

**GOVERNMENT OF GUJARAT**  
**Gujarat Council on Science & Technology**  
*DEPARTMENT OF SCIENCE AND TECHNOLOGY*  
*GANDHINAGAR*

**Financial Assistance Application Form for organizing Seminar /  
Symposia / Workshop**

1. Title of the seminar / Symposium /  
Workshop :
  
2. Name of the coordinator :
  
3. Address of the coordinator  
with phone, fax, E-mail :
  
4. Collaborating institutions /Organizations :
  
5. Proposed date(s) of the program :
  
6. Detailed program schedule  
(Attach separate sheet) :
  
7. Importance / Justification of  
the program with reference to  
  
Region / Nation :
  
8. Major thrust area targeted :
  
9. Name & Brief introduction of Experts  
with their institution name and  
  
topics of lectures / papers :

10. Number of participants likely to attend with their name and institute :
11. Technical brochure / leaflet (attached) : Yes / No
12. Estimated Income & Expenditure (Attach item wise statements on separate sheet) :
13. Sources / Agencies of funding expected (Including registration fee) and their quantum (Give details) :
14. Quantum of assistance expected from 'GUJCOST' :
15. Treasury/Bank from which the amount is proposed to be drawn. :
16. Name and address of the Agency / Institution authorized to receive the grant :

### **DECLARATION**

Certified that the details furnished above are correct to the best of my knowledge and belief and that the amount of financial assistance if granted, will be utilized for the purpose for which it is granted and within the time prescribed by the GUJCOST. I also undertake to abide by the rules and other conditions prescribed from time to time.

PLACE :

NAME:

DATE:

Signature & Seal of Institute

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## **GUIDELINES**

1. Seminar / Symposia / Workshop conceived planned and organized by other professional bodies / organizations for which financial assistance is given by the 'GUJCOST'.
2. Minimum numbers of participants: 30.
3. Expenditure like lunch and tea, stationery, printed material, auditorium and hall charges, banner, photography, contingency etc are eligible.
4. Maximum number of days for the program not exceeding 6 days.
5. In all publication/banner/material words "Sponsored by GUJCOST" must appear.
6. Any infrastructure like phone, hall, furniture, audio-visuals, equipments, computers etc of the institute if it is having must be utilized without any charge.
7. Details of Co-sponsoring Agency if any and financial support shall be clearly mentioned.
8. Applications for assistance in duplicate will normally be submitted to the Member Secretary, Gujarat Council on Science & Technology, Block B, 7<sup>th</sup> Floor, M. S. Building, Sector 11, Gandhinagar. PIN 382030, 90 days prior to the date of the program.
9. Details regarding registration fee if any:
10. Subject to the availability of funds financial assistance will be sanctioned by the GUJCOST.
11. Financial assistance shall be utilized within three months from the date of receipt or from the last day of the program whichever is later.
12. Change of venue and / or dates shall be reported to the Member Secretary promptly
13. The whole or part of the grant-in-aid remained unutilized shall be refunded to the GUJCOST at the earliest.
14. Program report as per format on website shall be furnished to the GUJCOST within one month from the date of receipt or from the last day of the program, whichever is later. For professional non-

government bodies, the accounts should be audited by chartered accountant.

15. The proceedings, list of participants, papers presented, lecture notes, recommendations etc. of the programs, and other related publications, if any will also be forwarded in triplicate to the Member Secretary, GUJCOST within three months.
16. In the case of Sponsored programs, a representative of the GUJCOST shall be nominated to the organizing committee and also for participation without payment of registration fees.
17. The recipient organization shall comply with such other conditions as may be suggested in the guidelines which may be modified from time to time.
18. Only those Seminars / Symposia / Workshop which come under the thrust areas / specific topics of Sectoral committees of the GUJCOST are eligible for sponsorship. However, programs which are in the declared priority sectors of the state governments / Central Government shall also be sponsored.
19. Only applications furnishing all the required details and duly signed by / forwarded by the head of institute will be considered for further process.

## **Programme Report Format**

1. Title
2. Category: (Seminar/Symposium/Workshop/STTP/Conference/etc.)
3. Date/s
4. Venue
5. Dignitary/s present at inaugural function:
  - (i) Name
  - (ii) Designation
  - (iii) Name of institute
  - (iv) Contact details
6. Invited speaker / Expert
  - (i) Name
  - (ii) Designation
  - (iii) Name of institute
  - (iv) Contact details
  - (v) Topic of lecture
  - (vi) Lecture / presentation notes
7. Total no. of participants (provide details if any)
8. Program summary (200 words).
9. Statement of Income and Expenditure
10. Utilization Certificate with signature & seal of head of the institute
11. Copy of vouchers.
12. Photograph (4 to 5)
  - (i) Caption photograph with banner
  - (ii) Inaugural function.
  - (iii) Expert delivery lecture.
  - (iv) And Audience

13. Press Note / Media Report