

NATIONAL BOOK TRUST, INDIA
REVISED GUIDELINES FOR GRANT-IN-AID SCHEME

1. NAME OF SCHEME

SCHEME OF ASSISTANCE TO VOLUNTARY ORGANIZATION/ NGO FOR ORGANIZING SEMINARS/ TRAINING COURSES/ WORKSHOPS/ ANNUAL CONVENTIONS, BOOK FAIR, LITERARY FESTIVALS ETC., CONNECTED WITH BOOK PROMOTIONAL ACTIVITIES.

2. SCOPE

Under this scheme, financial assistance may be given to the organizations for any one or more of the following purposes:-

- i. To organize seminars of Authors/ Publishers/ Book sellers on subjects which have direct bearing on book promotion in India.
- ii. To organize Book Fair/ Literary Festivals
- iii. To organize training courses on subjects directly related to publishing and book promotion.
- iv. To organize Annual Convention/ Conference of Writers/ Publishers/ Printers/ Booksellers.
- v. To conduct Research/ Survey connected with book industry.
- vi. Any other activity which may be found conducive to the development of book industry/ Promotion of books/ reading culture etc.

3. ELIGIBILITY/ WHO CAN APPLY

- i. The NGO/ Voluntary Organization should be one of the following:
 - a) A society under the Societies Registration Act, 1860, or
 - b) A public trust registered under any law for the time being in force, or
 - c) A Charitable Company licensed under Section 8 of the Companies Act, or
 - d) University/Institutions of higher learning.
- ii. The applicant must have either a valid Unique ID at NGO-DARPAN portal or a valid UGC Certificate (as applicable).
- iii. Organizations engaged in writing, publishing, bookselling, and other activities related to book promotional activities/ educational awareness activities/ human resource development activities etc.
- iv. The Organizations in existence for at least three consecutive years.
- v. Central/ State Government recognized literary bodies, government supported academy/ educational institutions.

4. TERMS, CONDITIONS AND CLARIFICATIONS

- i. Applications shall be accepted in 'ONLINE MODE'. Applicants may apply on the NBT website along with self attested copies of the requisite documents. After successfully submitting the application, the applicant shall print the form and send the physical copy of the same along with self attested copies of documents uploaded while filing online form to The Director, National Book Trust, India.

The Director
National Book Trust, India
5 Institutional Area, Phase-II
Vasant Kunj, New Delhi-110070

- ii. Before the amount of grant is released by the Trust, a bond has to be executed by the applicant in respect of the grant. (Annexure-III)
- iii. The organization receiving the grant shall also provide an undertaking about all the other sources of Grants received from any other authority of the Central/State Government at any point of time.
- iv. The Organization shall provide an undertaking notarized by Notary Public that the grant shall be utilized only for the purpose it is sanctioned. Failure to do so will render the organization liable to refund to the Trust grant in full with penal interest as per norms thereon as the Trust may decide.
- v. An amount equivalent to at least 25% of the actual expenditure shall be contributed by the organization from its own sources, failing which proportionate amount will be refunded to the Trust as soon as this knowledge is received by the Trust.
- vi. Maximum two proposals per NGO/ Voluntary Organization per year will be accepted.
- vii. Any Organization in receipt of the financial assistance shall be open to on-site inspection by two officials of the National Book Trust, India or Auditor/ Nominated representatives authorized by National Book Trust, India.
- viii. The organization is required to send three invitation cards to National Book Trust to enable the Trust for monitoring their activities.
- ix. The Scheme may preferably cater to the activities in the Tribal & backward areas and North Eastern States. Preference will be given to the Voluntary Organization/ NGO who collaborate with Government Schools/ Educational Institutions for conducting activities. They shall submit consent of the respective Government School/ Educational Institution with their application. The proposals received to organize book promotion activities in bordering districts of India may be preferred. Preference will also be given to colleges/ universities/ institutes who aims to conduct survey in the topics related to books.
- x. Separate accounts for the grant shall be maintained and any information sought by NBT has to be furnished within stipulated time by the recipient Organization.
- xi. A utilization certificate, certifying that the grant amount has been utilized for the purpose proposed by the applicant, duly supported by a statement of audited accounts from a Chartered Accountant, should be furnished within one year of the sanction of grant or 90 days from the date of completion of event whichever is earlier.
- xii. A typed/ printed copy of report of the activity/ event with evaluation report along with photos specifying the impact of the event on the participants and beneficiaries to be sent to the Trust within one month of the date of holding the activity. The detailed report shall include list of publishers, authors, booksellers and participants, activities, performances, number of stalls, media coverage, chief guests, theme etc apart from the basic details about the event.
- xiii. It is to clarify that the grants under this scheme will not be given and must not be used for meeting previous liabilities or debts.
- xiv. The Trust reserves the right to reject any application for grant without assigning any reason at any stage.
- xv. The organization and the book promotional activity must be open to all citizens of India without any distinction & discrimination on the basic of caste, creed, race, religion, language, ethnicity, color and gender.
- xvi. Invitation to foreign nationals from outside India will be made only after prior approval of NBT.
- xvii. The application shall be considered only upon successfully submitting the online application form and receipt of physical documents by the Trust. Apart from this, the application will be considered only if all the documents are found to be in order. The documents must be legible, self-attested, descriptive and indexed.
- xviii. If the NGO is found to be in violation of any guidelines laid down herein or is found to be in violation of any law during the time of its engagement with NBT, the NGO/ Voluntary Organization shall be blacklisted for 1 year and be barred from submitting proposal under the present scheme during the period.

5. EXTENT OF ASSISTANCE

- i. The grant sanctioned will not exceed 75% of the total approved expenditure. All applications of financial assistance will be considered on merit and grant amount will be sanctioned for approved items of expenditure only.
- ii. An approved Grant-in-Aid Committee shall examine extent of Financial Assistance and based on their recommendations, the decision for Grants may be decided as under. And in any case, the decision of authority (Chairman/ MoE) shall be final and binding.
 - a) For a requested grant of up to Rs.10,00,000/-, the Chairman, NBT is empowered to decide.
 - b) For a requested grant beyond Rs.10,00,000/-, the proposal will be referred to Ministry of Education for its decision.
- iii. It is to clarify that the approved sanctioned budget may be different from proposed budget.
 - a) Example 1: A made a proposal to conduct Book Fair. His proposed budget is Rs.1,000/-. In a case where competent authority approves the entire proposed budget, the treatment of grant will be as follows:
Proposed Budget- Rs,1,000/-
Approved Budget- Rs.1,000/-
Amount to be infused by the NGO- Rs. 250/- (Minimum) (25% of Rs. 1,000)
Amount of Maximum grant provided by NBT- Rs. 750/- (75% of Rs. 1,000)
 - b) Example 2: A made a proposal to conduct Book Fair. His proposed budget is Rs.1,000/-. In a case where competent authority approves a budget of event to be Rs.900/-, the treatment of grant will be as follows:
Proposed Budget- Rs,1,000/-
Approved Budget- Rs.900/-
Amount to be infused by the NGO- Rs. 225/- (Minimum) (25% of Rs. 900)
Amount of Maximum grant provided by NBT- Rs. 675/- (75% of Rs. 900)

6. SCREENING OF PROPOSALS/ PROCEDURE FOR PROCESSING OF APPLICATIONS AND DECISION FOR GRANT

All the proposals received through online mode (hard copy by offline mode) shall be processed and finalized as under:

- i. A three-member Grant-in-Aid Committee (which includes a representative of the Ministry of Education) shall scrutinize and finalize the proposals received and suggest the amount of grant to be released/ not be released in each case.
- ii. Based upon recommendation of the Grant-in-Aid Committee the final decision will be taken by the Competent Authority of the Trust.
- iii. The three-member Grant-in-Aid Committee may meet as and when required during a financial year so that any urgent request for Grant-in-Aid can be taken care of.

7. RELEASE OF GRANT

The approved grant shall be released in three installments described as under-

- i. Release of 1st Installment- 50% amount of the grant shall be released upon approvals of Grant-in-Aid Committee, duly attested & signed bond, affidavits and undertakings, Utilization Certificate attested by registered CA etc.
- ii. Release of 2nd Installment- 50% amount of the grant shall be released upon receipt of Utilization Certificate on Letter head of the NGO, Income & Expenditure Statement, Balance Sheet (all certified by registered CA), Invitation Cards, Original Bills of expenditure incurred for conducting the activity, List of participants, Event Report by the NGO, Posters/ Pamphlets, Newspaper advertisements/clippings, Event Report by the Audit Team of NBT, Post Social Impact Report by the NGO etc.

Example 1: A made a proposal to conduct Book Fair. The approved budget for the fair is Rs.1,000/-. The release of grant will be as follows:

Approved Budget- Rs.1,000/-

Amount to be infused by the NGO- Rs. 250/-

Amount of grant provided by NBT- Rs. 750/-

1st Installment- Rs. 375/-

2nd Installment- Rs. 375/-

8. PROCEDURES FOR SUBMISSION OF APPLICATION

- i. Online applications shall be submitted along with scanned copies of enclosures on NBT website www.nbtindia.gov.in. After the submission of online application, printout of the submitted application along with enclosures shall be sent to:
The Director
National Book Trust, India
5 Institutional Area, Phase-II
Vasant Kunj, New Delhi-110070
- ii. The application shall be considered only upon successfully submitting the online application form and receipt of physical documents by the Trust. Apart from this, the application will be considered only if all the documents are found to be in order. The documents must be legible, self-attested, descriptive and indexed.
- iii. The application must accompany with the following documents:
 - a) PAN Card of Organization/NGO/Institute
 - b) ID Proof of Authorized Signatory/Representative
 - c) Photograph of Authorized Signatory/Representative
 - d) Signature of Authorized Signatory/Representative
 - e) Latest Electricity/Telephone Bill of office premise
 - f) Registration Certificate of Organization/NGO/Institute
 - g) MOA/By laws of Organization/NGO/Institute
 - h) A brief description of the objective and activities of the Organization
 - i) Detailed Budget with justification of expenditure
 - j) Cancelled Cheque
 - k) UGC Certificate for 3 past consecutive years (if it is a University)
 - l) Trust Deed (if it is a Public Trust)
 - m) Digital Signature Certificate (if it is Section 8 Company)
 - n) Director Identification Number (if it is Section 8 Company)
 - o) Activity Regions Category Certificate (if it in SC/ST areas)
 - p) Proposal Presentation
 - q) Audited accounts of three preceding financial years
 - r) Annual reports of three preceding financial years
 - s) Income Tax Return of three preceding financial year
 - t) 80G Certificate issued from the Income Tax Department.
 - u) 12A Certificate issued from the Income Tax Department.
 - v) An undertaking on NGO/ VO Letterhead that once the estimates of expenditure are approved as reasonable, the grantee organization shall not modify it without prior approval of the Trust.
 - w) Self-attested copy of Unique ID with NGO-DARPAN, NITI Aayog (where applicable)
 - x) The constitution of the Board of Management.

- y) An undertaking on Stamp paper of Rs. 100/- by the organization duly notarized by Notary Public that they are not blacklisted by any Government authority and facing any legal litigation and Grants shall be utilized for the purpose it is sanctioned.
- z) Others

iv. Last date of submission of proposal- 31.08.2024

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DOCUMENTS CHECKLIST-

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13. List of Settlers and Trustees (if it is a Public Trust)
14. Digital Signature Certificate (if it is Section 8 Company)
15. Director Identification Number (if it is Section 8 Company)
16. Activity Regions Category Certificate (if it in SC/ST areas)
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26. An undertaking on Stamp paper of Rs. 100/- by the organization duly notarized by Notary Public that they are not blacklisted by any Government authority and facing any legal litigation and Grants shall be utilized for the purpose it is sanctioned.
27. Others