



Department of Economic Analysis & Research

**Application for seeking Grant Assistance for
organising Conferences / Seminars / Workshops / Symposia etc.**

1	Name of the Organising Agency	
	* Type of Organisation	
	* Date of Establishment	
	* Registered / Unregistered	
	* If registered then under which Act	
	* Agency's Past Experience in holding seminars/conferences	
	* If any Professional Association is also involved , give the Name and Details of Association	
2	Name of the Co-ordinator / Convenor	
3	Title of the Conference / Seminar	
4	Date	
5	Venue	
6	Objectives	
7	Topics to be discussed	
		(a)
		(b)
		(c)
		(d)
		(e)
		(f)
		(g)
		(h)
8	No. of participants	
	(a) From India	
	(b) From Abroad	
9	Name of the country(ies) in respect of participants from abroad	



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10	Designation, vocation, expertise in respect of persons presenting the Lead Paper, Memorial lectures etc.	
11	Relevance of the conference to banking industry in general and NABARD in particular	
12	Delegate fee/ registration fee per head	
13	Names of co-sponsors and amount of grant expected from each of them	
14	Agency's own involvement	
15	Budget (a) Estimated expenses on each item should be indicated	
	(i) Lunch / Dinner expenses for participants	
	(ii) TA / DA to invited speakers	
	(iii) Accommodation expenses for participants	
	(iv) Postage, Stationery, Xerox	
	(v) Misc. Expenses	
	(vi) Overhead expenses	
	(vii) Publication of Conference/Seminar proceedings	
	(viii) Others (specify)	
	(b) Estimated Receipt (Sourcewise) i.e. delegate fee, co-sponsors etc.	
16	Gap in the budget	
17	Amount of assistance sought from different agencies including NABARD	

Date :

Place :
Secretary

Name and signature of Secretary / Organising

Recommendation by the Head of Institution*

* in case the application is submitted by the Organising Secretary



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Note : The filled in application form should be routed through the Regional Office in which the applicants office is located and should reach 45 days before commencing the event. Application received after the cut off date may not be considered.