

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ART, CULTURE, AND LANGUAGE DEPARTMENT  
7<sup>th</sup> LEVEL, C-WING, DELHI SECRETARIAT, I. P. ESTATE, NEW DELHI-02  
EMAIL ID- DYSECYACL@GMAIL.COM

## **APPLICATION FORM**

### **Financial Assistance to Institutions/Societies/Trusts/NGOs for Promotion of Poetry, Literature & Artistic Events Across Delhi**

#### **A. BASIC DETAILS OF THE ORGANIZATION**

<b>Field</b>	<b>Details</b>
1. Name of Organization	_____
2. Type (Society/Trust/NGO/Institution)	_____
3. Registration Number & Act	_____
4. Date of Registration	_____
5. Registered Address	_____
6. Office Address (if different)	_____
7. Contact Person Name	_____
8. Designation	_____
9. Mobile Number	_____
10. Email ID	_____

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#### **B. COMPLIANCE DETAILS**

<b>Field</b>	<b>Details</b>
1. NGO Darpan Unique ID	_____
2. PAN of Organization	_____
3. GST Number (if applicable)	_____
4. FCRA Registration No. (if applicable)	_____

<b>Field</b>	<b>Details</b>
<b>5. PFMS-Compliant Bank Account Details</b> _____	
Bank Name	_____
Account Number	_____
IFSC Code	_____

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## **C. PROJECT / EVENT DETAILS**

<b>Field</b>	<b>Details</b>
1. Title of the Event/Project	_____
2. Category (Poetry/Literature/Art/Culture/Mixed)	_____
3. Venue(s) in Delhi	_____
4. Proposed Date(s)	_____
5. Description of Activity (attach proposal)	_____
6. Objective of the Event	_____
7. Target Audience/Beneficiaries	_____
8. Expected Number of Participants	_____

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## **D. FINANCIAL INFORMATION**

<b>Field</b>	<b>Amount</b>
1. Total Estimated Cost	₹_____
2. Amount Requested (Max 75%)	₹_____
3. Matching Contribution (Min 25%)	₹_____
4. Other Funds Received (Govt/CSR/Private)	_____

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## **E. PAST EXPERIENCE**

<b>Field</b>	<b>Details</b>
1. Number of years active in Delhi	_____
2. Major events conducted in last 3 years (attach proof)	_____

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## **F. DECLARATION**

I/We hereby declare that:

- All information provided is true to the best of my/our knowledge.
- No similar financial assistance has been sought for the same project.
- The organization is not blacklisted by any Government authority.
- All ACL Department guidelines will be strictly followed.

**Authorized Signatory:**

Name: \_\_\_\_\_

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

Seal of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

# CHECKLIST OF DOCUMENTS REQUIRED

(To be submitted along with Application for Financial Assistance under ACL Department, GNCTD)

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## A. ORGANIZATIONAL DOCUMENTS

- Registration Certificate
- Memorandum of Association / Trust Deed
- Details of Governing Body / Executive Committee
- Registered Office Address Proof (Delhi)
- NGO Darpan Registration Certificate (Unique ID)
- PAN Card of Organization
- GST Certificate (if applicable)
- FCRA Registration Certificate (if applicable)

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## B. FINANCIAL DOCUMENTS

- Audited Financial Statements of the last **3 financial years**
- Annual Reports for the last **3 years**
- PFMS-Compliant Bank Account Details (Bank Name, A/C No., IFSC)
- Proof/Statement of Matching Contribution (minimum 25%)
- Details of any other funding received (Govt/CSR/Private), if applicable

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## C. PROJECT / EVENT DOCUMENTS

- Detailed Project Proposal (as per guidelines)
- Item-wise Budget Estimate
- Activity Timeline / Schedule of Events
- CV/Experience Details of Key Artists / Resource Persons
- List of Expected Participants / Target Groups
- Venue Confirmation (if available)

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## D. UNDERTAKINGS & DECLARATIONS

- Undertaking confirming non-availing of similar financial assistance for the same project
- Declaration confirming the organization is **not blacklisted** by any Govt. authority
- Declaration affirming correctness and authenticity of all submitted information
- Consent to verification, audits, and inspection by ACL Department