

Sahitya Kala Parishad : Delhi

Govt. of NCT of Delhi

Application for sponsorship of venue and artists by Delhi Based Cultural Institutions

1.	Name of the Institution / Organization (in full – CAPITAL letters)	:	
2.	Complete Address with Telephone and mobile number	:	
3.	PAN Card No. and Bank details (Please attach copy of PAN card and blank cancelled cheque)	:	
4.	Registration No. along with copy of Registration Certificate and Memorandum of Association	:	
5.	Details of Institution / organization, its objectives and activities. (Please specify sheet for detailed information)	:	
6.	Details of the event / programme along with date, time and venue etc. (Please attach name and details of the project / programme in a separate sheet)	:	
7.	Detailed estimated expenditure of the programme	:	
8.	Amount of sponsorship applied for (venue and artists only). (Proposed venue and names of each artists / accompanying artists along with proposed payments)	:	
9.	Resources mobilized from other sources / Institutions / Departments / in the shape of financial assistance / soft loan / grant	:	

10.	Details of own resources of the cultural Institutions to carry out the proposed activity along with balance sheet for the last three years.	:	
11.	Details of Sponsorship received, if any, during the last 3 years from Sahitya Kala Parishad along with projects and amount in each case.	:	
12.	Whether Utilization Certificate has been submitted to Sahitya Kala Parishad for above support, if so, please attach copy.	:	
13.	Provide YouTube / other social media links of earlier programme		
14.	Any other additional information		

For Theatre Groups - a consolidated performing fee may be proposed.

Those who have received support in the preceding year will not be considered.

IT IS CERTIFIED THAT THE INFORMATION GIVEN ABOVE IS CORRECT AND I HAVE READ THE ATTACHED GUIDELINES / TERMS AND CONDITIONS AND UNDERTAKE TO ABIDE BY THEM ON BEHALF OF OUR ORGANIZATION.

Signature

Name & Designation (with Stamp)

Terms and Conditions for Sponsorship for various Delhi based Cultural Institutions

(Approved by Hon'ble Minister of Art and Culture vide File Movement No.594 dated 21-07-2015,
O/o Minister of L&J, Tourism, Gurdwara Elections and Art, Culture & Language, Govt. of NCT of Delhi)

- 1 Sponsorship will only be given to registered Cultural Institutions based in Delhi whose major objectives are for promotion in any field of music, dance, theatre and fine arts and their major activities should be in Delhi.
- 2 The applicant should be registered at least 3 years from the date of application.
- 3 The institutions shall apply for sponsorship in the prescribed form at least three months in advance along with the budget estimate, date of events, venue, proof of booking the venue, copy of the registration certificate, balance sheet for the last three years, and sources of funds for organizing the function.
- 4 Quarterly meeting of the expert committee in each field will be convened to consider the applications received in the Parishad. The sponsorship amount will be recommended by the committee.
- 5 The maximum amount of sponsorship will be Rs. 1, 00,000/-. However, in exceptional cases Hon'ble Minister of Culture may approve sponsorship up to Rs.5,00,000/-.
- 6 The sponsorship will be given in the form of charges for booking of gallery, auditorium and payment of artists.
- 7 The payment will be made only after the function is over and on receiving the duly verified receipt/bills/photographs of the programmes and UC certificate of approved amount duly certified by the Head of the Institute and Chartered Accountant.
- 8 It is compulsory to carry Sahitya Kala Parishad's logo prominently in all publicity.
- 9 In case the institution has applied for sponsorship from any other source whether Government, semi Government or private/corporate; complete details should be furnished alongwith the application. In case institution receives any other sponsorship/offer of sponsorship from any other source after submitting the application, the same should be intimated immediately.
- 10 Sahitya Kala Parishad will inform the amount of sponsorship and item for which it intend to sponsor in writing.
- 11 The approved programme should be organized in the same financial year.
- 12 The approved programme should be organized only in Delhi.
- 13 The sponsorship will be provided to a Cultural Institution once in two years. However Chairman, Sahitya Kala Parishad will be competent to give the sponsorship once every year depending upon the importance of the event.
- 14 Sponsorship will be provided by the Sahitya Kala Parishad for the activities of Music, Dance, Drama and Fine Arts.
- 15 The sponsorship of programmes will be decided subject to the availability of funds during the particular year.


(Niharika Rai IAS)
Secretary