

F. No. 3-03/2023-P. Arts-II
Government of India
Ministry of Culture

Puratatva Bhavan, D Block,
INA, New Delhi – 110023.
Dated the 27th June, 2023

To

1. The Director, Western Zone Cultural Centre, Udaipur
2. The Director, National School of Drama, New Delhi

Subject: Implementation of the Scheme "Financial Assistance for Building Grants including Studio Theatres" being the Central Nodal Agency-regarding.

Sir/Madam,

In continuation of this Ministry's letter No. P-I-14/2/2023-P. Arts dated 26.04.2023 vide which Western Zone Cultural Centre (WZCC), Udaipur was nominated as Central Nodal Agency (CNA) for implementation of the 'Revised procedure for flow of funds under the Central Sector Scheme namely Financial Assistance for Building Grants including Studio Theatres', I am directed to inform that the WZCC has been nominated as Nodal Institution (in place of National School of Drama (NSD), New Delhi) for undertaking various activities related to Building Grants including Studio Theatres scheme viz., issuing advertisement/notice for receiving applications, scrutinizing applications, conducting meeting of the Expert Committee and preparation of draft minutes thereof, maintaining records, etc. A copy of the revised guidelines of the scheme & application form is also enclosed for information.

2. WZCC is requested to upload a copy of the scheme guidelines & application form on its website and social media platform for information of the public and initiate necessary action for proper implementation of the scheme. All applications under the scheme will henceforth be received and processed by WZCC, Udaipur.

3. As the scheme "Financial Assistance for Building Grants including Studio Theatres" was earlier being dealt by National School of Drama, they are requested to hold the meeting of the Expert Committee in respect of applications received by them till issue of this letter at the earliest.

Encl: as above.

Yours faithfully,



(Sanjay Kumar)

Deputy Secretary to the Govt. of India
Tel. No. 24642148

Copy to:

1. PPS to JS(P. Arts)
2. Director(Akademi), Ministry of Culture
3. Deputy Secretary(ZCC), Ministry of Culture.

8-1/2023-S&F

426419/2023/S&F

MOST IMMEDIATE

F. No. P-I-14/2/2023-P.Arts
Government of India
Ministry of Culture

Puratatva Bhawan, New Delhi
Dated: - 26th April 2023

To

1. The Director (EZCC, NCZCC, NEZCC, WZCC & SZCC)
2. The Vice-Chancellor, Central Universities of Tibetan Studies (CUTS), Sarnath, Varanasi
3. The Director, National Council of Science Museum (NCSM), Delhi

Subject- Nomination for Central Nodal Agency for implementing the Central Sector schemes.

Madam/sir,

I am directed to refer to the Department of Expenditures' OMs Nos.10(3)/TA-II/2022/TSA(CSS)/C.No.9527/1111 dated 24.3.2022 and 1(18)/PFMS/FCD/2021 dated 9.3.2022 (copies enclosed) regarding 'Revised procedure for flow of funds under Central Sector Schemes' and convey the approval of the Competent Authority to designate the following organizations under this ministry as Central Nodal Agency (CNA) in respect of the Central Sector schemes mentioned against its name in the below mentioned table:-

Sl. No.	Designated Central Nodal Agency	Name of the scheme
1.	Eastern Zone Cultural Centre (EZCC), Kolkata	Financial Assistance to Cultural Organizations with National Presence
2.	North Central Zone Cultural Centre (NCZCC), Prayagraj	Cultural Function and Production Grant
3.	Central Universities of Tibetan Studies (CUTS), Sarnath, Varanasi	Financial Assistance for the Development of Buddhist/ Tibetan Culture & Art
4.	North East Zone Cultural Centre (NEZCC) , Dimapur	Financial Assistance for the Preservation and Development of Cultural Heritage of the Himalayas
5.	Western Zone Cultural Centre (WZCC), Udaipur	Financial Assistance for Building Grants including Studio Theatres
6.	National Council of Science Museum (NCSM), Delhi	Financial Assistance for Allied Cultural Activities
7.	South Zone Cultural Centre (SZCC), Thanjavur	Rashtriya Sanskriti Mahotsav (RSM)

2. As per the instructions issued by D/o Expenditure, vide OM NO. 1(18)/PFMS/FCD/2021 dated 09.3.2022:-
 - i. Every Ministry/Department will designate a Central Nodal Agency (CNA) for implementing each Central Sector Scheme. The CNA will open a Central Nodal Account for each Central Sector Scheme in a scheduled commercial bank authorized to conduct Government business by the Ministry /Department concerned.
 - ii. Implementing Agencies (IAs) down the ladder will be designated as Sub- Agencies (SAs). The SAs will use the CNA's accounts with clearly defined drawing limits set for that account.

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- However, depending upon operational requirements, zero balance subsidiary accounts for each scheme may also be opened by the SAs.
- iii. All zero balance subsidiary accounts will have allocated drawing limits to be decided by the CNA concerned from time to time and will draw on real time basis from the Central Nodal Account of the scheme as and when payments are to be made to beneficiaries, vendors etc. The available drawing limit will get reduced by the extent of utilization.
 - iv. For seamless management of funds, the main account and all zero balance subsidiary accounts should be maintained with the same bank. However, Ministry / Department may choose different banks for opening Central Nodal Accounts of different Central Sector Schemes.
 - v. The Ministries /Departments and the CNAs shall ensure that the interest earned from the funds released is mandatorily remitted to the Consolidated Fund of India in terms of Rule 230(8) of GFR, 2017. The interest component shall be distinctly reflected in the MIS provided by the banks.
 - vi. After opening of Central Nodal Account of the scheme and before opening zero balance subsidiary account of SAs or assigning those drawing rights from CNAs account, the SAs at all levels shall return all unspent amounts of the scheme lying in their accounts to the Central Nodal Account of the CNA.
 - vii. Ministry / Department will register the CNAs and all SAs on PFMS and use the unique PFMS ID assigned to the CAN and SAs for making all payments to them. Bank accounts of the CNAs, SAs vendors and other organizations receiving funds will also be mapped in PFMS.
 - viii. Payments will be made from the zero balance subsidiary accounts up to the drawing limit assigned to such accounts from time to time. Transactions in each subsidiary account will be settled with the Central Nodal Account daily through the core banking solution (CBS) on the basis of payments made during the day.
 - ix. CNAs and SAs will mandatorily use the EAT module of PFMS or integrate their systems with the PFMS to ensure that information on PFMS is updated by each SA at least once every day.
 - x. CNAs will keep all the funds received in the Central Nodal Account only and shall not transfer the funds to any other account or not divert the same to fixed Deposits/ Flexi-Account/ Multi-Option Deposit Account/ Corporate Liquid Term Deposit (CLTD) account etc. The funds released to CNA shall not be parked in bank account of any other agency.
3. **All designated CNAs are therefore requested to open a Central Nodal Account in Canara Bank for implementing their respective schemes and forward the details of the same along with details of Nodal Officer nominated for the scheme latest by 3rd May 2023 positively to the concerned Under Secretary of this Ministry for further necessary action.**
4. This has the approval of Secretary (Culture).

Encl.: As above

Yours faithfully,



Sanjay Kumar
Deputy Secretary to the Government of India

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Copy to:

1. AS&FA, Ministry of Culture, Shastri Bhawan, New Delhi - 110001
 2. Chief Controller of Accounts, Ministry of Culture, Shastri Bhawan, New Delhi - 110001
 3. Joint Secretary (Performing Arts Bureau)
 4. Pay and Account Officer, Ministry of Culture, NAI Annexe, New Delhi – 110001
 5. Director (BTI)
 6. Deputy Secretary (ZCC)
 7. Under Secretary (S&F)
 8. Under Secretary (ZCC and BTI)
 9. Under Secretary (P. Arts)
- } with a request to obtain the details of respective CNA Accounts and Nodal Officers from the concerned organizations in respect of scheme dealt in their sections.

FINANCIAL ASSISTANCE FOR CULTURAL ACTIVITIES IN PERFORMING ARTS FOR BUILDING GRANTS INCLUDING STUDIO THEATRES

Objective:-

The objective of the Scheme is to support voluntary cultural organizations and government-aided cultural organizations in their efforts to create appropriately equipped training, rehearsal and performance spaces for artistes.

1. Eligible Project:-

Grants will be given to projects for creating cultural spaces, which will include:

1.1 Conventional Cultural Spaces for Performing Arts:

- Performance venues like Auditoria, Open-air Theatres, Concert Halls.
- Rehearsal halls for Theatre/ Music/ Dance.
- Training Centres/ Schools for Theatre/ Music/ Dance etc.

1.2 Flexible Spaces, i.e., Studio Theatres, etc.: Non-proscenium rehearsal-cum-performance spaces, referred to as Studio Theatre or Experimental Theatre, that are characterized by the following special features:

- A small theatre, with all the essential equipment for the performance of live music, dance or theatre or combination of these arts;
- An unconventional space that cannot qualify as an auditorium in the traditional sense; therefore, the stage or performance area is not normally placed within a proscenium arch nor raised too high or separated from the audience by a clearly demarcated division.
- A seating arrangement for spectators that is totally flexible and can be moved fluidly from one part of the space to another depending on the artistic aim of a particular performance; therefore, the seats/chairs must not be fixed in position.
- A capacity that usually does not go over 100 to 200; therefore, such a space is often called a “little theatre” or “intimate theatre”, because it allows for close-up and intimate viewing by spectators.
- One or two adjoining green room(s) / dressing room(s) /makeup room(s) with toilet(s) for the performers, and a storage area; therefore, the entire unit though minimal, functions as a theatre in every sense.

1.3A project proposal to create an auditorium, a studio theatre or other cultural space(s) may include an appropriate combination of any of the following components:

- New construction or purchase of a built-up space.

- Renovation/ Upgradation/ modernization/ extension/ alteration of an existing building/ space/ facility.
- Remodeling of the interiors of an existing built-up space/cultural centre.
- Provision of facilities like electricals, air conditioning, acoustics, light and sound systems and other items of equipment, such as musical instruments, costumes, audio/ video equipment, furniture and stage material that may be required for a studio theatre, auditorium, rehearsal hall, classroom etc.

2. Eligible Organizations:-

2.1 The scheme covers:

- All not-for-profit organizations that fulfill the following criteria:-
- The organization has a predominantly cultural profile, working primarily for the promotion of arts and culture in fields such as dance, drama, theatre, music, fine arts, Indology and literature at least for a period of three years.
- The organization is registered as a society under the Registration of Societies Act (XXI of 1860) or similar Acts, or as a Trust or as a Not-for-Profit Company, at least for a period of three years.
- The organization is well established and known to be doing meaningful work in the field of its activity and has gained a local, regional or national identity.
- Its charter is devoted to the preservation, propagation and promotion of Indian arts and culture.
- Government-sponsored bodies for promoting the performing arts.
- University Departments or Centres dedicated to the performing arts.
- Colleges set up to promote the performing arts.

2.2 An organization that has been receiving Financial Assistance under Scheme of 'Guru-Shishya Parampara (Repertory Grant) for the last 3 years will be deemed to have fulfilled all the above conditions.

2.3 A Government-sponsored body, University Department/Centre or College dedicated to the performing arts may also be automatically eligible, provided its record over the preceding three years is satisfactory.

2.4 Religious institutions, public libraries, museums, schools, colleges or University Departments/Centres that are not specifically dedicated for the performing arts and allied cultural activities, departments and offices of the Central Government/ State Governments/ U.T. Administrations/ Local Bodies will not be eligible.

2.5 An organization that has availed of a grant for its building project under this scheme will not be eligible for a second grant under the Scheme before the completion of the earlier sanctioned project.

3. Nature and Extent of Assistance: -

3.1 All grants under the Scheme will be of a non-recurring nature. Recurring expenditure, if any, will be the responsibility of the grantee organization.

3.2 Maximum assistance under the scheme will be as under:-

CITIES	TYPE OF PROJECT	LIMIT OF ASSISTANCE
Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai.	Projects involving new construction or purchase of built up space	Rs. 50 lakhs
	All other projects	Rs. 25 lakhs
All non-Metro cities, towns or places	All Projects	Rs. 25 lakhs

3.3 Assistance under the scheme to an organization will be restricted to a maximum of 60% of the approved estimated project cost, subject to the ceilings given above. In case of projects in North Eastern Region (NER) [comprises States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura] the maximum amount of Central financial assistance would be 90% of the total approved project cost subject to the maximum financial ceilings as mentioned in **para 3.2** above. The balance of the approved estimated project cost is to be incurred by the organization as its 'matching share'. ILLUSTRATIONS:- FOR PROJECTS INVOLVING NEW CONSTRUCTION/ PURCHASE OF BUILT UP SPACE IN METRO CITIES

CASE: 1 If the approved cost of the project is Rs. 100.00 lakhs (in metro cities), the maximum grant which may be sanctioned would be Rs.50.00 lakhs, the matching share of the grantee organization being Rs. 50.00 lakhs.

CASE: 2 If the approved cost of the project is Rs. 70.00 lakhs (in metro cities), the maximum grant which may be sanctioned would be Rs. 42.00 lakhs, the matching share of the grantee organization being Rs. 28.00 lakhs. In case of NER projects, the maximum grant which may be sanctioned would be Rs.25.00 lakhs, the matching share of the grantee organization being Rs.45.00 lakhs.

FOR PROJECTS INVOLVING NEW CONSTRUCTION/ PURCHASE OF BUILT UP SPACE IN NON-METRO CITIES AND ALL PROJECTS UNDER 1.3

CASE: 3 If the approved cost of the project is Rs. 60.00 lakhs (in non-metro cities), the maximum grant which may be sanctioned would be Rs. 25.00 lakhs, the matching share of the grantee organization being Rs.35.00 lakhs.

CASE: 4 If the approved cost of the project is Rs. 40.00 lakhs (in non-metro cities), the maximum grant which may be sanctioned would be Rs. 24.00 lakhs, the matching share of the grantee organization being Rs.16.00 lakhs. However, in case of NER, the maximum grant which may be sanctioned would be Rs.25.00 lakhs, the matching share of the grantee organization being Rs.15.00 lakhs.

3.4 Cost of the land (actual consideration paid by the recipient organization and not market value) and development charges borne by the organization shall be accounted as matching share.

3.5 Expenditure already incurred by the organization on construction/ purchase/ development of land & building and purchase of fixtures and fittings within a period of one year from the date of application, shall also be accounted as matching share. The organization will submit accounts of expenditure incurred in this regard duly certified by Chartered Accountant.

3.6 In case the cost of the project is enhanced subsequently, the liability of the Government of India will be restricted to the original sanctioned amount, and all the extra expenditure will be met by the grantee organization from its own resources.

3.7 Once the project proposal has been considered and approved for a certain amount, no subsequent requests for review and enhancement of project cost will usually be entertained.

3.8 An Undertaking is required to be submitted at the time of submission of application by the applicant organization to the effect that the project will be completed within a period of three years from the date of release of 1st Installment.

4. Application Procedure:-

4.1 The applications under the Scheme from Financial Year 2023-24 will be received and processed by West Zone Cultural Centre (WZCC), Udaipur who has been nominated as Nodal Agency for implementing the Scheme.

4.2 The Scheme is open throughout the year. The application in the prescribed proforma for grant under the Scheme may be submitted to "The Director, West Zone Cultural Centre, Bagore Ki Haveli, Gangaur Ghat, Udaipur Rajasthan - 313001" [Any deficiency in the Application Form(s) intimated by the West Zone Cultural Centre to the applicant organisation(s), may be furnished directly to WZCC itself]. A cut-off date for submission of application before convening the Expert Committee meeting will be notified through WZCC's/Ministry's websites: <https://wzccindia.com> and <https://indiaculture.gov.in>.

4.3 The application should either be recommended by any of the National Akademies or any other culture-related organization under the Government of India or by concerned State Government /UT Administration, State Akademies.

4.4 All documents mentioned under Clause 5 below must accompany the application. Applications received without any of these mandatory documents will not be taken up for consideration and returned to the sender.

5. Documents to be attached:-

The application should be accompanied by the following documents:

5.1 Project Report/Proposal which will include-

- Organization's profile containing a description of the organization, its strengths, achievements and year-wise details of its activities over the last 3 years.
- Description of the project/proposal including its rationale/ justification.
- Summary of the cost estimates (building/ equipments/ facilities).
- Sources of finance/funds.
- Time schedule for completion of project, and
- Post completion- how the organization will manage the operation & maintenance of the facility created through the project and meet the recurring maintenance/ operational costs.

5.2 Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts.

5.3 Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any.

5.4 List of present members of the Board of Management/ Office Bearers/Trustees with name & address of each member.

5.5 Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant or Government Auditor).

5.6 Copy of the Title Deed (registered conveyance deed, gift deed, lease deed, etc.) in case of proposal seeking financial assistance for new construction/purchase of built-up space/renovation/extension of existing auditorium, showing:-

- Ownership of the land/building for the project in the name of the applicant organization and confirming that the property can be used for commercial, institutional or educational purpose. In the case of a proposal to purchase built up space, copy of Allotment letter/Agreement to Sale be submitted.
- Cost of land/building. In case the cost of land/ building is not indicated in the title deed, relevant documents in support of cost be submitted.

5.7 Copy of Building / Development Plans duly approved by the appropriate civic body/ local authority (Municipality, Panchayat, Development Authority, Improvement Trust etc.).In case of

proposal to purchase built up space, copy of the layout plan and completion certificate duly approved/issued by competent civic body/local authority to be submitted.

5.8 Cost estimates (Building/ Equipments), duly approved by a registered Architect who will also certify that:

- The quantities are in conformity with the structural requirements of the project.
- The rates are in conformity with the prevailing market rates, and
- The cost estimates are reasonable.

5.9 Documentary evidence in support of the claim that the organization has secured or made arrangements to secure its matching share e.g. a bank statement, certificate of expenditure already incurred on the project (with break-up, duly certified by Chartered Accountant), loan sanction letter, letter of the State Government / Union Territory Administration/ Local Body etc. sanctioning funds for the project.

5.10 Resolution (in the prescribed format) of the Board of Management/ Executive Board/ Governing Body of the organization authorizing a person to sign the application for grant, bond etc. on behalf of the organization.

5.11 A Bond (in the prescribed format) for the assistance sought, on a stamp paper of prescribed denomination.

5.12 A Bank Authorization letter (in the prescribed format) showing ECS details of the Bank Account of the organization.

Notes

- The applicant organizations are free to attach any other document they may wish to submit in support of their proposal (e.g. certificate or recommendation letters from a national or state level Government body or Akademi, annual reports, press clippings/ reviews, award letters, affiliation letters etc.).
- Wherever the documents are in a regional language, an English or Hindi version must also be made available.
- Wherever copies of certain documents are being submitted, the same should be duly attested by a Gazetted Officer or Notary Public.
- For proposals from Government-sponsored bodies, University Departments or Centers and Colleges that are dedicated to the Performing Arts, the following documents are required to be submitted: -

(i) List of present members of the Board of Management/ Office Bearers/Trustees with name & address of each member.

(ii) Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant or Government Auditor).

(iii) Copy of the Title Deed (registered conveyance deed, gift deed, lease deed, etc.) in case of proposal seeking financial assistance for new construction/purchase of built-up space/renovation/extension of existing auditorium, showing: -

- Ownership of the land/building for the project in the name of the applicant organization and confirming that the property can be used for commercial, institutional or educational purpose. In the case of a proposal to purchase built up space, copy of Allotment letter/Agreement to Sale be submitted.
- Cost of land/building. In case the cost of land/ building is not indicated in the title deed, relevant documents in support of cost be submitted.

(iv) Copy of Building / Development Plans duly approved by the appropriate civic body/ local authority (Municipality, Panchayat, Development Authority, Improvement Trust etc.). In case of proposal to purchase built up space, copy of the layout plan and completion certificate duly approved/issued by competent civic body/local authority to be submitted.

(v) Cost estimates (Building/ Equipments), duly approved by a registered Architect who will also certify that:

- The quantities are in conformity with the structural requirements of the project.
- The rates are in conformity with the prevailing market rates, and
- The cost estimates are reasonable.

(vi) Documentary evidence in support of the claim that the organization has secured or made arrangements to secure its matching share e.g. a bank statement, certificate of expenditure already incurred on the project (with break-up, duly certified by Chartered Accountant), loan sanction letter, letter of the State Government / Union Territory Administration/ Local Body etc. sanctioning funds for the project.

(vii) Resolution (in the prescribed format) of the Board of Management/ Executive Board/ Governing Body of the organization authorizing a person to sign the application for grant, bond etc. on behalf of the organization.

6. Evaluation Procedure:-

6.1 All applications received by the West Zone Cultural Centre (WZCC), Udaipur will be scrutinized for completeness as per the requirements of the Scheme. Applications which are found incomplete (without requisite documents provided under clause no.5 above) will not be processed further for evaluation by the Expert Committee.

6.2 Before evaluation by the Expert Committee, wherever the Committee so desires, the applications may also be subjected to a physical verification by an organization under the Ministry of Culture or a group of experts or officer(s) of the Ministry of Culture.

6.3 Applications complete in all respects will be placed for consideration by the Expert Committee, which will be appointed by the Ministry of Culture and will meet from time to time during the year, depending on the number of applications received for the grant.

6.4 The Expert Committee will evaluate each project proposal on its merit, with specific reference to the following :

- Whether the applicant organization is well established in the field and has got an identity of its own.
- Whether the proposal is well-conceived
- Whether the cost estimates are reasonable; and
- Whether the organization has capacity or has made arrangements to bring in their matching share to complete the project. (Where the applicant organization has already spent full amount of the matching share, this requirement will be deemed to have been fulfilled).

6.5 The Expert Committee will include artistes, representing different fields of performing arts and culture, and may also include an Architect, a Civil Engineer and a Technical Expert in light/sound/stage craft, as also concerned officials of Ministry of Culture.

6.6 The recommendations of the Expert Committee will be placed before Hon'ble Culture Minister for consideration/approval.

7. Sanction and Release of Grant:-

7.1 On approval of the project proposal, the Ministry will communicate the decision to the organization through the publication of Minutes on the Website of the Ministry under the Scheme, indicating the approved total cost of the project, the quantum of assistance sanctioned, the quantum of matching share of the organization and other terms and conditions for release of the sanctioned amount of assistance. Thereafter, the grant will be released to WZCC, Udaipur, the designated Central Nodal Agency (CNA) under the scheme, for further disbursement of the grant installment to these organizations.

7.2 The sanction letter will also specify the building/ equipments for which the assistance has been sanctioned.

7.3 The financial assistance will be released in two equal installments of 50% each of the sanctioned amount of Central assistance in the following manner:

7.3.1 First Installment: The first installment equal to 50% of the sanctioned assistance will be released on approval of the project proposal/sanction by the Ministry without any further correspondence.

7.3.2 Second & Final Installment: The second & final installment equal to 50% of the sanctioned grant will be released on submission of:

- Physical and financial progress report on the project from a Registered Architect (in case of building grants) and from Chartered Accountant (in case of equipment grants), giving details of the work already carried out/ completed, along with the photographs of site/equipments.
- A certificate from Registered Architect (for construction of Auditorium/Studio Theatre) and from Chartered Accountant (in case of grants sanctioned for purchase of equipments) to the effect that: The project has been completed/ is in progress as per the approved plan; That there has been no violation of the local laws or the approved plan of construction/development; The work done is of satisfactory quality; and indicating Valuation of the cost of the work done and the further amount required to complete the project and equipments have been purchased in accordance with the approval given by the Ministry.
- The audited statement of accounts of the project, duly signed by a Chartered Accountant.
- A Utilization Certificate from Chartered Accountant, certifying that the first installment of assistance has been fully utilized for the project.
- A certificate from Chartered Accountant certifying that the organization has spent a minimum 50% of its matching share.
- Before releasing the second installment, the Ministry will get the project physically inspected through its representative(s) or a team of Experts.

8. Conditions of Grants: -

8.1 Separate accounts shall be maintained in respect of the grants released by the Government of India.

8.2 The accounts and the site of the project shall be open for inspection by the representatives of the Ministry of Culture at any time for verification.

8.3 If the project is not completed within a period of three years from the date of release of the 1st installment, no further grant shall be released to the organization and the claim will become time barred.

8.4 The accounts of the organization will be open to audit at any time by the Comptroller and Auditor General of India or his nominees at his discretion.

8.5 After the project has been completed, the organization shall submit, for closure of the case, the following documents within 6 months of the completion of the project;

a) In cases of projects involving new construction, copy of the Completion certificate issued by appropriate civic authority; and in cases of projects involving purchase of ready built space, copy of the receipts of all the payments made to the builder/ seller, possession letter, and the registration/ ownership deed.

- Project completion report from the Architect/CA in case of equipment grants.

- Certificate from the Chartered Accountant that the organization has spent full amount of its matching share.

8.6 A register of the permanent and semi-permanent assets acquired wholly or mainly out of the Government of India grant should be maintained in prescribed form **(FORM GFR 24** [See Rule 211 (ii) (d)]. Every year, a copy of this register **should be maintained by the grantee organization.**

8.7 The grantee shall execute a bond in prescribed form with two sureties, in favour of the President of India, providing therein that it will abide by the conditions of the grant. In the event of it failing to comply with the conditions of the grant or committing a breach of the bond, the grantee and the sureties shall individually or jointly refund to the President of India the entire amount of the grant, along with the interest thereon at the prevailing borrowing rate of the Government of India.

8.8 The first lien on the buildings and other assets acquired with Central assistance will vest with the President of India and neither the building nor the equipment shall be leased or mortgaged to other parties without the prior approval of the Government of India. Provided, however, that the lease of the studio theatre or other facilities, so acquired, to other parties for temporary use shall be excluded from this rule.

8.9 If at any stage, the Government is not satisfied about the proper utilization of the Government grant, or of the facilities created out of it, the Government may ask for the refund of the entire amount of the grant along with interest thereon at the prevailing lending rates of the Government of India.

8.10 The grantee organization will acknowledge the financial support of the Government of India, Ministry of Culture by appropriately displaying the name of the Ministry at the studio theatre/ cultural space developed with assistance under the Scheme.

8.11 The grantee organization will be solely responsible for any violation of the laws governing construction of buildings or the use of land and buildings as may be applicable in the local area.

8.12 Such other conditions as may be imposed by the Government of India from time to time.

8.13 The Organizations shall mandatorily organize at least 02 activities (function, lecture, seminar, workshop, exhibition etc.) in any of the schools/ educational institutions in their vicinity. A certificate to this effect from the Principal/Head of the Institution would be a mandatory requirement for release of 2nd installment.

**GOVERNMENT OF INDIA
MINISTRY OF CULTURE
PERFORMING ART SECTION**

**SCHEME OF BUILDING GRANTS, INCLUDING STUDIO THEATRES
INSTRUCTIONS FOR APPLICANTS**

Applications are invited from voluntary cultural organizations and government-aided cultural organizations for assistance under Financial Assistance for Cultural Activities in Performing Arts for Building Grants including Studio Theatres.

All applications should be addressed to **The Director, West Zone Cultural Centre, (WZCC), Bagore Ki Haweli, Gaugaur Ghat, Udaipur, Rajasthan – 313001**, and should be sent along with complete enclosures only by Speed Post or Registered Post. "Application under the Scheme of Building Grants, including Studio Theatres" should be clearly superscribed on the envelope. For any clarifications, Shri Sanjay Kumar, Deputy Secretary (P.Arts) may be contacted at Telephone No. 011-24642148 or email ID : sanjay.k65@nic.in

Please read the scheme carefully before filling up the application form.

The scheme shall remain open throughout the year. However, before convening the Expert Committee meeting a cut off date for submission of application will be notified through WZCC's/Ministry's websites- <https://wzccindia.com/> <https://www.indiaculture.gov.in> . Applications duly filled in and supported by all the requisite documents, will be placed before the Expert Committee for its consideration. Incomplete applications will not be entertained.

Scheme of Building Grants, including Studio Theatre

APPLICATION FORM

1. Name, full address, Tel./Mob. and e-mail address of the Cultural Organisation _____

2. Registration details:
 - a. Whether registered as Society Trust Others
 - b. Registration No. _____
 - c. Date of registration _____
3. Name of place with full address where the project is located/project would be undertaken _____

4. Components of project for which financial is being sought (tick mark the relevant box(es))
 - a. New construction or purchase of a built-up space
 - b. Renovation/upgradation/modernization/extension
 - c. Remodeling of the interiors of an existing built-up space
 - d. Provision of facilities like electrical, air conditioning, Acoustics, light and sound systems and other items of Equipment, furniture and stage material that may be Required for a studio theatre, auditorium, rehearsal hall, Classroom, etc.
5. Total estimated cost of proposed project _____
 - a. Assistance sought from Ministry of Culture _____
 - b. Matching share of the applicant Organisation _____
6. Unique ID issued by NGO Darpan Portal (wherever applicable) _____
7. Whether assistance received from Ministry of Culture _____
in the past under the Scheme for Building Grants to cultural Organisations
[If yes, furnish copy of the Sanction Order and the Utilisation Certificate for the last grant received]

DECLARATION

The checklist has been filled up and documents mentioned therein have been attached. It is certified that the information contained in this application form and the checklist is true and correct to the best of my knowledge and nothing has been concealed herefrom.

Date: _____
(Name) _____

Place: _____
(Designation) _____

Signature of Authorised Signatory

For & on behalf of _____
(Name of the Applicant
Organisation)

Note: Incomplete/deficient application forms/proposals and not in prescribed forms would not be considered for grant of financial assistance under Scheme of Building Grant including Studio Theatres

Scheme of Building Grants, including Studio Theatres

Checklist

- Name of the Organization
- Project for which grant is sought
- Are the following documents attached:

	Attached	Annexure No.
1. Project report/proposal which includes:		
a) Organization's profile containing a description of the organization, its strength, achievements and year-wise details of its activities over the last 3 years.	(Y/N) <input type="checkbox"/>	<input type="checkbox"/>
b) Description of the project/proposal including its rationale/ justification.		
c) Summary of the cost estimates (building/ equipments/ facilities).		
d) Sources of finance/ funds.		
e) Time schedule for completion of project, and		
f) Post completion - how the organization will manage the operation and maintenance of the facility created through the project and meet the recurring maintenance/ operational costs.		
2. Copy of the Certificate of Registration under the Societies Registration Act, 1860 or other relevant Acts	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of the Memorandum of Association (or Trust Deed) of the organization including Rules & Regulations, if any.	<input type="checkbox"/>	<input type="checkbox"/>
4. List of present members of the Board of Management/ Office Bearers / Trustees with name & address of each member.	<input type="checkbox"/>	<input type="checkbox"/>

5. Copies of Annual Accounts for the last 3 financial years (duly certified / audited by a Chartered Accountant or Government Auditor).
6. Copy of the title deed (registered conveyance deed, gift deed, lease deed, etc.), showing
- (a) Ownership of the land/building for the project in the name of the applicant organization and confirming that the property can be used for commercial, institutional or educational purpose. In the case of a proposal to purchase built up space, copy of Allotment letter/Agreement to Sale be submitted.
- (b) Cost of land/ building. In case the cost of land/ building is not indicated in the title deed, relevant documents in support of cost be submitted.
7. Copy of Building/ Development Plans duly approved by the appropriate civic body/ local authority (Municipality, Panchayat, Development Authority, Improvement Trust, etc.).
- In case of proposal to purchase built up space, copy of the layout plan and completion certificate duly approved /issued by competent civic body/local authority to be submitted.
8. Cost estimates (Building/Equipments), duly approved by a Registered Architect who will also certify that:
- a. The quantities are in conformity with the structural requirements of the project.
- b. The rates are in conformity with the prevailing market rates, and
- c. That the cost estimates are reasonable.

9. Documentary evidence in support of the claim that the organization has secured or made arrangements to secure its matching share e.g. a bank statement, certificate of expenditure already incurred on the project (with break-up, duly certified by Chartered Accountant), loan sanction letter, letter of the State Government / Union Territory Administration/ Local Body etc. sanctioning funds for the project.
10. Resolution (in the prescribed format) of the Board of Management/ Executive Board/ Governing Body of the organization authorizing a person to sign the application for grant, bond etc. on behalf of the organization.
11. A Bond (in the prescribed format) for the assistance sought, on a stamp paper of prescribed denomination.
12. A Bank Authorization letter (in the prescribed format) showing ECS/RTGS/NEFT details of the Bank Account of the organization.
- Has a Unique ID Number generated from NGO Partnership Portal mentioned in the application form (Col.6)

Signature of the Authorized Signatory

(Name & Designation) : _____

(Name of the Applicant Organization): _____

Date: _____

Place: _____

NOTES:

- I. The applicant organizations are free to attach any other document they may wish to submit in support of their proposal (e.g. certificate from a national or state level Government body or Akademi, annual reports, press clippings/ reviews, award letters, affiliation letters etc.).
- II. Wherever the documents are in a regional language, an English or Hindi version must also be made available.
- III. Wherever copies of certain documents are being submitted, the same should be duly attested by a Gazetted Officer or Notary Public.

RESOLUTION

A meeting of the Executive Committee of _____

held on and resolved that the terms and conditions laid down in the Scheme of Building Grants, including Studio Theatres and the sanction letter that Ministry of Culture may issue in pursuance of our application are and will be acceptable to our Institution and the Committee hereby authorize Shri/Smt. _____, President/Secretary to sign the application, indemnity bond, Bank Authorization letter etc. on behalf of the Institution.

The following members were present in the meeting:

SL.No.	Name of Member	Signature (in blue ink)
1.		
2.		
3.		
4.		
5.		
6.		

Signature of the President/Chairman
(with Name & Address Official Seal)

Place: _____

Date: _____

N.B. The applicant organization should ensure that the name & signatures of the Chairman/President and members of the organization are entered.

B O N D

KNOW ALL MEN BY THESE PRESENTS THAT we the _____ (name of the organization as in Registration Certificates) an association registered under the Societies Registration Act, 1860 having been registered by the office of _____ (Name and full address of Registering Authority), vide Registration Number _____ dated _____ office at _____ in the State of _____ (hereinafter called the obligor/obligors) are held and firmly bound to the President of India (hereinafter called the Government) in the sum of Rs. _____ (in words Rs. _____ only) with interest therein @ 10% per annum well and truly to be paid to the President on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this _____ day of _____ in the year Two thousand and _____.

3. WHEREAS the obligors has sent a request proposal to Government, through the Union Ministry of Culture for Grants of Rs. _____ under the Scheme of Building Grants, including Studio Theatres, the obligors has agreed to execute this bond in advance, in favour of Union Ministry of Culture for entire amount of Rs. _____ as requested in the proposal sent to the Government. The obligor is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor is willingly executing this bond of proposed amount with the stipulation that obligor will be bound upto this amount or by the actual amount approved/sanctioned by the Government, whichever is less. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly fulfill and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall not be enforceable. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance alongwith interest at the rate of 10% (ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earn thereon.

5. The Society/Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use (such as letting out premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building or other assets created/acquired/constructed largely from out of Government grant. The decision of the Secretary to the Government of India in the Ministry of Culture or the administrative Head of the Department concerned shall be final and binding on the Society/Trust, in respect of all matters relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The member of the executive committee of the grantee will

- (a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction and
- (b) not divert the grants or entrust execution of the scheme or work concerned to other institution (s) or organization (s); and
- (c) abide by any other conditions specified in the agreement governing the grant-in-aid.

In the events of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest @10% per annum thereon.

7. AND THESE PRESENTS ALSO WITNESS THAT

- (i) The decision of the Secretary to the Government of India in the Ministry of Culture, Government of India on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and
- (ii) The Government shall bear the stamp duty payable on these bonds. The cost can be adjusted from the grants.

In witness whereof these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No.____ dated _____passed by the Governing Body/Executive Committee of the obligors, a copy whereof is annexed hereto .

(_____)
Signed for and on behalf of the grantee
Name of the Obligor (Association, as registered)
Full Mailing Address
Tele.Number/Mobile No. _____
E-mail address (if available) _____
Fax No. _____

- 1. Registration Number of Association _____
- 2. Date of Registration _____
- 3. Registration Authority (RA): _____
- 4. Mailing Address of (RA) _____
- 5. Telephone No./E-mail etc of RA _____

(In the presence of) Witness with name, address and signature

- i)
- ii)

(Sign) _____

Accepted for an on behalf of the President of India
Designation _____

Date _____

Name & Address _____

The grantee must note/check the following points before sending this document

- i) The Bond should be on Rs. 20/- Non-Judicial paper and should be submitted in original.
- ii) The authorized signatory should put his signature on every page of the bond.
- iii) The name & signature of two witnesses with full address must be entered in the bond.

BANK AUTHORIZATION LETTER

We _____ (Organization/Society/NGO) would like to receive the sums disbursed by the Ministry of Culture to us electronically to our bank account; detailed below :-

Payee's Particulars	
Name of payee as in Bank Account	
Address	
District & Pin Code	
State	
Telephone Number with STD code	
Mobile No.	
E-mail Address (if any)	
Bank Details	
Name of the Bank	
Bank Branch (full address & Telephone Number)	
Bank Account Number	
Account Type	
Mode of Electronic Transfer available ECS/RTGS/NEFT	
IFSC Code	
MICR Code	

Signature** _____

Name _____

Name of Organization _____

** To be signed by the authorized signatory,
as per resolution.

Account number and IFSC/MICR Codes have been verified by me and are correctly recorded above.

Manager*

(Bank branch maintaining the Account)

*(to be signed by the Manager of the Bank in blue ink)

(Seal)