

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**  
Sasthra Bhavan, Pattom, Thiruvananthapuram

**Application Form for Financial Assistance under Science Popularization Programmes**

1. Title of the Programme :
2. Name and Designation of the Programme Co-ordinator :
3. Official Address :

Mobile. No:

Telephone No:

E-mail ID:

4. Category of the Institution: *(Put a tick on whichever is applicable)*

School     College     University Dept.     R & D Institution     NGO

5. Status of Institution: *(Put a tick on whichever is applicable)*

Govt.                       Aided                       Private

6. Collaborating institutions/organizations, if any: *(Please attach Consent letters)*

7. Goals/ Objectives of the programme:

8. Motivation behind the programme:

9. Subject areas covered:

10. Relevance of the programme in Kerala: *(500 words on How the programme aims to popularise Science)*

11. Duration of the programme :

12. Schedule of the programme : *(Change in dates, if any, shall be informed to KSCSTE before 15 days from the proposed dates)*

Sl. No.	Event	Proposed date & time	Venue	Target Group	No. of participants	Other relevant details

13. List of external Resource Persons for the programme: *(Please provide the details)*

14. Method of implementation: *(Please provide the details)*

15. Total Budget Estimate : Rs.

Sl. No.	Item	Amount (Rs.)
a)	Honorarium to Resource Persons/ Experts	
b)	Consumables	
c)	Organizing expenses	
d)	Travel expenses	
e)	Publicity materials	
f)	Documentation expenses	
g)	Others (if any <sup>**</sup> )	
<b>Total</b>		

\* *Provide the details*

16. The sources of funding, including the contribution from the host institution and other agencies from which financial assistance is obtained/expected to be obtained, and the quantum of assistance from each agency:

Sl. No.	Agency	Amount expected (Rs.)	Amount sanctioned (Rs.)
<b>Total</b>			

17. Quantum of financial assistance sought from KSCSTE : Rs.

18. Item wise break – up of financial assistance sought from KSCSTE.

**Item (a) : Honorarium to Resource Persons/ Experts**

Sl. No.	Item	Amount (Rs.)
<b>Sub Total</b>		

Note: *As per guidelines, honorarium that can be sanctioned under this project is only for external resource persons invited for the programme. There is no provision for utilizing the amount for internal Resource Persons. Hence, honorarium and related expenses for the faculty with the institution may be met from other sources.*

Justification:

**Item (b) : Consumables**

Sl. No.	Item	Amount (Rs.)
<b>Sub Total</b>		

Justification:

**Item (c) : Organizing expenses**

Sl. No.	Item	Amount (Rs.)
	<b>Sub Total</b>	

Justification:

**Item (d) : Travel Expenses**

Sl. No.	Item	Amount (Rs.)
	<b>Sub Total</b>	

Justification:

**Item (e) : Publicity Materials**

Sl. No.	Item	Amount (Rs.)
	<b>Sub Total</b>	

Justification:

**Item (f) : Documentation Expenses**

Sl. No.	Item	Amount (Rs.)
	<b>Sub Total</b>	

Justification:

19. Deliverables / Outcome of the programme:

	Short term	Long term
Tangible		
Intangible		

20. Bio-data of Programme Co-ordinator: *(Please provide as attachment)*

21. Previous experience of Programme Co-ordinator in the project area:

22. Total Expert Manpower in the Organization, with their Qualification: *(Please attach separately)*

23. Details of earlier grant availed from KSCSTE by the Programme Co – ordinator/ Institution:

Sl. No.	Project/ Programme	Council Order No. and Date	Amount Sanctioned (Rs.)	Status (Ongoing/ Completed)

24. Details of grant received from other funding agencies:

Sl. No.	Agency	Title of the Project	Order No. and Date	Amount Sanctioned (Rs.)	Status (Ongoing/ Completed)

25. Name and address of the Head of the Institution/ Agency 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 within the time prescribed by KSCSTE. Institution will be responsible, if the Programme Coordinator does not utilize the granted amount for right purpose. I also undertake to abide by the rules and other conditions prescribed by the grantee.

**Place:**  
**Date:**

**Name and Signature  
of Programme co-ordinator**

**Name and Signature of  
Head of the Institution**

**Office seal**

## **Endorsement from the Head of Institution**

**(To be given on letter head)**

Project Title.....

1. Certified that the Institute welcomes participation of Shri./Smt.....  
..... of ..... Department of this institution as the Programme Co-ordinator for the project and that in the unforeseen event of discontinuance by the Programme Co-ordinator, the Head of the Institution will provide all facilities and support for the fruitful completion of the project.
2. Certified that the equipment and other basic facilities as enumerated and such other administrative facilities as per terms and conditions of the grant, will be extended to the programme throughout the duration of the project.
3. Institute assumes to undertake the financial and other management responsibilities of the project.

Name and Signature of Head of Institution

Date : .....

Place : .....