



NATIONAL BOOK TRUST, INDIA
Nehru Bhawan, 5, Institutional Area
Phase-II, Vasant Kunj, New Delhi-110070
Phone: 91-11-26707700, 9990666406, 9990363656, Email: office.nbt@nicin.
Website: www.nbtindia.gov.in

Scheme for Financial Assistance to Voluntary Organizations / NGO for Book Promotional Activities/Book Festivals etc. for the Financial Year 2023-24

National Book Trust, India (NBT), an apex body of Ministry of Education, Government of India, implements a Scheme for Financial Assistance for the following Book Promotional Activities:

- a) To organize Book/ Seminars of Authors/Publishers/Booksellers on subjects which have direct bearing on book promotion in India.
- b) To organize Book Fair/Literary Festivals.
- c) To organize training courses on a subject directly related to publishing and book promotion.
- d) To organize Annual Conventions/Conferences of Writers/Publishers/Printers/Booksellers.
- e) To conduct research/survey connected with book industry.
- f) Any other activity which may be found conducive to the development of book industry/Promotion of books/reading culture etc.

The National Book Trust, India invite application for the financial year 2023-24 as per basic terms and conditions for Grant which are as under:

1. The NGO/Voluntary Organization should be:
 - 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.
2. The Organization must be registered with NGO-DARPAN portal of Govt. of India i.e. www.ngodarpan.gov.in and should have valid Unique ID.
3. 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.

4. The Organization should have been in existence at least for three years
5. Besides this Central/State Government recognized literary bodies, government supported academy/educational institutions are also eligible under this scheme.
6. Online applications to be submitted on the NBT website with uploading of scanned enclosures. After online submission of proposals the print out of application form along with enclosures has to be sent to The Director, National Book Trust, India.
7. Before the amount is paid, a bond has to be executed by the organization in respect of the grant. The organization receiving the grant shall have to give an undertaking about other sources of Grants received from any other authority of the Central/State Government.
8. The Organization shall have to give an undertaking Notarized by Notary Public that the grant shall be utilized 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.
9. 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
10. Maximum two proposals per NGO/Voluntary Organization per year will be considered.
11. Any Organization in receipt of the financial assistance shall be open to inspection by two officials of the National Book Trust, India or Auditor/ Nominated representatives authorized by National Book Trust, India.
12. The Grant receiving organizations are required to sent three invitation cards to National Book Trust to enable the Trust for monitoring their activities.
13. The Scheme may preferably cater to the activities in the Tribal, backward and border areas and North Eastern States. Preference will be given to the Voluntary Organization/ NGO who collaborate with Govt. Schools/Govt. educational institutions for conducting activities. They shall submit consent of the Govt. School/educational institution with their application.
14. Separate accounts for the grant will be maintained and any information sought by NBT will be furnished within stipulated time by the recipient Organization.

15. A utilization certificate, certifying that the amount has been utilized for the purpose 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.
16. A typed/printed copy of report of the activity/event with evaluation report along with photos specifying the usefulness of the event to the organization participants and book industry shall be sent to the Trust within one month of the date of holding the activity
17. Grants under this scheme will not be given for meeting previous liabilities or debts.
18. The Trust reserves the right to reject any application for grant without assigning any reason at any stage
19. The organization must be open to all citizens of India with out distinction of caste, creed, race, religion, language, ethnicity, colour and gender.
20. Invitation to foreign nationals from outside India will be made only after prior approval of NBT.
21. The Grants is subject to fulfilling of submission of all required documents as per point no.9 including submission of 03 years audited report of the organization.

Detailed terms and condition and prescribed from for submitting application may be obtained from the Assistant Director (Grant-in-Aid), National Book Trust, India, 5, Institutional Area, Phase-II, Vasant, Kunj, New Delhi-110070 on any working day between 9.30 am and 5.00 pm or may be download from the NBT website www.nbtindia.gov.in the detailed guidelines of the scheme & the Application Forms can also be downloaded from our website www.nbtindia.gov.in.

The voluntary organization registered with Niti Aayog who fulfill the terms and conditions may submit their applications to the Director, National Book Trust, India, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 Which should reach the Trust latest by **31.03.2023**

APPLICATION FORM

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

APPLICATION FORM FOR THE FINANCIAL YEAR -

1. NGO Name (As per NITI Aayog Portal)
2. NGO Unique ID No. (As registered on NITI Aayog Portal)
3. Pan No. **(Please upload copy of the Pan Card)**
4. Postal address and Contact Details of Registered Office of the Organization
Village/City/Town:
District:
State:
Mobile No.:
Telephone:
E-mail Address:
Fax:
5. Brief history of the organization, its objectives and activities.(Minimum 100-150 words)
6. Whether the office of the organization is located in its own or rented building?
(please upload copy of The latest Electricity/Telephone Bill of the premises)

7. Name of Authorized Person from NGO for the proposal who will be authorized signatory on all uploaded documents and future correspondence
 - Name
 - Designation
 - Address
 - **Please Upload signature**
 - **Please Upload Photographs**
 - **Please Upload Id Proof (Aadhar /voter card/ Passport)**

8. Detailed Project proposal alongwith digital presentation for the project.

9. Details of Registration of NGO (**Please Upload Registration Certificate**)
(Under Indian Societies Registration Act XXI of 1860)
 - a) Registration Number
 - b) Date of Registration
 - c) Date of Expiry

10. Nature of the Project:
 - a) Book Fair/ Literature Festival
 - b) Seminar
 - c) Annual Convention
 - d) Training course
 - Date
 - Place
 - Duration

(For Change of place and duration prior approval of the Trust shall be mandatory)

11. Whether the NGO/VO have had a Bank Account maintained and operated in the name of the organization.(Yes/No)

If yes, A/C no.:

Name:

Bank Name:

Address:

IFSC Code:

MICR Code:

(Please upload cancelled cheque)

12. Objectives and Activities of the Organization (MOA/byelaws of NGO/VO should cover the project for which grant sought) **(MOA/Byelaws to be uploaded.)**

13. Whether any part of the expenditure on the project is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and name of the agency.

14. Whether the organization has been blacklisted by Central/State Government or any institutions under it at any point of time and if it is still blacklisted (Yes / No)

15. Budget estimate for the project with detailed justifications for various cost items. **(Please Upload separate budget)**

16. Amount of grant requested (in Rs.....)

17. Organization's capability for resource mobilization. (Indicate sources/amount)

18. Audited Accounts for last three financial years **(Please upload)**

19. Annual Report for the last three years. **(Please upload)**

20. Income Tax Return for last 3 years **(Please upload)**

➤ Documents Uploaded By Now

1. Pan Card of the organization
2. Electricity/Telephone Bill of the Registered office premises of NGO
3. ID Proof of Authorized Signatory
4. Activity Regions Category Certificate (if it in SC/ST areas)
5. Registration Certificate (under Indian Societies Registration act of 1860)
6. Cancelled cheque
7. MOA/ Byelaws of the NGO
8. Separate budget of the project
9. Audited Accounts for the last three years
10. Annual Report for the last three years
11. Income Tax Return for last 3 years.

Name & Signature of Authorized Person

Contact Number

Date

Place

(After submission of online form please take print out of application and enclosure & send it to the Director, National Book Trust, India, Nehru Bhawan, 5 Institutional Area Phase-II, Vasant Kunj, New Delhi-110 070)