Annexure XI

**Indian Council of Historical Research**

**35, Ferozeshah Road, New Delhi**

**APPLICATION FORM**

**(FOR FINANCIAL ASSISTANCE TO ORGANIZE SEMINAR/CONFERENCE/WORKSHOP/SYMPOSIA IN INDIA)**

**To,**

**The Member Secretary**

**Indian Council of Historical Research,**

**35, Ferozeshah Road,**

**New Delhi – 110001**

**Fee Details\*:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Payment Mode/ Demand Draft No\*.*** | ***Amount \**** | ***Issuing Bank \**** |  ***Branch \**** | ***Date \**** | ***Any Other Details*** |
|  |  |  |  |  |  |

**1. Event** (Please tick)**\*** **:**

 (Annual Session/ Conference/Seminar/ Workshop/ Symposia)

**2. Level of Event** (Please tick)**\*** **:**

 (International/ National/ State)

**3. Theme (Title) of the Event\* :**

(Attach concept note/brief summary *(minimum 200 words)* with at least five sub-themes)

**4. Proposed Dates\* :**

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

**5. Venue of the Event\* :**

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

**6. Name and address of the Organizer \*:**

Name (With Designation) :

**(Head of the Department (University)/ Principal of the College/President of the NGO)**

Address :

State :

E-mail :

Mobile :

Web site :

Class of City (X/Y/Z/Rural) :

7. **Details of the Coordinator/ Convener\*:**

(Attach a separate sheet of the Bio-data of the coordinator/ Convener not exceeding 1500 words)

Name (With Designation) :

Address :

E-mail :

Mobile :

Gender (Male/Female/Third Gender) :

Category (General/SC/ST/OBC/Minorities/PwD):

 (Please attach self-attested copy of the Category/Caste/Tribe certificates from Competent Authority)

No. of Seminars/Conferences/Workshops/Symposia conducted:

ADHAR No.:

PAN No.:

**8. Number of Resource Persons/Participants\* ………….**

 (Attach a list of expected Resource Persons/ Participants *with address*)

1. *Resource Persons/Participants within state: ………….*
2. *Resource Persons/Participants out of state: ………….*
3. *Foreign Participants (if any) : …………..*

 **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\***. (Note: 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** |  |

 Note: Please consult Guidelines for preparing the funding details.

1. **Amount expected from the ICHR\*:** Rs……………/-

 **11. Details of funding from other than ICHR or own contribution (give details, if any)\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of the Organization** | **Amount Sought** | **Amount Sanctioned** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Amount** |  |  |

 **12.** **Name of the Authority in whose favour the ICHR grant should be released, if given**\*:

|  |  |
| --- | --- |
| Name of the Authority/Account Holder |  |
| Name of the Bank |  |
| Branch Address |  |
| Account No. |  |
| IFSC Code |  |
| Contact No. |  |
| Signature |  |

 **13.** **Whether the Organization/Department/Institution has received or applied for ICHR grant earlier (give details, if any)\***: Yes/ No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Award/Grant** | **File No.** | **Financial Year** | **Amount** | **Topic** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

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

 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):………………………….….

 h. *Niti Aayog’s Enrollment Certificate:* ………………………………………………………………………………………………

**“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.”**

 **(Coordinator/ Convener)**

 Signature with date & seal

 Name with Designation (block letters):

 **(Registrar/ President/ Chairman/ Principal of the Institution/Organization)**

Signature with date & seal

 Name with Designation (block letters):

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**Important Instructions:**

* 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. **All applications should also be submitted in electronic format (Soft Copy) along with a hard copy.\***
	3. **The Concept Note (minimum 200 words) must contain at least five sub-themes.\***
	4. **The applicant’s CV (should not exceed 1500 words).\***
	5. **Nothing is pending against the Coordinator/organization.\***
	6. **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.\***
	7. **The complete application form along with requisite documents should reach the Council at least three months before the scheduled dates of the event.\***
	8. **For one day seminar/conference/symposium, two research papers and four abstracts are required to be submitted along with the application form, accordingly for two days and three days seminar/conference/symposium research papers and abstracts submitted to the ICHR should be in proportion to the number of the days of the seminar/conference/symposium\*.**
	9. **The Coordinator of seminar/Workshop should provide the names of the prospective resource persons along with the provisional titles of proposed papers/ talks at the time of the submission of the application for grant.\***
	10. **Application form will not be entertained without processing fee of Rs. 2500/- (Rupees two thousand and five hundred only).\***
	11. Incomplete application form shall not be entertained.
	12. **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. 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.
	3. Before filling up the application form please must read the Chapter VII of RFR on ‘Seminars/Workshops/Conferences of Professional Organizations of Historians’ available on ICHR’s website in Research Funding Rules.
	4. 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.
	5. Acceptance of Resource Persons along with abstract of their papers.
	6. In case of approval, the funds will be released to the forwarding Institution/Organization.
	7. Attach a tentative list of participants (including historians) with title of their proposed papers.
	8. It is mandatory to use the Council’s Official LOGO for display and to mention that ‘This Programme is sponsored by the Indian Council of Historical Research, New Delhi’ and it is to be mentioned on the proceeding/ reading materials also.

**Enclosures:**

 (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 Bio-data of the Coordinator ………………………………………………..……
3. List of Participants …………………………………………………………………..….
4. List of Resource Persons …………………………………………………….................
5. Acceptance of Resource Persons (mention number--------) …………………………
6. Abstracts *(4 abstracts for one day seminar, accordingly)* (mention number :----------)...
7. Full Papers *(2 papers for one day seminar-accordingly)* (mention numbers :---------)....
8. Niti Aayog’s Enrollment Certificate (only for NGO’s) ………………………………..…………..
9. Registration Certificate of the organization (only for NGO’s) ……………………………….....
10. List of Officer Bearers/Executive Body (only for NGO’s) ……………………………....................
11. Memorandum/ Aim and Objectives of the organization (only for NGO’s) ………………..
12. Last three years audited statement of accounts of the organization (only for NGO’s) ...

**Declaration**

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

**Signature of the Coordinator/ Convener with seal**

*Note:* ***\**** *Mandatory*