

**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.
- 5) Latest Annual 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