

APPLICATION FORM

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

A. BASIC DETAILS OF THE ORGANIZATION

Field	Details
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	_____

B. COMPLIANCE DETAILS

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

Field	Details
5. PFMS-Compliant Bank Account Details _____	
Bank Name	_____
Account Number	_____
IFSC Code	_____

C. PROJECT / EVENT DETAILS

Field	Details
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	_____

D. FINANCIAL INFORMATION

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

E. PAST EXPERIENCE

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

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)

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