

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) Application Form No. _____
APPLICATION FORM

SCHEME TO PROVIDE SPECIAL FINANCIAL ASSISTANCE (GRANTS) FOR ORGANIZING CULTURAL EVENTS (YEAR 2025-26)

Date: / /

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

**Sub: Request for special financial assistance (Grant) for
Organizing/participating _____**

Sir,

We/I are/ am pleased to inform you that our/my Institution is desirous to obtain special financial assistance (grants) applicable to Cultural group for organizing cultural events. The details of the Cultural group is as stated below:-

(Please enter details in Capital Letters)

1. **Name of the Cultural Institution/Group: -**

2. **Full Address of the Cultural Institution/Group:-**

Constituency: _____ Taluka: _____

Phone No: _____ Mobile No: _____ Pin Code No: _____
(Contact Person's Name: _____)

3. **Year of Establishment: _____**

4. **Whether the Institution belongs to SC/ST/OBC communities: Yes/No. (If yes please specify)**

5. **Names of the Managing/ Executive body:**

(i) **Chairman/President:- _____**

Ph. No: _____

(ii) **Secretary: _____**

Ph No: _____

(iii) **Treasurer: _____**

Ph No: _____

6. *Whether registered :- Yes/No*

If registered, Registration details under Societies Registration Act 1860:

Registration No: _____ Date: _____

Validity of Registration till :- _____
(Furnish a copy of certificate)

7. *Details of the proposed Cultural Event:*

(i) Type : Programme/Exhibition/Festival/Camp/Workshop/Event.
(Tick Mark whichever is applicable)

Others (Pl specify) _____

(ii) Venue of event/programme:- _____

(iii) Date of event/programme :- _____

(iv) Estimated Cost/Budget :- Rs. _____

Detailed break up of estimated cost with income if any duly signed & stamped by the President/Chairman have to be attached on separate sheet, also an affidavit in affirmation of the grants so sanction will be utilized for the said purpose (as per specimen enclosed)

(v) Expected grants from Directorate of Art & Culture :Rs. _____

8. *Past Experience if any (Detailed report may be attached):*

9. *Whether the Institution is applying for the Grants for the first time:-*

Yes/ No

10. *Date & Amount of last grant, if any availed from the Department of Art & Culture or any other organization:-*

Date:- _____ *Amount:-* _____

11. *Whether audited Utilization Certificate & statement of Income & Expenditure is Submitted for grants availed till date:-*

Yes/ No

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

Any other information mentioning the achievements/outstanding works etc. of the institution which may support the consideration of the application to be attached.

13. TERMS AND CONDITIONS

1. The Cultural Institution have to compulsorily display the name of the Department also the date, month, year of the programme on the Banners, Publicity material, Invitation cards, Press notes, Advertisements etc in the same font size as that of the organizers for the event for which the special grant is sought.

P.T.O

2. If the special grant is sanctioned for a particular event/programme, the event/programme should be nonprofit making, ticketless, no entry fees will be charged from the general public/participants to witness/view/participate the said event/programme. Also, the Utilization certificate along with income & expenditure statement certified by Chartered Accountant & detail of programme (Photographs, Name of artists participated, advertisement & other related documents) of the event organized have to be submitted to the Department within 3 months from the date of the event/Programme. If the same has not been submitted within the three months the action will be initiated.
3. The special grant have to be compulsorily utilized in the same financial year for the purpose it is sanctioned. **Grants shall not be utilized for any cultural Competitions.**
4. The institutions/organizations/groups shall be eligible for financial grants maximum upto Rs.5.00 lakhs or 80% of expenditure incurred for organizing the cultural events whichever is less based on the nature of the cultural events. Atleast 80% of the grants shall be utilized benefiting Goan Artists.
5. In case special financial assistance has been availed in the preceding years and Audited Utilization Certificate has not been submitted, the same has to be submitted along with the application.
6. Proper and factual estimates of the programme have to be submitted.
7. The event / programme shall be compulsorily concluded before 10.00 p.m., beyond which this department is not responsible except special permission from competent authority.
8. In case Indian Classical Music Festival, Western Classical Music Festival, Light Music Dance Festival etc.is organized then 80% of the participating artists have to be from Goa i.e. local Artists. The list of participating artists be furnished in a Separate Sheet.
9. Details of estimated cost/budget for organizing proposed cultural events duly signed by the President/Chairman of the institution, leader of the group have to be submitted.
10. A standard affidavit from the president/Chairman of the institutions, leader of group as the case may be, submitted thereby affirming to the facts about the proposed cultural event, estimated cost and further affirming that the grants availed under this scheme shall be used for the purpose it is sanctioned.
11. Once the sanction order to the institution is issued, the Directorate of Accounts releases the funds to their bank Account. Hence no further correspondence with reference to release of grants shall be made to this Directorate.
12. **The application form along with all enclosures should reach to this Directorate at least 30 days before the date of event / programme /workshop.**

DECLARATION

WeI hereby promise to abide by all the terms & conditions as laid down by the Directorate of Art & Culture from time to time. We solemnly declare that the information furnished herein is correct to the best of my knowledge and belief.

Yours faithfully

Secretary
Name & Signature

(Chairman/President)
Name & Signature with Seal

Place:-

Date:-

Annexure

Sr. No	Name of the Institution	Mobile number of the Chairman/ President/ Secretary	Name of the Bank (Nationalized or Scheduled)	Branch	Account No	Type of A/C (Saving/ Current)	MICR Code	IFSC Code

Name and Signature of the office bearer with Seal of the Institution.

Document to be submitted along with the application:-

- (1) Copy of registration certificate if registered.**
- (2) Copy of detail Estimated Expenditure of the said Event.**
- (3) Affidavit (To be executed on appropriate non-judicial stamp paper duly Notarized/countersigned by Mamlatdar as per enclosed sample copy)**
- (4) Programme details i.e. artist (Goan & non Goan) & performing group details.**
- (5) If the grant was sanctioned in preceding years, Original copy of Audited Utilization Certificate and income & expenditure statement of the event duly certified by the Chartered Accountant along with the photographs, Paper Cuttings etc.**
- (6) Bank Details (only Nationalize or Scheduled Bank) may be submitted in enclosed Annexure with cancelled Cheque and Pass Book copy as per the name proposed in the application.)**
- (7) All the enclosures to be submitted by the Institution duly signed along with the seal.**
- (8) Identity proof i.e. Aadhar Card to be enclosed of the President/Secretary in case of Institutions/Groups applying for the grants and also Pan Card copy of the institution to be enclosed.**

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1.Applicants copy

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

Form No. «Receipt_2»

RECEIPT

Received from.....
a sum of Rs.10/-(Rupees Ten Only) towards application form charges under the scheme to provide Special financial assistance (Grants) for organizing cultural events for the Financial year 2025-26.

Date:-
Place:-

Name and signature of receiver

.....

2.Office copy

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

Form No. «Receipt_3»

RECEIPT

Received from.....
a sum of Rs.10/-(Rupees Ten Only) towards application provide Special financial assistance (Grants) for organizing cultural events for the Financial form charges under the scheme to year 2025-26.

Date:-
Place:-

Name and signature of receiver

**(To be executed on appropriate non-judicial stamp paper
duly Notarised/countersigned by Mamlatdar)**

AFFIDAVIT

we (Name of the President /secretary/treasurer) of (Name of the Institution) situated at (address of the institution) established in year _____ & registered/not registered under societies act 1860 No. (registration no) date (Reg. Date) being an applicant for special grant from the Directorate of Art & Culture, Government of Goa, do hereby solemnly affirm and state as follows:

1. That the grants sanctioned by the Directorate of Art & Culture, Government of Goa will be utilized towards the organization/participation of (name of event) on (date of event) at (place of event) as per the terms and conditions of Directorate of Art & Culture.
2. That the approximate expenditure of Rs. (Estimated cost) is submitted with the breakup to organize (Name of event)
3. That the name of the Department & date, month, year of the programme will be compulsorily display on the Banners, Publicity material, Invitation cards, Press notes, Advertisements etc in the same font size as that of the organizers for the event for which the special grant is sought. Also, the event/programme **will be nonprofit making, ticketless**, no entry fees will be charged from the general public/participants to witness/view/participate the said event/programme.
4. That if the special grant is sanctioned for event/programme, the Utilization certificate along with income & expenditure statement duly certified by Chartered Accountant and also photographs, paper cutting etc. of the event organized will be submitted within three months from the date of receiving the grants.
5. That the Proper and factual estimates of the programme is submitted.
6. That if the sanction amount is unutilized for the purpose, the same will be refunded to the Directorate of Art & Culture, Panaji – Goa within fifteen days from the date of receipt of the grants.
7. That in the event of the grantee institution failing to comply with the condition or commits breach of the terms & conditions of the grant in aid, the office bearers/signatory of this affidavit shall be jointly and severally liable to refund the sanction amount to the Govt. of Goa, Directorate of Art & Culture, the whole or part amount of the grants with interest, thereon or the sum specified by the Directorate of Art & Culture, failing which the Govt. of Goa is free to initiate legal action against the office bearers/signatory of the affidavit as deemed fit.

Place:

Date:

President _____

Secretary _____

Seal of the Institution

Treasurer _____

UNDERTAKING

We Shri. /Smt.....

President / Member of.....

wish to apply for Special Grant Scheme of Directorate of Art & Culture for the financial year 2025-26 and will conduct the event under the Scheme by following the latest guidelines Pandemic of Covid -19 framed by the Government from time to time.

Further, if any lapses are noticed as per guidelines of Pandemic of Covid -19 framed by the Government then we/me will stand responsible for the consequences.

Seal of the institution

Signature
President /Member

