

**Application form
For
Grant for Holding Seminar/Symposium/Conference/Workshop and or
Printing of proceedings**

About the Organization:

1. Title of the Proposal/Project:
2. Name and address of the Organization /Institution:
3. Name and Designation of the Key persons of the Organization:
4. Activities of the organization/institutions:
5. Objective of the organization:
6. Designation of person Empowered/Authorized to receive financial grant from MOEF (Details for transfer of funds electronically as per annexure):
7. Status /Category in which the organizing Institution falls whether Registered Society/Academic institution/University/College/School (Govt./Private)/ Government Department/ Non-Governmental organization/Others (Specify).
8. In the case of a registered Society applying for grant, whether copies of the following documents have been enclosed? This includes copies of Registration Certificate (Valid)/Memorandum of Association/Bye-laws/Audited Statement of Accounts for last three preceding years/Annual report of the organizing Institute for last 2 years.
9. Institutional capability of the organizing institute in organizing environmental events. Whether the organization has taken up such programme in the past, and the documentary evidence thereof:
 - **The Organization/NGO will not be eligible if blacklisted by any Government agencies.**
10. Date (s) of the event:
11. Place where the event is to be held:
12. Details of target group:
13. No. of participants in the proposed event:

Foreign :

Indian :

14. In case of an international event, whether clearances of the concerned authorities have been obtained?
15. Brief statement of objectives of the event, including main topics to be discussed and their relevance to environment:
 - Objective
 - Topics/Themes to be discussed
 - Relevance to MoEF theme areas (Refer Annexure-I)
 - Expected Outcomes/Outputs from the event
16. Give a brief statement on follow-up action taken by the organization on the recommendations of the seminar(s) etc. arranged by them in the past 3 years with MoEF grant (Event-wise information).
17. Details of technical programme of the event i.e. technical sessions, subjects, key resource persons and their organization including keynote speakers. (Enclosed a copy of the programme).
18. Do you propose to publish the proceedings?
19. Financial Assistance required from MoEF (Budget Break up):
20. Any other sources of funding:
21. Publication of Proceedings:
 - Anticipated cost of publication (also provide break-up of the estimate)
 - No. of copies to be printed and no. of pages
 - Tentative price of the publication
 - Whether draft copy of proceedings enclosed, in such cases where the event is already over?
22. Name / Designation and Address of the person Empowered / authorized to received grant from MoEF.
23. Have you received any grant during the past 5 years from the Ministry of Environment and Yes No

Forests or any other organisation?

If yes, specify them and provide details thereof:

| S.No. | Financial year | Source | Amount (in Rs.) |
|-------|--|--------|-----------------|
| 1. | Year in which the proposed event falls say 2010-11 | | |
| 2. | 2009-10 | | |
| 3. | 2008-07 | | |

24. Whether Utilization Certificate(s) and audited statement (s) for the previous grant(s) received from MoEF have furnished?

If yes, whether copies of Utilization Certificate(s) are enclosed?

Verification: The facts and information given in this proforma are true to the best of my knowledge and belief. Also no person associated with the above mentioned Organization seeking financial assistance through this application is working in MoEF or any other Government agency to which proposal for funding has also been submitted.

Date:

Signature of the applicant* with full name, designation & address

Details required for transfer of funds electronically:

Electronic Clearing System (ECS) (For Local Disbursement)

1. Bank Account Number (Both in Figures & Words)
2. Nine Digit MICR Code
3. Beneficiary's Name
4. Amount
5. Photocopy of Front Page of Pass Book

Core Banking Solutions (CBS) (For Outstation Disbursement: Entities having Account of Union Bank of India(U.B.I), CBS Branches)

1. 15 Digit Account No. (figure & words)
2. Beneficiary's Name
3. UBI's Branch Name
4. Amount
5. Photocopy of Front Page of Pass Book

Real Time Gross Settlement (RTGS) (For Outstation Disbursement: Entities having Account in Bank Branches of other than U.B.I.)

1. Name
2. Address of Beneficiary
3. Name of Beneficiary's Bank, Branch and Address
4. IFSC Code of Beneficiary's Bank Branch
5. Type of account (Saving Bank/ Current/ Cash Credit)
6. Account No.
7. Amount (Minimum amount of remittances under the scheme will be Rs. 50,000.00)
8. Photocopy of Front Page of Pass Book