

# Government of Meghalaya

*Department of Arts & Culture*

Annexure I

APPLICATION FORM FOR FINANCIAL ASSISTANCE TO AUTHORS UNDER THE SCHEME “Production of Folk Literature”

1. Full Name, address, Phone No. & E-mail address: .....

.....

.....

2. Father’s or Mother’s Name: .....

3. Permanent Address & Phone No: .....

4. Age: .....

5. Occupation: .....

6. Educational Qualifications: (in reverse chronological order after High School) :.....

.....

.....

7. a) Particulars of significant literary works (attach extra sheet if necessary) .....

.....

.....

b) No. of books published so far : .....

8. Title of the Manuscript for which Financial Assistance is being sought .....

.....

9. Amount of assistance sought (give justification in a separate sheet including invoices) : .....

.....

.....

10. Specify the category of the manuscript (Prose, poetry, Dramas, short stories, novel,etc): .....

.....

.....

11. Whether you have received assistance earlier from the Department of Arts & Culture, Shillong: Yes/No

12. If so, please indicate the letter No.

and amount received : .....

13. I am submitting two copies of the manuscript, neatly typed in double space. I declare that the above information is true to the best of my knowledge and that as per terms & conditions of the assistance, I will submit 25 copies of the book to Director of Arts & Culture, Shillong.

Place:

Date:

Signature of the Applicant.

Name in full\_\_\_\_\_

Enclosed:

1.

2.

3.

(Judicial Stamp (Rs. 5/- or more))

Agreement for "Production of Folk Literature" for the (Year of Award)

This deed of agreement is made this day \_\_\_\_\_ between (i) Government of Meghalaya represented by Director of Arts & Culture, Shillong, Meghalaya on the one part herein after called the First Party and Shri/Shrimati \_\_\_\_\_ son/daughter of \_\_\_\_\_ residing at \_\_\_\_\_ at present working as \_\_\_\_\_ on the other part herein after called the Second Party or the Author.

Whereas the First Party has granted an amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only to the Second Party as Financial Assistance for publication of his/her book \_\_\_\_\_ the Second Party accepts the amount so granted on the terms and conditions as stated below: -

- (i) The Author shall publish the book within 6 months from the date of receipt of the assistance.
- (ii) The Author shall furnish 25 copies of the printed book to the Director of Arts & Culture within 6 months from the date of receipt of the assistance.
- (iii) The Author shall submit Utilization Certificate along with the statement of accounts on the day following the expiry of 6 months from the receipt of assistance.
- (iv) The Copy Right of the publication will remain with the Author concerned.

No relaxation of the aforesaid conditions will be granted in any circumstances.

In witness whereof the parties above mentioned have signed the agreement on the day of the year mentioned at the outset.

1. First Party:

(a) Director of Arts & Culture, Shillong:                      Signature \_\_\_\_\_

Name \_\_\_\_\_

2. Second Party:

(b) Author's full name and address:

Signature \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Government of Meghalaya

*Department of Arts & Culture*

APPLICATION FORM FOR FINANCIAL ASSISTANCE TO AUTHORS UNDER THE SCHEME  
“Production of Folk Literature”.

FORM FOR SUBMISSION OF UTILIZATION CERTIFICATE

Certified that the financial assistance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
only received from the Directorate of Arts & Culture, Shillong vide letter No. \_\_\_\_\_  
dated \_\_\_\_\_ has been spent for the purpose of printing of the manuscript entitled \_\_\_\_\_

---

---

Further,

- a) Expenditure statement is submitted in duplicate alongwith.
- b) 25 copies of the book are also being submitted alongwith.

Place:

Name of the Author \_\_\_\_\_

Dated:

Address: \_\_\_\_\_

---

---