

F. No. M-I-24/18/2021-Museum-1
Government of India
Ministry of Culture

Shastri Bhawan, New Delhi
Dated: 03 November, 2021

ORDER

Subject:- Continuation of 'Museum Grant Scheme' under Umbrella Scheme of Development of Museums for Financial Year from 2021-22 to 2025-26 i.e. upto 31st March, 2026.


The sanction of the President is accorded to the continuation of the Museum Grant Scheme with the revised norms for Financial Year from 2021-22 to 2025-26 i.e. upto 31st March, 2026. An outlay of Rs.227.00 crores has been earmarked for Museum Grant Scheme for the said period. The meeting of the SFC for continuation of Museum Grant Scheme (MGS) under Umbrella Scheme 'Development of Museums' for the Financial year 2021-22 to 2025-26 was held on 30.7.2021 in which the Committee recommended for the continuation of Scheme during the Fifteenth Finance Commission period from 2021-22 to 2025-26. The Museum Grant Scheme has been approved by Hon'ble Culture Minister on 29th October, 2021. The Scheme document is enclosed.

2. The year-wise break up of the budget estimates required for Museum Grant Scheme for the entire duration from 2021-22 to 2025-26 i.e. upto 31st March, 2026 is as under:-

(Rs. In crore)

| Scheme | 2021-2022 | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 | Total financial outlay for 2021-22 to 2025-26 |
|---------------------|-----------|-----------|-----------|-----------|-----------|---|
| Museum Grant Scheme | 35 | 40.50 | 45.50 | 50.50 | 55.50 | 227.00 |

3. This issues with the approval of the competent authority.


(Arun Kumar) 03/11/2021

Under Secretary to the Govt. of India
Tel. No. 23380136

- i. Joint Secretary & Financial Adviser, Ministry of Culture.
- ii. Joint Secretary, PF-II, Department of Expenditure, M/o Finance, North Block, New Delhi. Email: js.pc2.doe@gov.in, Tel.: 23093382
- iii. Joint Secretary, Public Finance Central-II Division, Department of Expenditure, Ministry of Finance, Room No. 131, North Block, New Delhi

- iv. Director (PPD), Public Finance Central-II Division, Department of Expenditure, Ministry of Finance, Room No. 168-C, North Block, New Delhi-110001.
- v. The Advisor (PAMD), NITI Aayog, Yojana Bhavan, New Delhi-110001.
- vi. The Advisor (Culture), NITI Aayog, Yojana Bhavan, New Delhi-110001.
- vii. The Director General, CPWD, A-Wing, Nirman Bhawan, New Delhi
- viii. The Director General, National Council of Science Museums, 33, Block GN, Sector-V, Bidhan Nagar, Kolkata-700091.
- ix. Deputy Secretary (Shri Abhishek Narang), M/o Culture, New Delhi
- x. Pay & Accounts Office, Ministry of Culture, New Delhi.
- xi. NIC, Ministry of Culture for uploading on website of Ministry
- xii. All State Governments/UTs

Copy to :- Sr. PPS to Secretary (Culture)/Sr. PPS to Additional Secretary (Shri Rohit Kumar Singh)/PPS to Additional Secretary (Shri Partha Sarthi Sen Sharma)/PS to JS (Museums)/PA to Deputy Secretary (Museums)/US (M-II)



(Arun Kumar)

Under Secretary to the Govt. of India

Tel. No. 23380136

Museum Grant Scheme

Background

Museums are a repository of a nation's culture as they connect the past with the present and the future. Museums conserve collections of artefacts and other objects of artistic, cultural, historical, or scientific importance and makes them available for public viewing through exhibits that may be permanent or temporary. Museums preserve and interpret the material evidence of the human race, human activity and the natural world. Museums serve as a knowledge resource centre for the present generation to understand the past and prepare for the future. The strengthening of the museum movement across the country is thereby an important activity covered under the ambit of the Ministry of Culture.

Objectives

The objective of the scheme is to provide financial assistance for

- i) Setting up of new Museums by Central Government, State Governments , Societies, Autonomous bodies, Public Sector Undertakings, Local Bodies and Trusts registered under the Societies Act at the regional, state and district level,
- ii) Strengthening & modernization of the existing museums by Central Government, State Governments , Public Sector Undertakings, Societies, Autonomous bodies, Local Bodies and Trusts registered under the Societies Act at the regional, state and district level,
- iii) Digitization of art objects in the museums across the country for making their images/catalogues available over the website and
- iv) Capacity Building of Museum professionals.

Scope

Financial assistance will be given for the establishment of new museums, development of existing museums, digitization of art objects in the museums and training of museums professionals of museums managed by Central/State Governments, Societies, Autonomous bodies, local bodies, Academic Institutions and Trusts registered under the societies Act. The broad range will include (a) museums having collections of Antiquities, Numismatics, Paintings, Ethnological collections, Folk art and others including Art & Crafts, Textiles, Stamps etc. (b) Online Virtual Museums displaying objects in any or all of the above disciplines and (c) Theme based Museums (d) Virtual Experiential Museums (VEM) (e) Projects of National Importance

Monitoring

The museums granted financial assistance under the scheme would be required to send yearly footfall in the museums for 5 years after the completion of the project. A Project Monitoring Committee/cell constituted in the Ministry will periodically monitor and review the progress of the scheme for its effective implementation.

Scheme Components

The Scheme will have 3 components as given below:

- A. Development and Establishment of Museums at the regional, state and district level
- B. Digitization of Museum Collections
- C. Capacity building and training of Museum Professionals

The eligibility criteria, quantum of admissible grant and other details of each component is as described below:

A. Development and Establishment of Museums at the regional, state and district level

1. Eligibility Criteria

For the purpose of support under this component, museums have been classified into three categories:

- (i) Category I: Central or State Government owned museums in State Capitals including Museums owned by Public Sector Undertakings.
- (ii) Category II: Central or State Govt. owned museums including Museums of Public Sector Undertakings
- (iii) Category III: All other museums including Museums of Public Sector Undertakings

Category I

Existing renowned Museums of the Central or State Governments located in the state capitals, subject to the following:

- i) The museum must be located in the capital of the state/union territory.

- ii) It must be of high repute, having a significant collection of objects/artefacts.
- iii) It must have had an annual footfall of 1 lakh visitors per annum in the preceding 2 years.

Category II

Central or State Govt. owned museums including museums of PSU

Category III

Projects of Societies, Autonomous bodies, local bodies, Public Sector Undertaking, Academic Institutions and Trusts registered as a society under the Indian Societies Act of 1860 (XXI) or a similar legislation of the state governments, or as a Public Trust under any law at the time being in force subject to the following:

- (i) It should have been in existence for at least three years prior to the application. However, this condition can be relaxed in exceptional cases at the discretion of the Expert Committee, the reasons for which should be recorded in writing;
- (ii) It should have a well-defined constitution and laid down rules/bye laws for its functioning
- (iii) It should be in ownership and possession of a substantial collection of objects of historical and / or cultural importance for display in the museum.
- (iv) It should be able to maintain the Museum and bear all recurring costs;
- (v) It should have the necessary infrastructural facilities, resources and personnel to execute the work for which the grant is required;
- (vi) It should produce a certificate from the State Government (Department of Culture or equivalent) attesting to its satisfactory performance;
- (vii) It should not be run for personal profit.
- (viii) It should be the owner of the land on which the museum is situated or proposed to be constructed, which should be easily accessible to visitors.

Ministry of Culture, Government of India may take up any project under Category I & II as project of National importance at its discretion for the purpose of development of Museum & Cultural Spaces.

2. Admissible Components

The following activities are eligible to be taken up with the grant provided under the Scheme:

- i) Construction of new building/Galleries for the museum.
- ii) Renovation/Repairs, Extension and Modernization of Galleries, Modernization of storage for the objects.
- iii) Publications
 - a. Catalogues
 - b. Museum Guides
 - c. Gallery-sheets
 - d. Photo-Index cards
 - e. Picture Post cards
 - f. Folios containing prints of museum objects
 - g. Monographs
 - h. Hand Lists, etc.
- iv) Conservation Laboratories/Conservation Projects
Assistance under this scheme will be for setting up of, expansion and up-gradation of conservation laboratories and for conservation of objects. Development of Museum Library Grant will be made available for upgrading existing Museum Libraries and for increasing the collection.
- v) Purchase of Equipment
Financial assistance will be given for purchase of the following equipment:
 - I. Equipment (General)
 - a) Display items such as podiums and panels.
 - b) Special lighting for display of museum objects.
 - c) Computers for documentation.
 - d) Cameras, Slide Projectors and Screen.
 - e) CCTV.
 - II. Equipment for Security System
Door Frame Metal Detector, Hand held Metal Detector, Vehicle Inspection Mirrors, Radio sets, Hand Baggage X-Ray Machine, CCTV and Recording systems,

Magnetic Latch for the door, Glass Break Detectors, Magnetic Switches, Vibration Detectors, Alarm System, Video Motion Detectors, Passive Infra Red Devices, Infra Red Beam Barriers, RFID Tags etc.

III. Any other equipment that may be considered to be essential, by the Expert Committee.

- vi) Documentation of objects.
- vii) Installation of roof top solar system.

3. Admissible Component for VEM (in addition to above) - **Annexure XII**

4. Quantum of Financial Grant

(i) The financial assistance will be provided to the museums in the following way:

| | Maximum Amount of financial assistance (Rs. In Crores) |
|---------------------------------|---|
| Category I | 15 |
| Category II | |
| Setting up of New Museums | 10 |
| Development of Existing Museums | 8 |
| Category III | |
| Setting up of New Museums | 5 |
| Development of Existing Museums | 4 |

- (ii) For Category I Museum, the maximum amount of financial assistance will be limited to Rupees 15 Crores per museum.
- (iii) For Category-II & III museums, the maximum amount of financial assistance which may be given under this component would be 80% of the total project cost subject to the maximum financial ceiling as given in para 3(i) above. In case of museums in North-Eastern region including Sikkim the financial assistance would be 90% of the total project cost subject to the maximum financial ceiling as given in para 3(i) above. The remaining amount of the project cost would have to be arranged by the applicant itself and the applicant will have to submit an undertaking for the same.

5. Procedure for the Release of the Financial Grant

- i) For all purposes, the share of the Central Government will be released in 3 instalments in the ratio of 2:1:1. The first instalment, being 50% of the Central Government's share, will be sanctioned and released immediately on approval of the project by the Expert Committee.
- ii) The second instalment, being 25% of the Central Government's share, will be released after the grantee has utilized 80% of first instalment released by the Central Government.
- iii) The third & final instalment, being the balance 25% of the Central Government's share, will be released only after the grantee has fully utilized the first and second instalments released by the Central Government.
- iv) The 2nd and 3rd instalments will be released after receipt of a utilization certificate (as per GFR 2017 along with Annexures of UC), Interest earned on Ministry's grant, details of proportionate matching share utilized by the Grantee Organization and Financial year wise statement of accounts of project (viz. Receipt & Payment Accounts, Income & Expenditure Account and Balance Sheet of project) audited by Comptroller & Auditor General of India (in case instalment is 1 Crore or more)/a firm of Chartered Accountants (in case instalment is less than 1 Crore) in respect of the previous instalment. The statement of accounts should also certify that the previous instalments have been utilized for the purpose for which the grant was sanctioned. The release of the second and third instalments will also be subject to furnishing other documents such as progress report by registered Architect/PWD Engineer along-with photographs of the construction site. Where the accounts are so audited by the Comptroller and Auditor General of India in a financial year, he shall continue to audit the accounts for a further period of two year notwithstanding that the conditions outlined above are not fulfilled.

5. Project Duration

The project should be completed within three years from the release of 1st instalment. If there is any delay in the execution of the project permission for extension may be sought from the

Ministry giving full justification for the delay, failing which subsequent instalment will not be released. In case there is a delay in the completion of the project and permission has not been taken by the Museum from the Ministry for the delay, the Museum concerned will have to refund the entire amount of the grant given to it by the Ministry along with penal interest (10%).

6. **Procedure for making an application and for consideration of proposals received under this component**

(i) Application for MGS will be made online at www.csms.nic.in. The Scheme is open throughout the year. There will be no fixed last date for receiving project proposals. Application for financial assistance under this component may be made in prescribed Form A. Applications will be processed and appraised on first come first served basis.

(ii) In addition to the prescribed application Form A with annexures mentioned below, the applicants should submit the proposals in the form of a Detailed Project Report containing detailed estimates on each and every item. DPR format is placed at Annexure-I. The detailed Project Report, Plan & Estimates submitted with the application should be verified and certified by the Public Works Department (or equivalent organization.) in case of Govt. proposals and from Registered Architect in case of Societies, Autonomous bodies, local bodies, Academic Institutions and Trusts, etc.

(iii) The project proposal should also contain the existing visitor's profile of the concerned museum and projected changes in such profiles after implementation of the project. The applications will be scrutinized by an Expert Committee under the Chairmanship of the Additional Secretary set up by the Ministry of Culture and grants will be sanctioned on the basis of recommendations of this Committee. Once the recommendation of the Expert Committee has been accepted by the Competent Authority (HCM), the Joint Secretary concerned shall be competent to release funds from time to time, in installments, in consultation with Integrated Finance Division of the Ministry. The final installment will be released only after physical inspection by Project Monitoring Committee.

7. **List of documents to be attached with the project proposal.**

- i. Application Form A alongwith annexures in the prescribed format
- ii. Detailed Project Report (as per prescribed format) containing detailed estimates and drawings on each and every item. This DPR and estimates should be prepared by a

reputed agency in the field and the estimates duly authenticated by the Govt./CPWD/PWD Engineer on each and every page (in case of Govt. proposals). The project proposal should also contain the existing visitors' profile of the Museum and the projected changes in such profiles after implementation of the project. Photos of the artefacts and collections of the Museum must be enclosed with the DPR/Estimates.

- iii. DPR format (**Annexure-I**)
- iv. Bond in the prescribed format (**Annexure-II**)
- v. A report on the state of the museum along with a diagnostic study;
- vi. An undertaking to bear the matching share (**Annexure-III**)
- vii. A strategy paper spelling out how the museum is proposed to be modernized and developed, including a sustainability plan to demonstrate the approach planned to ensure long term management of the museum;
- viii. An Action Plan containing detailed costing, sequencing and a timeframe for each of the measures proposed to be taken to modernize the museums;
- ix. The project proposal should address the various aspects of Renovation/Repairs, Extension and Modernization of galleries, Modernization of Reserve Collection, Publication, Conservation, Laboratory/ Conservation Projects, Museum Library, Equipment and Documentation, possibility of installing roof top solar system etc. Furthermore, the project report should spell out clearly how the matching resources will be raised and indicate a specific timeframe.
- x. Copies of the audited statement of accounts for the last three years
- xi. Latest Annual Report/Activity Report Approved for the last three years
- xii. Details of other sources of funding the project (Matching share) and future sustainability plan for the Museum.
- xiii. Documents regarding ownership and possession of land in the name of organization (Attested English/Hindi Version) (in case of new museums)
- xiv. Details showing the value of land paid at the time of its acquisition (in case of new museums).

- xv. Certificate as per rule 230(1) GFR 2017 in the prescribed proforma regarding non receipt of grant for the same purpose from any other institution under the Govt. of India. **(Annexure-IV)**
- xvi. Utilization certificate along with annexure as per new GFR 2017 of previous grant/grants if any received under various Schemes of M/o Culture.
- xvii. Authorization letter for sending grant directly into Bank. The name of Payee in the letter should be the Applicant Organization/Department, and the letter should be signed and stamped by the Bank. **(Annexure-V)**
- xviii. Copy of the Memorandum of Association and Articles of Association of the Organization/Rules and Bye laws of the Society/Trust, as the case may be.
- xix. Copy of the Registration Certificate.
- xx. Details of Artefacts in the prescribed proforma **(Annexure-VI)**
- xxi. State Government's recommendation from the Department dealing with the Museums, in the prescribed proforma **(Annexure-VII)**
- xxii. Registration of Agency under Central Plan Monitoring Scheme of Ministry of Culture in the prescribed proforma. **(Annexure-VIII)**
- xxiii. Copy of registration number of the NGO-Partnership System (NGO-PS) Portal (NGO-DARPAN)portal of Niti Aayog at <http://ngo.india.gov.in>.

8. Conditions for Grants

- i) The Grant will be given only once. Any further requirement will be met by the applicant institution.
- ii) The Museum which has been given a grant under this component will be eligible for a subsequent grant after 10 years from the payment of the last instalment of the previous grant.
- iii) All grantee organisations/agencies receiving grants-in-aid from Ministry of Culture are mandatorily required to ensure their registration on Public Financial Management System (PFMS) portal of Ministry of Finance (<http://pfms.nic.in>). They are also required to create Maker (Operator), Checker(Approver), vendor(s)/end beneficiary(ies) in PFMS and enter

necessary details regarding opening balance of the organisations/agencies as also must file expenditure [the process of feeding the day to day transactions as recorded in the cash book on the PFMS portal by an organisation/agency registered on PFMS is called expenditure filing] etc. in EAT (Expenditure-Advance-Transfer) module so that further payments to the vendor(s)/end beneficiary(ies) concerned as stated above are made by the organisations through PFMS in their Aadhaar seeded Bank Account. After getting the grant from Central Government, expenditure filing by a grantee organisation/agency on PFMS is compulsory as further releases of any grant under Central Sector Schemes to the said grantee organisation/agency shall only be made on the basis of balances available as per EAT module data of the said organisation/agency on PFMS.

- iv) An organisation which has been given a grant under this component for setting up or renovation of museum will not be eligible for a grant for another museum until it submits the completion certificate, documents in respect of last instalment, and physical inspection report of the museum.
- v) It is necessary for the grantee organization to follow the provisions of General Financial Rules(GFR)2005 and 2017 issued by Ministry of Finance for purchase of goods.
- vi) In cases where grant is provided for establishing/developing VEMs, the Museum should be located at or near the places/sites of tourist interest of the city for better sustainability in terms of footfalls & revenue .
- vii) For VEM component, a minimum of 500 sq. m. of covered air conditioned space with sufficient electrical load is required. In case the desired space (of approx. 500 Sq. m.) is required to be constructed afresh then this component will be added in the project cost.
- viii) Where grant is provided for Setting up and development of Virtual Experiential Museum, the Grantee Organization has to recruit 02 Explainer, 01 Technician and 01 Office Assistant within 1 month on completion of Museum. The proposal received for VEM will be examined by National Council of Science Museums, Kolkata.
- ix) Government of India's financial commitment will be limited to funding the development of infrastructural facilities and not for running the museum.
- x) The Societies, Trusts and Autonomous Bodies, PSUs seeking grant under Museum Grant Scheme shall form management cell dedicated exclusively for Museums.
- xi) Museums developed under Museum Grant Scheme will develop an annual review process with respect to upgradation, activities, revenue generation, footfall, etc.
- xii) The details of Museum developed under the scheme shall be placed on Tourism maps by the State Govt./Autonomous bodies/Societies/Trusts.

- xiii) The grant will not be used to cover recurring expenses like rent, salaries, electricity bills etc. except in cases where Govt. of India decides to fully fund the project and manage it through its professional agency.
- xiv) Not more than 60% of the sanctioned grant can be utilized for Civil works
- xv) Grant will not be used for procurement of land and artefacts for the museum.
- xvi) Wherever the work has been assigned to agencies other than Government agencies, the implementing agency should be selected through a transparent competitive method, inviting open tender/ quotations. A report should be submitted to this Ministry to this effect.
- xvii) In the construction of building priority/preference may be given to local material, labour, expertise. Also, wherever possible community participation may be encouraged. Cleanliness and sanitation must be ensured inside the Museum building, in the premises of the Complex and around it. Use of renewal energy, energy saving devices may be given top preference.
- xviii) The applicant organisation should ensure sufficient natural light and use of LED bulbs and other energy efficient provision to the extent in the buildings being constructed or renovated with the grant sought from this Ministry.
- xix) Due importance may be given in the Building for fire safety, and all required fire safety equipments must be installed inside the Building and in the premises of the Complex.
- xx) Ten copies of the published document should be sent to the Central Government before release of the final instalment. The following line should be added on the cover page of the document thus published "Published with the financial assistance received from the Ministry of Culture, Government of India."
- xxi) Mis-utilisation of funds or non-submission of Utilization Certificates in time will be viewed seriously. The defaulter organization will be blacklisted and debarred from receiving future grants from Govt. Of India, and will be proceeded against under the law.
- xxii) A completion-cum-valuation certificate from the PWD for Government Museums and from PWD/Registered Architect in the case other Museums should be supplied within three months of the completion.
- xxiii) The first lien on the buildings and other assets acquired with Central assistance will vest in the President of India and neither the building nor the equipment shall be leased or mortgaged to other parties without the prior approval of the Government of India.
- xxiv) If at any stage the Government is not satisfied about the proper utilization of the Government grant, or of the facilities created out of it, the Government may ask for the refund of the entire amount of the grant together with interest thereon at the prevailing lending rates of the Government of India.

- xxv) A register of the permanent and semi-permanent assets acquired wholly or mainly out of the Government of India grant should be maintained in prescribed form (FORM GFR-19). Every year, a copy of this register should be furnished to the Ministry of Culture by the grantee.
- xxvi) The grantee organization will acknowledge the financial support of the Government of India, Ministry of Culture by appropriately displaying the name of the Ministry at the Museum/ cultural space developed with assistance under the Scheme.
- xxvii) The grantee organization will be solely responsible for any violation of the laws governing construction of buildings or the use of land and buildings as may be applicable in the local area.
- xxviii) Applicant organization will give details with the application regarding how the Operation and Maintenance of the Museum & Cultural Spaces will be managed i.e. at the time the Museum become operational, how the project will become self-sufficient to meet the recurring expenses of the Museum such as expenditure on electricity/water/house keeping bills, any wear & tear, repair etc. and if there is any other source of Income generating factors through that infrastructure to meet such expenses then it should be mentioned clearly.
- xxix) All beneficiary organisations under the scheme component are required to send their progress report within six months of the sanction of the grant and subsequently for every three months i.e. on a quarterly basis till the completion of the project. Quarterly progress of the project should also be uploaded on the centralized web portal along with relevant photographs.
- xxx) The grant released will not be used for the Administrative Building, Residential Quarters, Director's Bungalow or for any external development, like approach roads, etc.
- xxxi) Bank Guarantee will be given by grantee organization so as to ensure timely completion of the project .
- xxxii) Such other conditions as may be imposed by the Government of India from time to time. All disputes between the Ministry/Central Govt. and the Grantee Organisation/bodies etc. shall be subject to Jurisdiction of courts at New Delhi.

B. Digitization of Museum Collections

1. Eligibility Criteria:

For the purpose of financial support under the scheme museums have been classified into two categories:

- (i) Category-I: Government-owned State/Central level museums including museums of PSU
- (ii) Category-II: All other museums.

Category I

Government-owned State level museums including museums of PSU

Category II

Projects of Societies, Autonomous bodies, local bodies, Public Sector Undertakings, Academic Institutions and Trusts registered as a society under the Indian Societies Act of 1860 (XXI) or a similar legislation of the state governments, or as a Public Trust under any law at the time being in force would be eligible for being considered for grants subject to the following:

- (i) The applicant institution should have been in existence after registration for at least three years prior to the application. However, this condition can be relaxed in exceptional and deserving cases by the Secretary Culture upon the recommendation of the Expert Committee, the reasons for which should be recorded in writing.
- (ii) It should have a well-defined constitution and laid down rules / bye-laws for its functioning.
- (iii) It should be in ownership and possession of a substantial collection of objects of historical and / or cultural importance being displayed in the museum. The nature and number of objects possessed and displayed by the museum should be clearly indicated in the proposal while applying for financial assistance under the scheme.
- (iv) It should produce a certificate from the State Government (Department of Culture, or equivalent) attesting to its satisfactory performance.
- (v) It should not be run for any profit.

(vi) The applicant institutions must be willing to share their collections for online viewing over a website for public information.

2. **Admissible Components**

- (i) Digitization of collections of the museum by procuring and using “JATAN” software developed by Ministry of Culture and C-DAC Pune and is being used by renowned Museums in the country.
- (ii) Photography of art works of museum for digitization purposes.
- (iii) Creation of a digital catalogue of works available in the museum for public dissemination through the museum website.
- (iv) Procurement of hardware like servers, clients, LAN, scanners, cameras etc., for digitization works for the museum.
- (v) Development of an online museum library.
- (vi) Development of interactive information kiosks for the museum.
- (vii) Development of QR Code for the Museum.

3. **Quantum of Financial Grant**

(i) The financial assistance will be provided to the museums in the following way:

| | Maximum Amount of financial assistance (Rs. In Lakhs) |
|--------------------|--|
| Category I | 50 |
| Category II | 25 |

(ii) The maximum amount of financial assistance which may be given under this component would be 80% of the total project cost subject to the maximum financial ceiling as given in para 3(i) above. In case of museums in North-Eastern region including Sikkim the financial assistance would be 90% of the total project cost subject to the maximum financial ceiling as given in para 3(i) above. The remaining amount of the project cost would have to be arranged by the applicant itself and the applicant will have to submit an undertaking for the same.

4. **Procedure for the Release of the Financial Grant**

- i) The financial grant under the scheme component would be released by the Ministry of Culture in two equal installments. The first installment, being 50% of

the Central Government's share, will be sanctioned and released after obtaining approval of the competent authority on the recommendations of the project proposal by the Expert Committee of the Ministry of Culture constituted for the purpose.

- ii) The second installment of the remaining 50% of the financial grant will be released after the grantee institution has utilized 100% of the grant given under the first installment by the Ministry of Culture along with its matching share. The release of the second and final installment would be incumbent upon the receipt of a utilization certificate as per GFR 2017 along with Annexure of UC, Interest earned on Ministry's grant and Financial year wise statement of accounts (viz. Receipt & Payment Accounts, Income & Expenditure Account and Balance Sheet) audited by a firm of chartered accountants in respect of the previous installment of grant given by the Central Government as well as the matching share of the museum.

5. Procedure for making an application under the scheme and for proposals received under the scheme

(i) The scheme is open throughout the year and there will be no fixed last date for submission of proposals. Application for MGS will be made online at www.csms.nic.in. Application for financial assistance under this component may be made in prescribed Form B. Applicants will be processed and appraised on first-come-first-serve basis.

(ii) The applications will be scrutinized by an Expert Committee under the Chairmanship of the Additional Secretary set up by the Ministry of Culture and grants will be sanctioned on the basis of recommendations of this Committee. Once the recommendation of the expert committee has been accepted by the Competent Authority (Secretary (Culture)), the Joint Secretary concerned shall be competent to release funds in instalments, in consultation with Integrated Finance Division of the Ministry. The final instalment will be released only after physical inspection by a committee consisting of officers from Ministry of Culture and receipts of documents in respect of 1st Instalment.

6. List of documents to be attached with the project proposal.

- i. Application Form B
- ii. Detailed Project Report containing detailed estimates on each and every item. The Project Report and estimates should be prepared by a reputed agency in the field and the Estimate duly authenticated by the District Information Officer of the National Informatics Center (NIC). Photos of artefactss and collections of the Museum must also be enclosed with the DPR/Estimates
- iii. Copies of the audited statement of accounts for the last three years
- iv. Latest Annual Report/Activity Report Approved for the last three years
- v. Details of other sources of funding the project (Matching share) and future sustainability plan for the Museum.
- vi. Certificate as per rule 230(1) GFR 2017 in the prescribed proforma regarding non receipt of grant for the same purpose from any other institution under the Govt. of India.(**Annexure-IV**)
- vii. Utilization certificate along with annexures as per new GFR-2017 of previous grant/grants if any received under various Scheme of M/o Culture.
- xxiv. Authorization letter for sending grant directly into Bank. The name of Payee in the letter should be the Applicant Organization/Department, and the letter should be signed and stamped by the Bank. (Annexure-V)
- viii. Copy of the Memorandum of Association and Articles of Association of the Organization/Rules and Bye laws of the Society/Trust, as the case may be.
- ix. Copy of the Registration Certificate.
- x. Documents regarding ownership & possession
- xi. Details of the Museum (**Annexure-IX**)
- xxv. State Government's recommendation from the Department dealing with the Museums, in the prescribed proforma(**Annexure-VII**)
- xii. Registration of Agency under Central Plan Monitoring Scheme of Ministry of Culture (in the prescribed proforma).(**Annexure-VIII**)

xiii. Details of collection of artefacts (**Annexure-VI**)

xiv. Details of the Museum (**Annexure-IX**)

7. **Project duration:**

The digitization project undertaken by the applicant institution should be completed within 2 years from the date of release of first instalment of grant by the Ministry of Culture. If there is any delay in the completion of the project, permission for extension of time may be sought from the Ministry giving full justification for the delay, failing which subsequent instalment will not be released. In case there is a delay in the completion of the project and permission has not been taken by the Museum from the Ministry for the delay, the Museum concerned will have to refund the entire amount of the grant given to it by the Ministry along with penal interest (10%).

8. **Note:**

- (i) Financial grant for the purpose of digitalization of museum collections and development of website under the scheme would be given only once in ten years. Any further requirement for upgradation of hardware, software, etc., in subsequent years would have to be met by the applicant museum out of its own funds.
- (ii) The grant will be given for works of capital nature like procurement of computer hardware and software and other equipments like scanners, cameras etc. and development of website and it shall not be used for recurring items of expenditure such as website hosting and management charges, salaries to IT staff employed for the purpose etc.
- (iii) The objects will be digitized using JATAN Software being operated by **CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING**, a Scientific Society Of Department of Electronics and Information and Technology, Ministry of Communication and Information Technology, Government of India, having its head office at Pune University Campus, Ganeshkhind, Pune 411 007, C-DAC Pune. The art objects after digitization will be uploaded on the website: museumsofindia.gov.in

C. Capacity Building and Training of Museum Professionals

The Ministry of Culture attaches due importance to professional development of museum personnel. There is a need to up-grade the human resources in Indian museums in order to broaden their vision, upgrade their skills and leadership management qualities to international standards. In-service skill development and training opportunities for museum professionals are very limited. Hence, there is a felt need for capacity building in-service programmes which will help bring about key changes in our museums to make them more enjoyable, educative and popular for visitors; accessible for all sections of our society and manage and preserve our priceless art collections with up-to date systems and best practices. This component of the scheme aims to create expertise and specializations in various fields of museum work such as collection management, design, education, marketing which are found lacking in most Indian museums.

1. Scope

The scope of this component will be to support:

I. Fund requirement of institutions who wish to depute their professionals for intensive capacity building, training programmes in order to upgrade their expertise/skills in the following and fields in collaboration with national and internationally well-known museums and institutions:

- i. Collection management: documentation, preventive care and storage
- ii. Museum/ Exhibition design: display, lighting, interpretation and access
- iii. Museum management, marketing and Leadership training
- iv. Museum education and outreach
- v. Preservation and conservation of museum collections/ scientific study for better conservation of museum collections

II. To meet the fund requirements for training of museum professionals selected for training under Memorandum of Understanding signed by Ministry of Culture with Foreign institutions/museums of repute.

2. Eligibility Criteria for financial assistance under sub component (i) of the Scope

I. Category I

All museums under the Central and State Governments.

II. Category II

Museums registered as societies, voluntary institutions or trusts under the Indian Societies Act of 1860 or a similar legislation would be eligible for getting financial assistance under the Scheme subject to the following:

- i) The applicant institution should have been in existence after registration for at least 3 (three) years prior to application. However, this condition can be relaxed in exceptional and deserving cases at the discretion of the Secretary (Culture), the reasons for which should be recorded in writing.
- ii) It should have a well defined constitution and laid down rules/bye laws for its functioning.
- iii) It should be in ownership and possession of substantial collection of objects of historical/cultural/scientific importance that are on public display at all times. The nature and number of objects possessed and displayed by the museum should be clearly indicated in the proposal while applying for financial assistance under the Scheme.
- iv) The museum should be for public service and not-for profit.

3. Admissible Components

- i. Support in-service museum professionals for their participation in well structured training programmes/internships/fellowships/workshops in collaboration with reputed international institutions (Sub component (i) of Scope). The grant will cover expenses towards:
 - i. Training fee to host institution
 - ii. Foreign and domestic travel for purposes of training
 - iii. Subsistence costs (lodging and boarding) for the duration of training,
 - iv. Purchase of books or other intellectual material necessary for such training,

- v. Costs for purchase of stationary and teaching aids,
- vi. Travel insurance for foreign travel (wherever mandated by foreign countries)
- vii. Costs for Visa fee and similar permits.

II. Support in-service museum professionals/museum professionals of the museums granted financial assistance under Museum Grant Scheme for their participation in training programmes/internships as per Memorandum of Understanding (MoU) signed by Ministry of Culture with reputed international museums (Sub component (ii) of Scope) .

4. **Quantum of Financial Grant**

(i) The financial assistance will be provided to the museums in the following way:

| | Maximum Amount of financial assistance (Rs. In Lakhs) |
|--------------------|--|
| Category I | 30 |
| Category II | 25 |

(ii) The maximum amount of financial assistance which may be given under this component would be 80% of the total estimated cost of training programme subject to the maximum financial ceiling as given in para 4(i) above. The balance cost will have to be managed by the museum concerned themselves and the applicants will have to submit an undertaking for the same.

(iii) In case of MoUs signed by Ministry of Culture with reputed International Museums/institutions for providing training to the in-service professionals/museum professionals of museums granted financial assistance under Museum Grant Scheme, financial assistance will be provided as per the terms and conditions of MoU signed with international museums.

5. **Procedure for the Release of the Financial Grant**

I. For sub component (i) of the Scope, the Financial Grant will be released by the Ministry of Culture in two installments in following way.

- (i) The first installment will be 75% of the Ministry's share. This amount will be sanctioned and released after obtaining approval of competent authority.
 - (ii) The second installment of the remaining 25% of the Ministry's share will be released after The grantee has utilized 100% of the grant given under the first installment by the Ministry of Culture along with its own contribution (20% in case of Central/State Government Museums and 30% in case of other museums). The release of the second installment would also be incumbent upon the receipt of a utilization certificate as per GFR 2017 along with its Annexures, Interest earned on Ministry's grant and Financial year wise statement of accounts (viz. Receipt & Payment Accounts, Income & Expenditure Account and Balance Sheet)audited by a firm or chartered accountants in respect of the previous installment of grant given by the Central Government as well as matching share of the museum; and the candidate has submitted a full report on his/her training.
- II. For sub component (ii) of the Scope, fund release will be governed by the terms and conditions of MoU signed with international museums.

6. Procedure for making application and for consideration of proposals received under this component (applicable in case of assistance under sub component (i) of the Scope).

I. The scheme is open throughout the year and there will be no fixed last date for submission of proposals Application for MGS will be made online at www.csms.nic.in. Applications will be processed and appraised on first-come-first-serve basis under the scheme in the Ministry of Culture. The Applicant institutions should send a covering letter, including nomination of their candidate/s for capacity building and training programme in prescribed Form C with annexure mentioned below, describing their suitability for the training subject to the following:

- i) The proposed international institution/museum with which partnership for training is proposed should have agreed in writing to host the museum candidate or provided invitation letter expressing interest in hosting the participant prior to making application for this grant.

ii) The sanction and release of grant shall be subject to submission of original confirmation letter of admission received from the foreign institution/museum and a valid passport (not expiring within 6 months of making this application) for undertaking foreign travel, if necessary for such training.

II. The applications received for financial assistance under this component will be scrutinized by an Expert Committee consisting Joint Secretary (Museums) as Chairman and Director/Deputy Secretary (Museums) & Director/Deputy Secretary (Finance) as Members and grants will be sanctioned on the basis of recommendations of this Committee. Once the recommendation of the expert committee has been accepted by the Competent Authority (Secretary (Culture)), the Joint Secretary concerned shall be competent to release funds from time to time, in instalments, in consultation with Integrated Finance Division of the Ministry.

III. A two member committee comprising of officers from Ministry of Culture including representative from National Museum Institute will monitor the grant-in-aid to be released by the Ministry to the institutions.

7. List of documents to be attached with the project proposal (applicable in case of assistance under sub component (i) of the Scope).

- i. Application Form C.
- ii. Registration Certificate of the museum/institution
- iii. Copy of the Memorandum of Association of the Institution
- iv. Copy of the Rules/by laws of the Society/Trust
- v. Copies of the audited statement of accounts for the last three years
- vi. Annual Report/Activity Report for the last three years
- vii. Details of the proposed capacity building/training programme with complete budget estimates (**Annexure-X**)
- viii. Details of the candidate being nominated for training (**Annexure-XI**).
- ix. Statement duly signed by the Head of the institution on how will the museum benefit from training the candidate under the proposed training programme.

- x. Details of other sources of funding the project
- xi. Letter of intent/invitation or acceptance letter from international institution willing to host the candidate for training
- xii. Certificate as per rule 230(1) GFR 2017 in the prescribed proforma regarding non receipt of grant for the same purpose from any other institution under the Govt. of India.
(Annexure-IV)
- xiii. Authorization letter for sending grant directly into Bank **(Annexure-V)**.

7. Duration of Training

- I. For sub-component (i) of the Scope, the duration of any capacity building or training programme may range between a minimum of 2 weeks to a maximum of 2 years.
- III. For sub component (ii) of the Scope, duration of any capacity building or training programme will be governed by the terms and conditions of MoU signed with international museums.

8. Note

- I. Candidates nominated by applicant institutions should fulfil the following conditions
 - i) The candidate should be an Indian national.
 - ii) The candidate should have a basic qualification of Graduation in any subject
 - iii) The candidate/s proposed to be sent on training by the institution should have at least 3 years experience working in/for a museum and should produce relevant documents to support the same even in cases where he/she has not worked with the applicant institution for 3 years.
 - iv) Individuals who do not work with a museum/institution and only undertake freelance work will not be supported through this grant.
 - v) In case of candidates from non-government museums registered as trusts/ societies as per eligibility criteria at (i) above, the Museum should acknowledge the support from the Ministry under this scheme in the following manner:

- a. The Ministry of Culture logo and name should appear at a prominent place at the Museum's entry and remain there for a period of 3 years from the date of release of grant to acknowledge its support.
 - b. The Ministry's support should be acknowledged in the final report of the training prepared by the Museum/candidate.
 - c. The international institution/museum being collaborated with should provide a letter of acknowledging the contribution of the Ministry of Culture towards supporting the candidate.
- II. Assistance will not be provided for participation in international conferences or seminars under this scheme.
- III. Financial Grant for the purpose of capacity building and training of museum professionals will be given to a museum once in 3 years.

**FORM FOR APPLYING FOR FINANCIAL ASSISTANCE FOR ESTABLISHMENT AND DEVELOPMENT OF
MUSEUMS**

DETAILS OF THE PROJECT

| Sl. No. | Item | Details |
|---------|--|---------|
| 1 | Applied for which category i.e. I, II or III | |
| 1 | Name and complete postal address of the Museum / Institution / Society / Trust along with Telephone Nos. and E mail of officer in-charge of the project. | |
| 2 | Number & Date of Registration in r/o societies/trust * | |
| 3 | Whether grant is required for setting up of a New Museum or for development of an existing museum. | |
| 4 | Details of Land owned. Please furnish the following particulars: a) Area b) Geographical location c) Proof of Ownership d) Nature of Land – whether leasehold or freehold. ** | |
| 5 | Number of artefacts along with photographs (sculptures, paintings, coins, manuscripts, etc.) which are on display and kept reserved As regards to details of artefacts, a proforma has been enclosed | |
| 6 | Details of Building plans*** alongwith a Detailed Project Report (DPR). If the Museum has an existing building, please give details thereof: -Total built-up area -Number of galleries and their names | |
| 7 | Item-wise details of components for which financial assistance sought (admissible components as provided in the Scheme). | |
| 8 | Total Project Cost | |
| 9 | Details of own funds of the Organization to be used for the Project (a proforma has been enclosed for this, hence deleted) | |
| 10 | Time period for Project completion | |
| 11 | Rates of Admission Fee of the Museum, if any and Visiting Hours. (in case of existing museum) | |
| 12 | Number of visitors who visited per annum during the last 3 years (in case of existing museum) | |
| 13 | Details of Staff employed – Category-wise Sanctioned strength and incumbency (in case of existing museum) | |
| 14 | Item-wise Annual Budget and Expenditure during the last 3 years and current year | |
| 15 | Unique Registration number of the organization on NGO – DARPAN portal of Niti Aayog (for Category III) | |
| 16 | Details of Grants given by the Ministry of Culture on any previous occasion.**** | |
| 17 | List of Documents attached with the proposal. | |

Signature of Authorized Signatory with Seal of the Organization

Date :

Place:

* Copy of Registration Certificate to be enclosed.

** Please furnish a non-encumbrance certificate from the District Revenue Authority.

*** Total area of the building to be constructed or renovated. Please enclose plans and drawings of the building.

****Please give scheme-wise details of any previous grant availed by the Organization from the Ministry of Culture.

Form of application for financial grant under the Scheme for Financial Assistance for Digitization of Museum Collections

| Sl | Item | Details |
|----|--|--|
| 1 | Name and complete postal address of the Museum / Institution / Society / Trust along with Telephone Nos. and E mail | |
| 2 | Number & Date of Registration (Copy of Registration Certificate to be enclosed) | |
| 3 | Bank details (Name, Branch & Account No. with IFSC Code) | |
| 4 | Name , Designation and Address, Telephone Number and E Mail of the officer in charge of the Project | |
| 5 | Purpose for which grant is required (Please give component wise details of the proposed project and financial assistance sought from the Ministry) | Purchase of software for digitization - Photography of collections- For installation of digital information kiosks in the Museum- Creation of a Museum website - Procurement of hardware for digitization works - Development of an online Museum Library - |
| 6 | Details of Artefactss available for exhibition including the reserve collections: Please enclose detailed lists showing the following parameters: a) Number and Details of artefactss (sculptures, paintings, coins, manuscripts | |

| | | |
|----|--|--|
| | <p>etc.)</p> <p>b) Sources from where obtained</p> <p>c) Present value of artefactss (Please attach an item wise list)</p> | |
| 7 | Total Project Cost | |
| 8 | Whether the Museum is willing to display its collection online over a website for public information | |
| 9 | Brief details of the software proposed to be used for digitization of the collections of the Museum | |
| 10 | Details of own funds of the organization to be used for the project | |
| 11 | <p>Project details:</p> <p>a. Proposed commencement date</p> <p>b. Completion date</p> | |
| 12 | List of Documents attached with the proposal. | |
| 13 | Details of Grants given by the Ministry of Culture on any previous occasion (Pl give scheme wise details of any previous grant availed by the Organization from the Ministry of Culture) | |

Signature with Seal of the Organization

Date :
Place:

APPLICATION FOR THE SCHEME FOR FINANCIAL ASSISTANCE FOR CAPACITY BUILDING
AND TRAINING OF MUSEUM PROFESSIONALS

DETAILS OF THE MUSEUM/APPLICANT INSTITUTION:

| Sl.No. | Item | Details |
|--------|---|---------|
| 1 | Name and complete postal address of the Museum / Institution / Society / Trust along with Telephone Nos. and Email | |
| 2. | Number & Date of Registration (Copy of Registration Certificate to be enclosed) | |
| 3. | Bank details (Name, Branch & Account No. with IFSC Code) | |
| 5. | Whether grant is required for a training programme/internship/fellowship/workshop | |
| 6. | Type of Museum: If the museum is a Government museum or a non-governmental museum. | |
| 7. | Details of museum collection: Please enclose detailed list showing the number and details of artefactss (sculptures, paintings, coins, manuscripts etc.), galleries and storage facilities for reserve collections | |
| 8. | Website address of the museum if applicable | |
| 9. | Visitor numbers at the museum per year for the past 3 years | |
| 10. | Rates of Admission Fee, if any and Visiting Hours. Annual Income from sale of tickets. | |
| 11. | Museum Organizational Structure and details of staff employed. | |
| 12. | Visitor Facilities at the Museum such as café/shop/parking/public programmes etc. | |
| 13. | Museum up-gradation plan/vision for the museum for next 5 years. | |

| | | |
|-----|--|--|
| 14. | Item-wise Annual Budget and Expenditure and annual reports of last 3 years and current year. | |
| 15. | Annual Income of the organization and Sources of Income. | |

*Enclose separate sheets wherever required

SAMPLE DPR FORMAT

**Ministry of Culture
Government of India**

MUSEUM GRANT SCHEME**FORMAT FOR PREPARATION OF A DETAILED PROJECT REPORT (DPR)****(This DPR format is for guidance of the applicant museums)**

The Detailed Project Report (DPR) needs to be structured in accordance with the format given below. The DPR will need to be complete and the required information in all the Sections provided irrespective of whether a part of it or whole of it was submitted with any of the earlier correspondence or the initial application. In other words the DPR will be a single document for assessing the application. An incomplete DPR will render the application liable for rejection.

The DPR will preferably be a hard bound volume in A4 size and in portrait alignment. Drawings for inclusion can be in A3 size, however integrated as a fold out within the volume.

The Drawings, Details, Views, Sketches and supporting Photographs may also be submitted in addition on a CD/ DVD.

The DPR, in the prescribed format, will be submitted by:

- i) All new Applicants
- ii) All applicants who have submitted only partial information with the initial application
- iii) All applicants who have been asked to resubmit the DPR with modifications

The cues and/ or instructions against each Section/ Sub-section are given in *Italics*.

CONTENTS OF THE DPR**1. Cover Sheet****2. Abstract and Executive Summary****3. Profile Sheet** (*This sheet will contain the following*)

- i. **Name of the Organisation** :
 - ii. **Registered Address** :
 - iii. **E-Mail ID and Telephone Number** :
 - iv. **Year of Establishment of the Organisation** :
 - v. **Type of Organisation** :
- (*Government/ State Government/ Private/*)

- Society/ Trust etc.)*
- vi. **Details of Registration (if applicable)** :
 - (copy to be provided as annexure)*
 - vii. **PAN Number (if applicable)** :
 - viii. **Service Tax Number (if applicable)** :
 - ix. **Authorised Contact Person & Designation** :
 - x. **Name of the Museum (if different)** :
 - xi. **Address/ Location of the Museum** :
 - xii. **E-Mail ID & Telephone Number** :
 - xiii. **Year of Establishment of Museum** :
 - xiv. **Type of Museum** :
 - (Archaeological/ Historical/ Scientific & Technological/ Ethnographic/ Philately/ Anthropological etc.)*
 - xv. **Details of Collection (Numbers/ Types)** :
 - xvi. **Is Collection/ Part of Collection Registered** :
 - xvii. **Annual Budget** :
 - xviii. **Source of Funding (Self/ Govt./ Others)** :
 - xix. **Authorised Contact Person & Designation** :
 - (with telephone , mobile numbers and e-mail id)*

4. Mandatory Documents

5. Background Information

- a) **Re.: Organisation** *(where the Museum is a part of a larger organization)*
 - i. **History of the Organisation**
 - ii. **Aims & Objectives of the Organisation**
 - iii. **Organisational Structure and Management**
 - iv. **Support Base, Benefactors**
 - v. **Financial Resources & Summary Balance Sheets**
 - vi. **Additional/ Special/ specific Information**
- b) **Re.: Museum** *(Sub-section to be completed as is relevant for an existing Museum or a proposed Museum)*
 - i. **History of the Museum**
 - ii. **Aims and Objectives of the Museum**
 - iii. **Background of the Collection**
 - iv. **Organisational structure and Management of the Museum**
 - v. **Financial Resources and Budgets**
 - vi. **Ancillary Infrastructure Available** *(Library/ Conservation Lab/ Museum Shop/ Auditorium/ Research Cell/ Institutional Tie Ups etc.)*
 - vii. **Other Activities of the Museum besides Display**
 - viii. **Visitor Profile and Visitor Comments**

6. Details of the Collection

(This is an important section. The significance and the relevance of a Museum is determined by its collection. A careful and factually accurate presentation of information is essential).

- i. **The Composition of the Collection**

- ii. **Qualitative Description** *(supported by photographs)*
- iii. **Quantitative Details and Accession Lists**
- iv. **Antiquity, Authenticity & Registration**
- v. **Tentative Value of Collection & Insurance**
- vi. **State of Preservation, Storage Arrangements**
- vii. **Display – Status, Potential and Constraints**
- viii. **Acquisition Policy**
- ix. **Uniqueness of the collections, if any**
(to be highlighted with supporting note thereon)

7. The Proposal

(This section should provide the complete extent and details of the proposal for which Financial Assistance is being sought. Qualitative and Quantitative justifications should be well supported by rationale and measurements respectively. The elaboration should clearly bring out the estimate of costs for Buildings and Infrastructure as separate from estimate of costs for other requirements of the Museum. The proposal should bear in mind the limits of Financial Assistance set out by the Ministry. No proposal should aim to seek funding with a view to use it for achieving a partial fulfilment of goals without any plan for completing the remainder.)

- i. **Building & Infrastructure**
- ii. **Interiors & Display**
- iii. **Services & Equipments**
- iv. **Fixed & Moveable Furniture**
- v. **Special Provisions** *(if any)*

(The above (whatever applicable) will be described clearly qualified by specifications and justifications. Drawings and Details will be provided as required.)

- vi. **Other Provisions** *(Conservation/ Library/ Documentation/ Publication)*

- vii. **Estimates of Costs**

(Estimate of Costs should be in acceptable Government of India formats using CPWD methods (PAR or DSR) or State PWD Schedules. Ideally detailed estimates should be provided. If preliminary estimates are given with the DPR then the release of funds will be phased to review the detailed estimate as and when submitted.)

- viii. **Phasing of Execution**

(The proposal can be executed in definite phases if required. However, phases should be consistent with execution logic and preferably lead to commissioning of specific parts/ components.)

Note: The estimates based on drawings should be prepared by a reputed agency in the field and the Estimates duly authenticated by a Govt / CPWD / PWD Engineer.

8. Sustenance and Growth

(Most Museums in India require to be supported financially and are not self sustaining. Yet, any augmentation of infrastructure and support should lead to a proportionate increase in generation of revenue. This section should present rationally the calculations in support.)

- i. Present Scenario**
- ii. Initiatives for Increase in Footfalls**
(A feasibility study to reflect the projected footfall may be added)
- iii. Other Initiatives for Improved Revenue Generation**
- iv. Projected Scenario**

9. Conclusions

(The conclusions should clearly bring out the anticipated impact of the proposal both in terms of preservation and promotion of its collection and its service to the Society.)

Annexure *(additional ones if any)*

References

Acknowledgements

(To be furnished on Rs.100/- Stamp Paper)

BOND

KNOW ALL MEN BY THESE PRESENTS THAT we
the _____

_____ (name of the organization as in Registration Certificates) an association registered under the Societies Registration Act, 1860 having been registered by the office of _____ (Name and full address of Registering Authority), vide Registration Number _____ dated _____ Office at _____ in the State of _____ (herein after called the obligor/obligors) are held and firmly bound to the President of India (herein after called the Government) in the sum of Rs. _____ (in words Rupees _____ only) with interest therein @ 10% per annum well and truly to be paid to the President on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents.

2. Signed this _____ day of _____ in the year two thousand and _____.

3. WHEREAS the obligors has sent a request proposal to Government, through the Union Ministry of _____ for Grants of Rs. _____ Vide his letter number _____ Dated _____; the obligors has agrees to execute this bond in advance, in favor of Union Ministry of _____ for entire amount of Rs. _____ as requested in the proposal sent to the Government. The obligor is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor is willingly executing this bond of higher proposed amount to accept the actual amount approved/sanctioned by the Government. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly fulfil and comply with all the conditions mentioned in the letter of grant then above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest at the rate of 10%(Ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earned thereon.

5. The Society/Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use(such as letting out premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building or other assets created/acquired/constructed largely from out of Government grant. The decision of the Secretary to the

Government of India in the Ministry of _____ Department of _____ or the Administrative Head of Ministry or Department concerned shall be final and binding on the Society/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The members of the executive committee of the grantee will

- (a) abide by the conditions of the grants in aid by the targets dates, specified in the letter of sanction and
- (b) not divert the grants or entrust execution of the scheme or work concerned to other institution (s) or organizations(s); and
- (c) abide by any other conditions specified in the agreement governing the grants in aid.

In the events of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India , the whole or a part amount of the grant with interest @ 10% per annum thereon. The stamp duty for this bond shall be borne by the Government.

7 AND THESE PRESENTS ALSO WITNESS THAT

- i.) The decision of the Secretary to the Government of India in the Ministry of _____ Department of _____ on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and
- ii) The Government shall bear the stamp duty payable on these presents.

In witness where of these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No _____ Dated _____ passed by the Governing Body of the obligors, a copy whereof is annexed hereto as Annexure B.

()

Signed for an on behalf of

Signature of the grantee

(Name of the obligor Association, as registered)

Full Mailing Address _____

Telephone Numbers/Mobile No. _____

E.Mail Address (if available) _____

Fax Number

1. Registration Number of Association_____
2. Date of Registration_____
3. Registration Authority(RA)_____
4. Mailing Address of (RA)_____
5. Telephone Number/Email etc of RA_____

(in the presence of) Witness name and address

(i)

(ii)

(Sign)

Accepted for an on behalf of the President of India

Designation

Date

Name and address

(On the letter head of the organisations in case of NGOs/Institutions or State Govt. letter Head in case of State /Central Govt. owned Museum)

UNDERTAKING

Undersigned has been authorised to certify that ----- (name of the organisation) will bear the cost of Rs. -----lakhs (Rupees -----in words) which is over and above the financial assistance provided by the Ministry of Culture, from its own resources * towards the project (Name of the Museum). The project will be completed within the prescribed time frame as per conditions of the scheme. The source of funding for bearing the balance amount of the project cost as indicated above, are as below:

| Sl. No. | Name of the Source | Amount |
|---------|--------------------|--------|
| | | |
| | | |
| | Total | |

Signature of authorised representative

Stamp / seal of the organisation/Institutions/State

Govt./Central Govt..

Place

Date

*Note(Documentary evidence to be submitted along with Undertaking):

In case of State Govt., State Govt., State Govt. will have to provide State Govt. Budget Head in which provision for matching share has been made/reflected.

In case of NGOs/Institutions, the latest financial year balance sheet of NGOs/Institutions, certified by the CA/Auditor, should reflect matching share amount.

CERTIFICATE AS PER RULE 230 (1) OF GFR 2017

It is certified that _____
_____ (name of organization) has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of the Government of India or State Government.

Signature

Name

Designation

Rubber Stamp

Place:

Date

AUTHORIZATION LETTER

(I/We _____) Organization/Society/NGOs name) would like to receive the sum disbursed by the Ministry of _____ to me/us electronically to our bank account; detailed below:-

Payee' Particulars

1. Name of payee as in bank account _____
2. Address _____
3. District _____
4. Pin Code _____
5. State _____
6. Telephone Number with STD code _____
7. Fax No. _____
8. E-mail Address (if any) _____

Bank Details

1. Name of the Bank _____
2. Bank Branch (Full address & Telephone Number) _____
3. Bank Account number _____
4. Account type _____
5. Mode of Electronic Transfer available (RTGS/NIFD/Any other) _____
6. IFSC code _____
7. MICR code _____

Signature (Name) _____
 Name of Organization _____
 Registration Number _____
 Authority & Place of registration _____
 Date of Registration _____

Account number has been verified by me

Manager
 (Bank branch maintaining the Account)
 (Seal)

Annexure-VI

The certified copy of the accession registers along with details of artefacts in the prescribed format.

| S. No. | Accession Number | Object Name | Category/ type of Object | Material of object | Object Dimension | Period of Object | Object Description | Acquisition Method | Acquisition Date | Acquisition Source | Current Location of Object | Photograph (High Resolution Color Photograph) (At least 300 DPI) | Value of the Object |
|--------|------------------|-------------|--------------------------------|-----------------------|---------------------|---------------------|-----------------------|-----------------------|---------------------|-----------------------|----------------------------------|---|------------------------|
| | | | | | | | | | | | | | |

Recommendation of the Department of the State Government dealing with Museums

(No part should be left blank)

1. The application of
..... is forwarded and recommended on the basis of the report/comments of the Deputy Commissioner/Collector of the district, in which the particular museum is located (except in the case of State Govt. Museums) The report/comments of the DC is also enclosed.
2. Status of the Institution
3. Status of the Land on which Museum is located
4. The application has been examined and found eligible
5. Comments of the State Government with reference to the items for which grant has been sought:
6. The financial arrangements made by the institution/organization to generate their share and balance requirement, if any.

Place

Date

Signature

Name and Designation

Rubber Stamp of the Officer recommending the application

Government of India
Ministry of Culture

Copy for Registration of Agency under Central Plan Scheme Monitoring System of Ministry of Finance at <https://pfms.nic.in>.

| | | |
|-----|---|---|
| 1. | Type of Registration | (Central Government/Central Government PSUs/State Government institutions/State Govt. PSUs/ Register Societies/ NGO/ Trusts etc.) (Please strike out which is not applicable) |
| 2. | Agency Name | |
| 3. | Act/Registration No: | |
| 4. | Date of Registration (DD/MM/YYYY): | |
| 5. | Registering Authority: | |
| 6. | State of Registration: | |
| 7. | TIN Number: | |
| 8. | TAN Number: | |
| 9. | PAN Number | |
| 10. | Block No/Building/Village/ Name of Premises | |
| 11. | Road/Street/Post Office | |
| 12. | Area/Locality | |
| 13. | City: | |
| 14. | State: | |
| 15. | District: | |
| 16. | Pin Code: | |
| 17. | Contact Person: | |
| 18. | Phone No: | |

| | | |
|-----|-------------------------------------|-----------------------------------|
| 19. | Alternate Phone/Mobile No: | |
| 20. | Email: | |
| 21. | Unique Agency Code | (to be filled by Ministry) |
| 22. | Name of the Bank: | |
| 23. | Branch: | |
| 24. | Account Number: | |
| 25. | Agency Name as per Bank Account: | |

(Note: Sl. No. 21 to 24 has to be the same information as provided in the Authorization letter from the Bank)

Signature
Name

Designation

Place:

Date:

DETAILS OF THE MUSEUM

| Sl | Item | Details |
|----|--|---------|
| 1 | Name and Designation of the Officer whose is administratively controlling the Museum. (Postal Address with Tel. No.& Fax, E-mail, etc.) | |
| 2 | Does the Museum have its own website? Please give website address if available | |
| 3 | Name the main sections of the Museum, Number of Galleries and their area. | |
| 4 | Total Number of Exhibits and their Nature. Whether Original or Copies | |
| 5 | Details of Exhibits kept in reserve. | |
| 6 | Is there any classified Inventory of the artefacts / Accession register | |
| 7 | Have the art objects been registered by the Regional Registration Officer or an exemption has been obtained from the Archaeological Survey of India? | |
| 8 | Rates of Admission Fee, if any and Visiting Hours. Annual Income from sale of tickets | |
| 9 | Number of visitors during the last 3 years. Details to be given annually | |
| 10 | Details of Staff employed and Number of guides available | |
| 11 | Item-wise Annual Budget and Expenditure during the last 3 years and Current year: | |
| 12 | Annual Income of the organization and Sources of Income | |

Signature of Authorized Signatory with Stamp

Date:

Place:

DETAILS OF THE TRAINING PROGRAMME/INTERNSHIP/FELLOWSHIP/WORKSHOP

| Sl. No | Item | Details |
|--------|--|---------|
| 1. | Name of proposed training programme/internship/fellowship/workshop | |
| 2. | Name and complete address of International Institution/museum/s with which collaboration is proposed | |
| 3. | Specific area of study | |
| 4. | <p>Total Estimated Cost for the training programme with clear break ups regarding</p> <p>a) Training Fee b) Domestic and International Travel c) Domestic and international lodging and Boarding Costs for the participant for the period of training programme d) Visa/Permit Fee, if applicable e) Travel and medical insurance for the purpose of this training programme f) Books/training material costs g) Training stationary and teaching aids h) Any other (Attach separate enclosure if necessary)</p> | |
| 5. | <p>Training Duration</p> <p>a. Proposed commencement date b. Completion date</p> | |
| 6. | Details of own funds equivalent to 10% of the estimated cost of the training to be used for the project and source | |
| 7. | Whether an arrangement has already been made with the international institution for such training. Provide document of proof to this end. | |
| 8. | Details of Grants given by the Ministry of Culture on any previous occasion (PI give scheme wise details of any previous grant availed by the Organization from the Ministry of Culture including | |

| | | | |
|----|--|--|--|
| | a grant for capacity building and training programme. | | |
| 9. | How will the museum benefit from training the candidate under the proposed training programme. (Attach separate enclosure) | | |

DETAILS OF THE CANDIDATE BEING NOMINATED FOR TRAINING (Separate forms for all candidates are to be sent.)

| Sl.No | Item | Details |
|--------------|--|----------------|
| 1. | Full Name of candidate | |
| 2. | Full residential address, phone number and email id | |
| 3. | Date of Birth | |
| 4. | Educational Qualifications (add separate enclosure if necessary) | |
| 5. | Work experience(add separate enclosure if necessary) | |
| 6. | Number of years for which the candidate has worked at the applicant institution. | |
| 7. | Designation and responsibilities of the candidate in the applicant institution | |
| 8. | Suitability of the candidate for the proposed training | |
| 9. | If the candidate is not from a government organization then is there an arrangement by which the candidate will continue to work at the museum | |
| 10. | Statement of Purpose of the candidate for attending this training programme. | |

| | | |
|--|--|--|
| | | |
|--|--|--|

*Enclose separate sheets wherever required

Signature of Authorized Signatory with Stamp

Date:

Place:

Admissible Component for Virtual Experiential Museum covered under Category I & II of Component A

- i. **270 degree curved screen** with around 20 persons seating/standing (10-12-minute duration film in 8K resolution)
- ii. **Projection mapping on 3D model** (could be 3D printed) of monument complex (if it is done in the monument) kept on a horizontal table and flat projection screen in the back (10 min. show with 4K resolution).
- iii. **VR Broadcast Show:** 25-seater VR broadcast show with heavy duty and simple to operate HMD units with 10 different content of at least 12-15-minute duration on the subject site and its related aspects in 4K. The broadcast has to be managed simultaneously for all the HMDs using content management system
- iv. **3D show with Active projector and glasses:** A set-up using Laser phosphor projectors of 4K with seating arrangement for 50 persons with a walkthrough and reconstruction film of 15-minute duration in 8K to show original structure in all its past glory and recreated life.
- v. **Large Multi- touch table/wall:** It should be 5x2 grid thin bezel Multi-touch LED Digital Display Wall using 46-48 inch LED digital signage.
- vi. **AR/MR app:** It should have the content in HD and 4K on all the important components. (Indoor and outdoor)
- vii. **Pyramidal holographic display:** It should be of at least (64 cu. Ft. size) to display of 3D objects related to the heritage/culture with touch interface selection table interface.
- viii. **Transparent OLED digital panels:** There should be at least 1 55" OLED display panel in front of an object/sculpture to explain different features of the object/sculpture in detail
- ix. **Ask the Expert:** The pre-recorded answers by the experts on the subject has to be displayed on a 45-degree holographic screen with a kiosk having stored questions from where the frequently asked questions can be verbally asked by the visitor.
- x. **Unmanned quiz:** A set of 10 random questions with three options is thrown by the computer on a screen with minimum of 65" 4K LED display. There will be 4 interactive stations from where the team of visitors can select the correct option. Each team will get to know the correct answer and the score after every question.
- xi. **Digital painting:** A facility has to be created through a multi-touch surface of 85" in 4K vandal-proof digital signage where a visitor can choose a theme and gets the outline sketch for painting objects and other cultural details. Visitor should also have an option to send the painting on the social media platform.
- xii. **Digital collage of photographs:** All the photographs related to the museum is displayed on the collage of 6 number of 4K 42" LED Digital Signage that are run through a media player.
- xiii. **Multimedia Kiosks:** Preparation and setting up of multimedia kiosks with equipment (42" 4K touch LED monitors and computer) with a specially developed software and content.
- xiv. **Central Content Management System:** All the devices and the content of the exhibits given above has to be managed through the Central Content Management System with a Server based Cross Platform Web Applications.
- xv. **Audio Guides:** The Audio guide should also be managed through the Central Content Management System, which should be installed in smartphones for visitors. The audio of all the exhibits, (unless the show room is enclosed), should be available to the mobile

phones (as an audio guide) which should be in sync with the video running in the display, using the content management system software. The app for Audio guide should be available in App Store/Play Store from where the visitors can download them if they want to.

- xvi. **Outdoor projection mapping show (depending on the site):** A 15-minute outdoor projection mapping show needs to be developed wherever the surface is available with seating provisions created for seating of 100 visitors at a time, with provision for enhancement of seating arrangements.
- xvii. **360-degree outdoor guided tour mobile app:** For all the visitors who are coming to the VEM, a QR code will be given on the ticket. Visitor can scan the QR code to get access to the app. (wherever an outdoor location is attached to the VEM)
- xviii. **Development of Content and Scripting:** For each and every element of the VEM and outdoor installations, development of content and scripting and storyboarding is required.
- xix. **Interior Designing and Display of graphics:** Interior designing of 500 sq. mtr area with special lighting, design wall panelling, textures etc. needs to be done and according the graphics are required to be generated and displayed.
- xx. **Fabrication of VEM:** Fabrication of all the components of the VEM and outdoor installations
- xxi. **Soft content development and Hardware Integration:** Development of the soft content for all the chosen digital media based on the approved scripts. Hardware integration is also required to be done.
- xxii. **Online UPS:** All the equipment of the VEM shall run on an online UPS of appropriate capacity. The VEM shall also have a backup UPS of same capacity.
- xxiii. **Some of the latest technologies, interactive and immersive experiences can be added in the list depending upon the availability at the time of the execution of the project.**