

**APPLICATION UNDER NON-MATCHING SCHEME OF FINANCIAL ASSISTANCE FOR CHILDREN LIBRARY AND ESTABLISHMENT OF RRRLF CHILDREN CORNER**

From :

(To be routed though the State Government/Union Territory Administration)

To  
The Director General  
Raja Rammohun Roy Library Foundation  
Block-DD-34, Sector-I, Salt Lake  
Kolkata – 700 064.

Web: rrlf.gov.in, E-mail: rrlf-wb@nic.in

**Subject: ASSISTANCE FOR CHILDREN LIBRARY AND ESTABLISHMENT OF RRRLF CHILDREN CORNER**

Sir,

I submit herewith an application vide Annexure - 1 and Annexure – II for a grant under the “Non-matching scheme of financial assistance for Children Library and establishment of RRRLF Children Corner”. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them.

Yours faithfully

Place :

Date :

Signature of the applicant  
with designation and office seal

## Annexure – 1

**(All the columns are to be filled up properly by the applicant in English or Hindi (official language) in Capital letters)**

1.	Name of the Applicant Organization / Library:	
2.	Postal address :	
	(i) Premises No./Street	
	(ii) Village/Town	
	(iii) Post Office	
	(iv) District	
	(v) State with Pin Code	
	(vi) Contact/Mobile No of the applicant	
	(vii) Whether the library located at	(i) Urban (ii) Rural or (iii) Tribal
	(ii) E-mail ID	
3.	(a) Name of library (as per Registration Certificate) for which assistance sought for :	
	(b) Postal Address of the library with Pin Code :	
4.	Nearest Railway Station/Bus Stop/Land Mark	
5.	Date of establishment of the library : (Photocopy of the Society Registration Certificate/Govt. Order, if any)	
6.	Status of the Library (Tick the appropriate)	SCL / Divisional / Sub-Divisional/ Mondal/ District/City Central/ Town /Municipal / Taluk / Tehsil / Branch / Rural
7.	Nature of Library (Tick the appropriate)	Govt./Sponsored/Aided/ Run by Local Body or LLA or Notified Area Authority/ Non-Govt.
9.	(i) Total Nos. of Registered Members :	(i)
	(ii) Total No. of Children members :	(ii)
	(iii) Average no. of Children Readers per day:	(iii)
	(iv) Is there a Separate Section for Children?	(iv)
	(v) List of Furniture already available in the Children Section.	(v)
10.	(A) The total no. of books and magazines available in the library:	a) Books : b) Magazines :
	(B) The total no. of books and magazines available in <b>Children Section</b> :	c) Books: d) Magazines
11.	(i) Total No. of Computer available	(i)
	(ii) Internet Connection	(ii) Yes or No
	(iii) Internet facility for users	(iii) Yes or No
	(iv) Library Automated	(iv) Yes or No
12.	Whether any grant is received from RRRLF.	Yes / No
	If yes, particulars (RRRLF sanction Letter no. and amount) of the grant be furnished :	

13.	<b>No. of Programmes</b> organized during last two years: (i) Programmes for Children : (ii) Programmes for Students :	(i) (ii)
14.	<b>Particulars of financial assistance applied for with the estimated expenditure :</b>	
(a)	Children Books and Periodicals	<b>Rs.</b>
(b)	Charts, maps, globes, educational toys etc.	<b>Rs.</b>
(c)	Audio-visual materials viz. Cassettes, TVs etc.	<b>Rs.</b>
(d)	Specially designed book racks, reading tables and chairs	<b>Rs.</b>
(e)	Computer with multimedia kits, software and internet connectivity etc.	<b>Rs.</b>
(f)	Special furnishing, decoration, colours etc.	<b>Rs.</b>
(g)	Computer, Software and related items like TV, Video Player, E Book Reader, Screen Reading Software etc. for specially abled readers (Total in five years)	<b>Rs.</b>
<b>Total :</b>		<b>Rs.</b>
<b>Note :</b> 04 (four) Quotations/Estimates from 04 (four) reputed firms containing description, detailed specification, configuration, quantity, price etc. have to be submitted.		

**Declaration:**

On behalf of the institution/organization, I solemnly declare that the particulars furnished above are true. I certify that I have read the rules and regulations of the scheme and I undertake to abide by them. I also declare that no Utilization Certificate and other documents related to previous assistance received by this library through RRRLF are pending.

**List of Enclosures: Please see Check List.**

Place: \_\_\_\_\_ Name of the applicant  
 Date : \_\_\_\_\_ Designation  
 \_\_\_\_\_ (In Block Letters)

Signature with Office Seal

## Annexure – II

### Recommendation of State Government/U.T Administration

This is to certify that the project is useful for improvement of library services in the State/U.T. and the library deserves assistance from the RRRLF. An Officer of the Department has inspected the organization and found the organization eligible for receiving assistance under this non-matching scheme. The amount of assistance recommended is Rs. .... (Rupees .....)  
only in favour of ..... from the non-matching fund which have been approved in the State Library committee/State Library Planning Committee meeting held on .....

Signature.....

Name and designation of the Convener,  
SLC/SLPC with Office Seal.

Place :  
Date :

**Check List for Children Library & establishment of RRRLF children corner**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Check (Tick)</b>
1	Forwarding Letter	
2	Application.	
3	Constitution/Memorandum of Association of the organization	
4	Copy of the Society Registration Certificate	
5	Copy of the Latest available Annual Report	
6	Audited Receipts & Payments A/cs, Income & Expenditure A/c and Balance Sheet of the organization as a whole of the preceding year duly signed by the Chartered Accountant.	
7	List of Executive Members	
8	Original four(4) quotations along with comparative statement for the items to be purchased with description, specification, quantity & price etc.	
9	Photographs of Children Section, if any	
10	Recommendation of State Government/UT Administration	
11	An Undertaking to bear the liability in excess of the ceiling limit of the scheme and recommended amount by the SLC.	

Signature with Office Seal

Place :

Date :