MODEL FORMAT FOR SUBMISSION OF PROPOSALS FOR WORKSHOPS/SEMINARS/CONFERENCES

I. INSTITUTIONAL PARTICULARS

i) (a) Name of the Institution/Organization with Head Quarter and Regional Office address (if any)

(b) Mailing Address

(c) Telephone No.

(d) Name of President/Secretary/Contact Person of the organization

ii) Title of the Project with scope and coverage of area/field.

iii) Status of the Institution/Organization

Professional organization/social service research organization/autonomous bodies/registered body of professionals/University/Deemed University (to be stated specifically)

iv) Nature and functions of the Institution/Organization. (attach the copy of concerned document)

v) Manner in which the Institution/Organization was established.

(Act of Parliament/Act of State Legislature/Registered under Societies Registration Act, 1860)

vi) (a) In case established under any Act of Parliament/State Legislature, the name of the Statute, Number of Act and year

(b) In case established under the Societies Registration Act, the place, registration number and date of registration.

vii) If semi-Government Institution/Organization/PSU, the name of the Government Department to which it is attached.

viii) (a) Whether Institution/Organization has regular source of income.

(b) Whether it runs on no profit no loss basis.

ix) Brief history of the Institution/Organization, its objective and activities/academic pursuits in case of individuals.

x) (a) Whether the Institution/Organization has any previous experience in the field of welfare of Minorities in the country/or undertaken similar activities;

(b) If so, detail thereof.

II. Details of infrastructure available with organization.
III. DETAILS OF THE PROPOSAL

a) The main topic / theme of the workshop / seminar / conference etc.;
b) Significance / purpose indicating clearly the contribution which the proposed workshop/seminar/conference is expected to make;
c) Subjects/contents proposed for discussion;
d) Level of participants and their number;
e) Duration and venue;
f) Programme Schedule;
g) List of tentative Resource Persons with their expertise;
h) Collaborating Agency, if any;
i) Financial Projections and estimates;

IV. Experience of the Organization in the field (if any).

V. Profile of Project Coordinator.

VI. BUDGET ESTIMATES - As per para 7 A.2 of the guidelines.

VII. LIST OF DOCUMENTS TO BE ATTACHED WITH EACH COPY OF APPLICATION FORM

1) Copy of Registration Certificate of Organization.
2) Memorandum of Association and Rules/Constitution
3) Composition of Board of Governors/Executives or Governing Body
4) Audited Accounts of Last three years with Auditor’s report.
6) Copies of the reports published by organization in the period of last three years.

Place:

Date:

(Name and Signature of the President/Secretary of the Institution/Organization)
Official Stamp