

No.F.27-5/2009-INC  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
(INC Section)  
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New Delhi, dated the 17<sup>th</sup> June, 2010

**Subject: Request for proposals for grant under the Scheme for UNESCO Related Activities – UNESCO Programme and activities – Grants-in-Aid for the year 2010-11.**

Sir/Madam,

I am directed to say that the Indian National Commission for Co-operation with UNESCO is operating a Scheme for UNESCO Related Activities – UNESCO Programme and activities – Grants-in-Aid (Copy enclosed). This Scheme is mainly for strengthening of Voluntary Organizations engaged in UNESCO's Programme and Activities for providing financial assistance upto Rs.1.50 lakhs in a year to NGOs/UNESCO Clubs/Associated Schools, etc., for organizing activities for furtherance of UNESCO's aims and objectives as mentioned in Para 2 of the Scheme.

2. It is, therefore, requested to kindly send us complete proposals as per the guidelines of the enclosed scheme with all required documents so as to enable us to provide your organisation/school/institution financial assistance under this Scheme. An advance copy of the proposal could be sent on e.mail [unesco.edu@nic.in](mailto:unesco.edu@nic.in) to expedite the matter and hard copy of the proposal with all required documents may be sent through **speed post** only. The last date for submission of proposals under this Scheme is **30<sup>th</sup> July, 2010 proposals received after due date will not be entertained.**

3. Any organization/UNESCO Club/institution that has received grants-in-aid previously under this scheme may not be given any further assistance till the accounts of the earlier grants have been rendered/ settled.

4. This may be treated as MOST IMMEDIATE.

Thanking you,

Yours faithfully,

  
(K.S.Kusala Kumar)

Under Secretary to the Government of India  
Telefax Nos. 011-23070660/23384442  
e.mail: [unesco.edu@nic.in](mailto:unesco.edu@nic.in)

Proposals may be sent on the following Address:

Mrs. Sneh Lata  
Section Officer (UNESCO Unit)  
Ministry of Human Resource Development  
Department of Higher Education  
Room No.203 'C' Wing  
Shastri Bhawan  
New Delhi-110 115

**UNESCO DIVISION**  
**Department of Higher Education**

**SCHEME FOR UNESCO Related activities – UNESCO Programmes and activities –  
Grants in Aid**

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**I. INTRODUCTORY :**

1.1 The Indian National Commission for Co-operation with UNESCO had been operating the Plan Scheme – Strengthening of Voluntary Organisations engaged in UNESCO's programmes and activities for providing financial grant to voluntary organizations/UNESCO Clubs/Associated Schools for organizing activities for furtherance of UNESCO's aims and objectives. In the 11<sup>th</sup> Plan, this scheme has become a component of the scheme 'UNESCO Related Activities'. The scope of the scheme is being now widened to include activities which earlier did not fall within the purview of the National Commission.

1.2 The Non-governmental organizations and UNESCO Clubs are expected to run their activities and programmes from within their own resources and meet all their recurring expenditure from finances raised through their own efforts. However, from time to time these organizations/ institutions are asked by the Commission to undertake special activities, for example activities to commemorate International Years, celebrating United Nations Day, Human Rights Day etc. for which the Commission can give partial financial assistance. The non-governmental organizations which are admitted as institutional members of the Commission are entitled to receive financial assistance from the Commission for approved activities.

**2. PURPOSE/OBJECTS OF THE GRANT**

Keeping in view the activities of the Indian National Commission for UNESCO, the following activities would be eligible for financial assistance : Study projects, seminars / symposia, workshops/ study courses, Summer Schools/ Camps, conference other than annual/ regular conferences of the grantee organizations/display and exhibitions, preparation and printing of reports/ special issues/ souvenirs, celebration of UNESCO Weeks, lecture programmes etc., in the field of international understanding, Human Rights, Research and teaching on the problems of peace, study of cultures with special emphasis on cultural contacts with other countries, Interdisciplinary studies as 'Man and the Biosphere' exchange of ideas, information and documentation, participation of youth in the programmes coming within the ambit of UNESCO, status of teachers, application of social science to Human Rights, activities relating to Education for Sustainable Development ( ESD) etc.

**3. INSTITUTIONS/ORGANISATIONS ELIGIBLE FOR ASSISTANCE**

The following institutions /organizations would be eligible for financial assistance for approved activities:

- i) Non-governmental organizations affiliated to the Commission as 'Institutional members' ;
- ii) UNESCO Clubs and Associated Schools recognized under the Commission's Programme of Education for International Understanding ;
- iii) Other important non-governmental organizations which may have significant projects even though they are not affiliated to the Commission.
- iv) Schools/educational institutions affiliated to Central/State Boards or Universities if engaged in UNESCO mandated activities.

In order to be eligible for financial assistance under this scheme, the organization/institution should have the following characteristics:

- i) It should not be run for the profit of any Individual or a body of individuals; However the Schools/educational institutions as mentioned in para 6(iv) above would be eligible for grant for the approved UNESCO related activities irrespective of their non –profit status or otherwise.
- ii) It should not discriminate against any person on the ground of sex, religion, caste or creed.

An organization / institution which is a registered body should also have

- i) A proper constitution or articles of association;
- ii) A properly constituted managing body with its powers and duties clearly defined in the constitution.

A registered voluntary agency eligible to receive assistance under this scheme should make application on the form appended and route the application through the State Government / Union Territory Administration initially. In the case of non-registered agencies, the proposal may be sponsored by the District Collector/registered voluntary organizations. In case of All India voluntary organizations (registered societies), it is not necessary to route the application through the State Government. Further, in case of UNESCO Clubs working in recognized Schools/Educational Institutions and Associated Schools approved by the Commission, it is not necessary to route the application either through State Government or through District Collector/registered voluntary organization. Registration under the Societies Registration Act 1860 etc. may not be necessary for School/educational institution if they seek financial assistance for approved UNESCO mandated activities provided that they are affiliated to Central/State Boards of Education or Universities.

#### **4. PATTERN OF ASSISTANCE**

- i) The grant to an individual organization during any financial year will not exceed Rs. 1,50, 000 (Rupees One and a half lakh)
- ii) An organization which receives a grant during one financial year will not be given any further grant till the accounts of the earlier grant have been settled.

#### **5. REQUEST FOR GRANTS**

Any organization desiring assistance will submit request to this effect on the application form (Annexure) which should be carefully worked out and should indicate full details including the work programme of conference/ seminar/symposia etc., a detailed break up of the expenditure, likely number and categories of participants etc., the source from which the expenditure over and above the Government grant is proposed to be met etc. The request should also be accompanied by a report of the activities of the organization for the last one year and a copy of the audited statement of accounts of the organization for the last three years. In the case of UNESCO Clubs/Associated Schools, the request for financial assistance should be accompanied by a report of its activities for the last one year and a statement of accounts in respect of monies received and spent for its activities duly certified/ verified by the Head of the School/Institute, for the last three years.

## **6. GENERAL CONDITIONS OF GRANT**

All grant-in-aid sanctioned under this scheme shall be subject to the following general conditions :

- 1) Any organization/institution receiving grant-in-aid shall be required to execute a bond in the form prescribed;
- 2) The organization/institution in receipt of financial assistance shall be open to inspection by the officers of the Government of India or of the State Government/ Union Territory Administration.
- 3) The organization/ institution shall maintain the accounts of grant-in-aid received properly and separately and submit them to the Commission as and when required. They shall be open to check by an officer deputed for the purpose by the Government of India or the State Government/ Union Territory Administration. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.
- 4) The audited statement of accounts of the grants-in-aid along with the necessary utilization certificate in the prescribed form duly countersigned by the Chartered Accountant shall be furnished within a reasonable period decided by the Commission.
- 5) Any organization/UNESCO Club/institution receiving grants-in-aid previously under this scheme may not be given any further assistance till the accounts of the earlier grants have been rendered/ settled.
- 6) If any part of grants-in-aid is left unspent, it shall be refunded to the Government of India immediately, unless the Commission approves to carry over on a formal request made by the organization/institution to that effect. Failure to comply with this condition shall make the organization/institution liable to pay interest on the amount to be refunded at such rate as the Commission may direct.
- 7) The organization/ institution shall maintain a record of all assets acquired wholly or substantially out of the Commission grant and maintain a register of such assets in an appropriate form. A copy of this register shall be furnished to the Commission whenever demanded by it. Such assets shall not be disposed of, encumbered or utilized for purposes other than those for which the grant was given without prior sanction of the Commission. Where the organization/ institution ceases to exist such assets shall revert to the Government of India.
- 8) The organization/ institution receiving a grant under the scheme shall exercise reasonable economy in the working of its programme for which assistance has been given.
- 9) The programmes of the organization/ institution receiving support under this scheme shall be open to all citizens of India without discrimination on grounds of religion, sex, race, caste, languages.

## **7. SPECIAL CONDITIONS OF GRANTS**

- i) In the case of any individual organization / institution assisted under the scheme, the Commission may in view of the special circumstances of the case, impose any additional conditions which it might deem necessary for the success of the programme or project etc. or may relax any of the conditions laid down in Rule 6 above in such manner as it may deem fit.
- ii) When the Commission has reason to believe that any of the conditions on which assistance is sanctioned under the scheme is being violated or that the sanctioned grants are not being utilized for the purposes for which they were sanctioned, it shall have the right to stop the payment of the remaining portion of the grants, if any, and also to recover the grants given earlier.
- iii) When a doubt arises as to whether any of the conditions herein laid down are

violated or not or whether the grants sanctioned are/or are not being utilized for the purposes for which they were sanctioned, the decision of the Secretary General of the Commission shall be final and binding on the grantee organization/ institution.

## **8. ASSISTANCE FROM OTHER SOURCES**

An organization/institution receiving assistance under this scheme for its programmes or projects shall inform the Commission of all assistance it shall receive from any other source, whatsoever for the same programmes or projects. It shall also receive no assistance for these or other programmes and projects from any foreign source without obtaining the previous approval of the Commission and FCRA clearance from the Ministry of Home Affairs. The Commission will also have the right to make such adjustments in its sanctioned grants as it may deem necessary in view of the assistance that is being made available from other sources.

## **9. Right to Information Act, 2005**

As per the Right to Information Act, 2005 Clause 2 h (d) (ii) non-Government organization substantially financed, directly or indirectly by funds provided by the appropriate Government; comes under the purview of RTI Act, 2005 and making it mandatory for them to disclose information pertaining to their functioning. For this purpose, NGOs are required to designate Public Information Officer/Appellate Authority and provide this information to this Ministry and also liable to disclose information under RTI act.

## **10. The following will be the desirable time table of actions under the Scheme**

- |   |  |
|---|--|
| i) Submission of the request by organization  | : 30 <sup>th</sup> July, 2010                  |
| ii) Issue of Sanction by M/o HRD  | : 31 <sup>st</sup> August, 2010                |
| iii) Release of fund  | : 30 <sup>th</sup> September, 2010             |
| iv) Submission of audited statement of accounts & utilization certificate and activity Report by the Organization | : within 3 months of completion of the Project |

**Authority :** File No. 8-6/2006-INC vide Integrated Finance Division Dy.No. 3921-08-IFD dated 9-9- 2008.

Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
**INC Section**

**SCHEME FOR FINANCIAL ASSISTANCE TO UNESCO CLUBS, ASSOCIATED SCHOOLS,  
VOLUNTARY/NON-GOVERNMENTAL ORGANIZATION FOR UNESCO'S  
PROGRAMMES/ACTIVITIES**

**Application form for submitting proposal(s)**

Note : Application received in incomplete form will not be entertained.

1. Name & address of the Organization.
2. Brief history of the Organization and its objects and activities.
3. Whether registered under the Societies Registration Act 1860 [ Act XXI of 1860] or any corresponding State Act, and if so indicate the registration number & date of registration.

In case the Organization is not Registered under the Societies Registration Act 1860 or any corresponding State Act, recommendation of the collector/Deputy Commissioner or certificate of sponsorship by an Organization so registered to be attached. This registration will not be necessary for Schools/Educational institutions if they seek Financial assistance for approved UNESCO mandated activities provided that they are affiliated to Central/State Boards of Education or Universities.

4. Whether the Organization seeking financial assistance has a duly constituted Managing Body whose members are competent and possess adequate admn. and academic ability to execute the project(s) for which grant has been sought.
5. Total assets of the institution in the form of building, furniture, equipment and books etc.
6. Project for which the grant is requested (give detailed note of the project and how it fulfils the object).
7. Likely date of Commencement and completion of the project.
8. Total expenditure on the project(s) for which grant is requested (detailed break-up of the estimated expenditure to be given).

9. Amount of grant requested for.
10. Source from which total expenditure on the project(s) (Col. 8 minus Col. 9) is to be met.
11. Whether a request for grant for the same purpose has been made to any other Central/State authority. If so, with what results.
12. List of papers/statements to be attached in duplicate,
  - a) Constitution of the Board of Management and Particulars of each member.
  - b) Latest available Annual Report
  - c) Audited accounts for the last three years alongwith copies of certified balance sheets.
  - d) Details of Voluntary Organizations/UNESCO Club/Associated Schools/Institutions
  - e) Authorization letter
  - f) Bond
  - g) List of additional papers, if any
13. Details of Public Information Officer
14. Any other information that the organization may like to furnish.

Signature  
Name, status as office  
Bearer and rubber stamp  
of the Organization

Note: The duly filled application form alongwith the supporting documents as mentioned above may be sent by Speed Post to 'Section Officer (UU), Indian National Commission for Co-operation with UNESCO, Room No. 203 'C' wing, Department of Higher Education, Ministry of Human Resource Development, Shastri Bhavan, New Delhi – 110115.

**Details of the Voluntary Organization/UNESCO Club/Associated School/Institution**

1. Agency Name: \_\_\_\_\_
- \*2. Name of Act under which registered and Registration No: \_\_\_\_\_
- \*3. Date of Registration: \_\_\_\_\_  
(DD/MM/YY)
- \*4. Registering Authority: \_\_\_\_\_
5. State of Registration: \_\_\_\_\_
6. Address: \_\_\_\_\_
7. City, State, Pin code: \_\_\_\_\_
8. Contact Person: \_\_\_\_\_  
*(who is authorized to sign bond)*
9. Phone: \_\_\_\_\_
10. E-mail: \_\_\_\_\_
- \*11. Agency Name: \_\_\_\_\_  
*(As per bank account)*
- \*12. Name of the Bank and Branch: \_\_\_\_\_
13. Address of Bank: \_\_\_\_\_
- \*14. Type of Account & No: \_\_\_\_\_

(Authorized signatory)  
Name and Designation  
Dated.....

(\*This is essential to be filled-in and may not be kept blank.)



(proforma)

**“AUTHORISATION LETTER”**

I/WE \_\_\_\_\_ (Organisation/Society/NGOs/School/Institution Name) would like to receive the sums disbursed by the Ministry of Human Resource Development to me / us electronically to our bank account, under the Scheme of UNESCO Related Activities – UNESCO Programme and activities – Grants-in-Aid as detailed given below:-

Payee's Particulars								Bank Details						
Name of the Payee as in bank account	Address	District	Pin Code	State	Tele No. with STD Code	Fax No.	E.mail address	Name of the Bank	Bank Branch (full address & tele No.)	Bank Account Number	Type of Account	Which mode of Electronic Transfer available (Please specify)	MICR Code of Bank	IFSC Code of Bank

Bank details have been verified by me:

Signature (Name):  
Name of Organization:  
Registration Number:  
Authority & Place of Registration:  
Date of Registration  
(Seal to be affixed)

Bank Manager  
(Seal to be affixed)

**( to be furnished on Rs.20/- Stamp Paper)**

**BOND**

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 \_\_\_\_\_ (herein after called the obligor/obligors) are held and firmly bound to the President of India (hereinafter called the government) upto the proposed amount 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 Human Resource Development, Department of Higher Education for Grants of Rs.\*\* \_\_\_\_\_ vide his letter No. \_\_\_\_\_ dated \_\_\_\_\_ the obligors has agreed to execute this bond in advance, in favour of Union Ministry of Human Resource Development, Department of Higher Education for entire amount of Rs. \*\* \_\_\_\_\_ as requested under the Scheme of UNESCO Related Activities -UNESCO Programmes and Activities Grants-in-Aid 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 which forms an integral part of these presents and to referred as **Annexure –A**.

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 be void and of no effect. But otherwise it shall remain in full force, effect 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 along with interest at the rate of 10%

( ten per cent) 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/Institution 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 (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 General of the Indian National Commission for Cooperation with UNESCO in the Ministry of Human Resource Development, Department of Higher Education or the administrative Head of the Department concerned shall be final and binding on the Society/Trust/Institution in respect of all matter relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The member of the executive committee of the grantee and/or the grantee will
- a) abide by the conditions of the grants in aid by the target dates, specified in the letter of sanction;
  - 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 grants in aid.

In the event of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bond 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 General of the Indian National Commission for Cooperation with UNESCO in the Ministry of Human Resource Development, Department of Higher Education 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 as Annexure-B.

Signature of the grantee  
(FULL NAME OF THE PERSON IN BLOCK LETTER)  
Signed on behalf of \_\_\_\_\_  
(with stamp/seal)

Name of the Obligor Association as Registered	1.	Registration Number of Association_____
Full Mailing Address:	2.	Place of Registration_____
Telephone Number/Mobile No.	3.	Date of Registration_____
E.Mail Adress (if available)	4.	Registration Authority (RA)_____
	5.	Mailing address of RA_____
	6.	Telephone Number/Email etc. of RA_____

(in the presence of) Witness name, address and signature

(1)

(2)

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(The part below is to be filled in by the Government of India)

(\_\_\_\_\_) Accepted for and on behalf of the President of India

Designation\_\_\_\_\_

Date\_\_\_\_\_

Name and Address\_\_\_\_\_

\*\* Full amount of the grant requested for to be indicated

\* each page to be signed.

**RESOLUTION**

No.....

I \_\_\_\_\_ (Name & Designation) hereby resolve that:

- (i) The OBLIGORS organization has made a proposal for seeking grant of Rs \_\_\_\_\_ under the Scheme of UNESCO Related Activities – UNESCO Programmes and activities- grants-in-aid from the Government of India, Ministry of Human Resource Development, Department of Higher Education.
- (ii) Shri/Smt. \_\_\_\_\_, (Designation to be indicated), OBLIGOR society is hereby authorized to execute the Bond and sign other documents relating to the project in question; and
- (iii) The OBLIGOR society will abide by the terms and conditions of the sanction order vide which grant will be released to the society.
- (iv) The grant be credited in our society's bank account as per details mentioned below:

Name of the Bank & Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

Type of Account: \_\_\_\_\_

The Resolution is hereby passed unanimously on dated \_\_\_\_\_

Name & Signature of the members of the Executive Committee of the Society:

1.

2.

Signature: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_