

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY & ENVIRONMENT	
Ozone Day Celebrations -2019	
Proforma for Proposal Submission	
Theme for Ozone day 2019 to be marked on 16 September is: <u>32 Years and Healing</u>	
1.	Title of Programme:
2.	Name & Address of Institution Organizing the Programme:
3.	Category of Organizing Institution (please state Yes or No): a. Research Institutions b. Universality Departments c. Colleges (Govt/Aided) d. Polytechnic Colleges (Govt/Aided) e. ITI's (Govt Aided) f. Schools (Govt/Aided) g. Registered NGO's (Self-financing Institutions are not considered)
4.	Status of Organizing Institution (please specify whether Govt or Aided)
5.	Name and designation of Programme Coordinator organizing the programme:
6.	Official of Address of Programme Coordinator organizing the programme (Mobile No. and E-mail are mandatory):
7.	Applicable for Registered Non-Governmental Organization (NGO) only a. Date of registration of NGO under Societies Registration Act b. Whether Byelaw contains S&T Component of activities (please specify Yes or No) c. Whether having experience of working in S&T field (please specify Yes or No) d. Whether Annual Reports and Statement of accounts for last three financial years attached ie. 2016-2017, 2017-2018 & 2018-2019 (please specify Yes or No) e. Details of earlier grant received from KSCSTE if any, please indicate the details quoting with Council Order No. &Year <i>(Eligibility criteria of NGOs - as per the Council Order No. (M) 129/2007/CSTE, dt: 25.10.2007, the copy of Registration Certificate, Bye Law, Annual Reports and audited Statement of Accounts for the last 3 financial years should be submitted along with the proposal. If the above documents are not submitted, the proposal will be treated as incomplete and will be summarily rejected)</i>
8.	Proposed date/s of the programme:
9.	Venue Details of the programme:
10.	Description of Activity Proposed based on focal theme (please indicate type and schedule of activities proposed in detail as per guidelines (activities proposed for the programme must be signed by programme coordinator & Head of Institution)
11.	Expected Outcome of programme:

12.	Numbers and Category of Target Groups/Participants :		
13.	Name, Designation and Complete Address of Resource Persons/ External experts identified for the programme (please furnish the list of all resource persons/external experts participating for the programme)		
14.	Total Budget Details (in Rupees) (item-wise details must be furnished)		
	No.	Item	Amount (Rs)
	1.	Organizing Expenses	
	2.	Honorarium Honoraria for external resource persons only @Rs 1000/- only per external expert and the number of external experts to a maximum of three	
	3.	Travel Expenses (TA for external resource person/Experts, TA for organizers)	
	4.	Publicity Expenses maximum of @ Rs 3000/- only	
	5.	Refreshments maximum of @ Rs 7000/- only	
		GRAND TOTAL	
15.	Details of fund received or committed from KSCSTE or other funding agencies if any, for the last three years		
	No	Name of Programme	File No. & Year
			Amount received
16.	Name and Address of the Head of Institution authorize to receive fund with complete postal address (Email ID and Mobile number are mandatory) :		
17.	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 utilised for the purpose for which it is granted within the time prescribed by KSCSTE. We also undertake to abide by the rules and other conditions prescribed by the grantee.		
	Place: Date:		
Name and Signature of the Programme Coordinator with date:		Name and Signature of the Head of Institution with seal and Date:	
Office Seal with Date			

(*Applications without signature and seal of the Organisation will not be considered
* Additional copies enclosed must be signed by Programme Co-ordinator and Head of Institution, * Incomplete applications will be summarily rejected)

ACTIVITIES & DATE PROPOSED FOR OZONE DAY CELEBRATIONS -2019
(Please see Guidelines For Details)

Theme for Ozone day 2019 to be marked on 16 September is:
32 Years and Healing

Signature of the Programme Coordinator
with date:

Signature of the Head of Institution with seal
and Date: