regular Grants for Registered Cultural Institutions

YEAR: 2025-26

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 with full address for communication with Pin code:-

District: _____ **Taluka :** _____ **Constituency :** _____

Name of Village/Town/City: _____ **Phone No: 0832-** _____

2. Date, Month & Year of Establishment:- _____, **Institutions PAN No.** _____ (Enclose copy)

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

4. Institutions committee details:-

(i). Managing/Executive body/
Chairman/President:- _____ Mobile No: _____

(ii). Secretary: _____ Mobile No: _____

(iii). Treasurer: _____ Mobile No: _____

(The other member's list to be attached separately with Mobile Number)

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

Registration No: _____ Date of Registration: - _____

Latest Renewal obtained date: _____

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

Validity of Renewed Registration Certificate (till date): _____

6. Accommodation available, offices/class-rooms/auditoriums/halls etc. in size and whether Rented/Owned:-

7. 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			Qualification of the Staff/Teacher		Per day / Monthly Fees	No. of Days Classes Conducted per week	Full or Part Time class
		Name of the Class	Day of class	Time of Class	Educational	Music			
A	<u>Teaching</u>								
1									
2									
3									
4									
5									
B	<u>Non-Teaching Staff</u>								
1									
2									
3									

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

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

10. 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)
- (vi) Any other institute, please specify.

11. Admission provided for class and number of students in each field:

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

Sr. No.	Class category	No. of Students	Remarks

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

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

(Secretary)

(Chairman/ President)

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 Reg. 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 Latest Managing Committee Members with mobile nos. (**Mandatory**)
7. Report of activities conducted by the institution during last year (**submit details with dates of activities, Venue of programme, photographs, newspaper cutting etc.**)
8. ECS statement - Bank details (**Mandatory**)
(**Enclose the cancelled cheque with the seal of the institution**).
9. **Audited Statements of Accounts of last year duly certified by the Chartered Accountant and signed by the Office bearers to be submitted in 14 font size:-**
 - (i) Receipts & payment (**Mandatory**)
 - (ii) Income & expenditure (**Mandatory**)
 - (iii) Balance Sheet (**Mandatory**)
10. 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.

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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 2025-26.

Date:-

Place:-

Name and signature of receiver

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2. Office copy

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