*Annexure XI*

**APPLICATION FORM FOR FINANCIAL ASSISTANCE TO ORGANIZE SEMINAR/CONFERENCE/WORKSHOP/SYMPOSIA IN INDIA**

Address your application to

Member Secretary,

Indian Council of Historical Research

35 Ferozeshah Road

New Delhi – 110001

Event *(Please tick)* : Annual Session/ Conference/Seminar/Symposia/ Workshop

Level of Event *(Please tick)* : International/ National/ State

1. Name and address of the Organizers: Phone:

Mobile:

Zone: North/South/East/West/North East Fax:

Rural Urban

Class of City: X/Y/Z/Rural

District: E-mail:

State: Web site:

2. Name and address of the Convener: Phone:

Zone: North/South/East/West/North East Mobile:

Rural Urban

Class of City: X/Y/Z/

District: Fax:

State: E-mail

**3. Theme of the Conference/Seminar/Workshop *(Attach brief summary with at least five sub-themes.)***

**Proposed Dates:**

*(Please intimate well in advance in case of any change in the dates)*

**Venue of the Event:**

*(Please intimate well in advance in case of any change in the venue)*

**4. Number of Participants (List of expected participants to be attached)**

**(In numbers) (In words)**

**Local**

**Foreign**

**Total**

**5. Name and Bio-data of the Coordinator/Convener (Not exceeding 1500 words):** *Attach a separate sheet.*

**6.** Category: General SC ST OBC Minorities PwD

*(Please attach self-attested copy of the Category/Caste/Tribe certificates from competent authority)*

**7. Gender: Male/Female/Third Gender**

**8. Funding from other than ICHR:**

Source: Amount:

9. Detailed Budget Indicating Amount to be incurred on TA/DA, Hospitality, Transport, Stationery, Secretarial Assistance, Typing and Xeroxing work and other contingent expenditure etc. (Requests for publication of the proceedings are entertained separately).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Item** | **No. of Participants** | **No. of Days/Meals** | **Rate** | **Amount in Rupees** |
|  | Travel within India |  |  |  |  |
|  | Local Transport |  |  |  |  |
|  | Accommodation |  |  |  |  |
|  | **Catering Charges**   1. Tea 2. Snacks/Breakfast 3. Lunch/Dinner |  |  |  |  |
|  | **Seminar/Conference material**   1. Bags/Folders 2. Pads 3. Pens 4. Mementos 5. Any other (specify) |  |  |  |  |
|  | **Secretarial Assistance**   1. Typing 2. Xeroxing 3. Printing (specify ) 4. Any other (specify) |  |  |  |  |
|  | **Programme Expenditure**   1. Booking of Hall/Auditorium 2. Photography/ Videography 3. Flax / Banner 4. Sound System 5. Others |  |  |  |  |
|  | Contingency (not exceeding 5 % of total Grant) |  |  |  |  |
|  | Miscellaneous Expenditure (if any, specify) |  |  |  |  |
| **General Total** | |  | | | |

\*Please consult Guidelines for preparing the funding details.

**10. Amount expected from the ICHR**

11. Name of Authority in whose favour the ICHR grant should be released if given.

12. Whether the Organization/Department/Institution has received or applied for ICHR grant earlier give details (File No. Year and Topic).

**13. Institutional Funding**

Own Contribution Amount sought Amount sanctioned by the institution

**Funding from other sources:**

Name of organization Amount sought Amount sanctioned

14. The following is to be filled only if the applicant is a professional organization:

a. Year of establishment of the professional organization of the historians (please enclose a certified copy of the registration of documents/signed MOA etc.)………………………….

b. Whether the organization is functioning at National/Regional/State/Local Level………….

c. Aims and objectives of the organization (*Attach a copy duly signed by the authorized signatories).*

d. Activities of the organization/institution in the past three years *(On a separate sheet).*

e. Number of members of the organization.

f. Main source of funds of the organization.

g. Financial status (Attach copy of audited statement of accounts for the last financial year).

I hereby certify that the above information is correct to the best of my knowledge and that I shall abide by the Terms & Conditions as laid down in the guidelines of the schemes.

**Signature of the Applicant**

**Date:**

**Name (block letters):**

**Designation:   
Address:**

**Signature of the Head of the Institution/Organization**

**(Seal)**

**Date:**

**Name (block letters):**

**Designation:**

**Address:**

**Please Read the Important Instructions before Filling the Application Form**

* 1. The application should be forwarded by the Head of the Institute/Organization viz. Director/Registrar/President/Chairman/Principal, etc. duly signed and stamped.
  2. In case of approval, the funds will be released to the forwarding Institution/Organization.
  3. **The Concept Note must contain at least five sub-themes.**
  4. The applicant’s CV should not exceed 1500 words.
  5. All applications should also be submitted in electronic format along with a hard copy.
  6. Attach a tentative list of participants (including historians) with title of their proposed papers.
  7. Acceptance of Resource Persons along-with abstract of their papers.
  8. In case of organizing International Seminar/Conference/Symposia/Workshop, the applicant has to submit a clearance of **foreign scholars/guests/participants** from the Ministry of External Affairs, Government of India along with the application form.
  9. **NGOs should enclose the NGO profile along with relevant documents**.

1. The registered Societies/NGOs should upload their details and registration certificate on the Government of India’s Niti Aayog web portal. Also, hereafter such bodies should submit their registration certificate to the ICHR along with application forms.
2. The NGOs/Registered Societies should submit their organization’s last three years audited statement of accounts duly certified by the Finance Authority of the concerned bodies/departments along with application form.
   1. The applicant should submit statement of accounts and utilization certificate along with bill/vouchers duly signed by the authorized officer of the institutions/society/NGO for the previous year grant received from ICHR.
   2. The complete application form along with requisite documents should reach the Council at **least four months** before the scheduled dates of the event.
   3. In case of non-fulfillment of any of the Terms & Conditions, the applicant/organization will not be eligible for further support under the schemes of ICHR and will be liable to legal action.
   4. Before filling up the application form please must read the Chapter on ‘*Seminars/Workshops/Conferences of Professional Organizations of Historians’* available on ICHR’s website in Research Funding Rules.
   5. Until and unless proposal is approved by the Research Projects Committee (RPC) in no case there is possibility of using logo of ICHR by any organization/institution.
   6. **Incomplete application form shall not be entertained.**

**Note:** The following documents are required to be submitted along-with the application form. Please tick **√** mark in the relevant box

1. Theme of the Conference/Seminar/Symposia/ Workshop
2. Brief Biography/Bio-data of the Coordinator
3. List of Participants
4. List of Resource Persons
5. Acceptance of Resource Persons (mention number……)
6. Abstracts (mention number ……….)
7. Full Papers (mention numbers………)
8. Niti Aayog’s Enrollment Certificate
9. Registration Certificate of the organization
10. List of Officer Bearers/Executive Body
11. Memorandum/ Aim and Objectives of the organization
12. Last three years audited statement of accounts of the organization

**Declaration**

I have read the Revised Research Funding Rules, 2017 and agree to abide by them.

**Signature of the Applicant**