

Government of West Bengal
Higher Education Department
(Social Education Branch)
Bikash Bhavan, Salt Lake, Kolkata – 700 091

No. 27 - Edn (SE) /10M-15/14

Dated, 08th May, 2015

Guidelines for Release of Grants-in-aid under the Plan Head
“001-Improvement and Development of Organizations devoted to
Cultural, Aesthetic and Educational Activities”

1. **Who can apply:**

Any organisation/ Trust / Society in the State of West Bengal registered under any Act of Central or State Govt. and devoted to promotion of cultural, aesthetic and educational activities may submit a Proposal/Project/Scheme for promotion of educational, cultural and aesthetic advancement in the Society and pray for sanction of fund under this head if:

- a) Its renewal of registration is up to date;
- b) Audit, covering at least past five years, has been done up to date and maintenance of accounts is satisfactory as per audit report;
- c) Its financial condition as per last audit report justifies sanction of Govt. grant;
- d) It is not a commercial or profit-making organisation;
- e) It is promoting higher education and research in the field of social science, basic science, literature, language, fine arts, performing arts etc. for the benefit of the society at large.

2. **How to apply:**

There is no prescribed format for application. An Organisation may submit a Proposal/ Project / Scheme supported by the following information/documents with a forwarding letter seeking sanction of the Project / Scheme and release of fund. The Project / Scheme/Event should promote educational, cultural and aesthetic advancement in Society, and should clearly bring out:

- a) Name of the Project / Scheme / Event
- b) Its objective
- c) The budget showing detailed item-wise expenditure
- d) Its impact on society in terms of promotion of educational, cultural and aesthetic activities
- e) An undertaking is to be furnished to the effect that:
 - (i) The Project, when implemented, will promote educational, cultural and aesthetic activities;
 - (ii) It will observe / abide by the attendant financial formalities of the State Govt. in utilization of grant sanctioned and submit utilisation certificate within the prescribed time frame;
 - (iii) It will submit on quarterly basis physical and financial progress on progress of execution of Project / Scheme / Event with effect from the drawal of grant till completion of the Project;

- (iv) It will state/ announce upfront, for information of the public, (in posters, banners, foundation stone, journals, Annual Report etc.) that the Project / Scheme / Event is being or has been executed with financial assistance of the State Govt.;
- f) Documents/photographs in support of expenditure of funds received earlier for any Project/Scheme/Event from the Higher Education Department
- g) A year-wise statement showing annually the funds, if any, received from the Higher Education Department in the previous years and Utilization Certificate for the previous grant, if any
- h) Such other information/documents as may be required by the Department / enquiring Officer/(s) at the time of the processing of the proposal.

3. Last date for submission of Proposal/Project / Scheme:

A brief advertisement will be issued in a Bengali and English Daily in the first quarter of the financial year, followed by the posting of the details of the guidelines for applying for the grants in aid, on the Higher Education Department's website.

As far as practicable, an organization shall have to submit the Project / Scheme within **31st July** of a financial year for it to be considered for sanction of fund within that financial year.

4. Modalities for release of Grant in aid :

Depending on the availability of funds, the State Government may release only a part of the fund requested and require the Organization to bear the remaining cost, and further, the sanctioned fund may be released in such number of instalments as may be considered necessary.

5. Organizations already getting Grant in aid:

The organisations which have been receiving grant-in-aid from this Department on a consistent and regular basis need to apply afresh for sanction of fund under this head.

By order of the Governor,

Sd/-
(Vivek Kumar)
Principal Secretary