India-Bhutan Foundation

Application Form for Financial Assistance

1. **For Individuals**

Name of applicant:

Brief description of applicant:

Address:

Tel. no.:

Mob. no.:

Email ID:

Date of birth:

Nationality:

**For Organizations**

Name of organization:

Name of nodal contact:

Designation of nodal contact:
Address:

Tel. no.:

Mob. no:

Email ID:

Registration no.:

Date of registration:

Country of registration:

Type of organization:

*CSO / Educational / Commercial / Others (please specify)*

1. Title of the project:

*(for which assistance is requested)*

1. City(ies) where the project will be held:
2. Tentative dates and duration of the project:
3. Category under which your proposal falls:

Agriculture

Academic research/studies

Culture & creative arts

Education

Health

History

Science & ICT

Sports

Technical Training

Women’s Studies

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please separately enclose your project proposal covering the following points:
	1. Rationale/justification for the project
	2. Objective & methodology
	3. Anticipated outcome(s) and impact assessment
	4. Beneficiaries of the project
	5. Tentative schedule of the project
	6. Detailed budget estimate breakup *(please enclose excel sheet)*
	7. Travel details of participants/resource persons between India and Bhutan, if any
2. Total amount of financial assistance requested (in INR / BTN):
3. Amount of advance required (in INR/BTN), if any, and detailed justification:
4. Cheque to be drawn in favour of:
5. Letter(s) of recommendation, if any:

*(please enclose recommendation letter)*

1. Have you received any grant from the Foundation in the past? If yes, please share brief details of your previous proposal(s) *[project title, year]* and confirm whether you have submitted detailed Utilization Report in respect of the previously sanctioned project:

1. Has a previous proposal of yours been rejected by the Foundation in the past? If yes, please give brief details of the same:

It is hereby confirmed that, if the above proposal is accepted, I/we shall abide by the Foundation’s by-laws and regulations and will submit a report on the project to the Foundation.

Date: Name & Signature of the Applicant

**NOTE:**

1. The Board reserves the right to entertain, accept or reject any proposal.
2. For approved proposals, please submit a detailed summary of expenditure along with supporting documents and Utilization Report, as per actual expenditure incurred, within 45 days of completion of the project.
3. The grant will be released only after receipt of Utilization Report (for the entire grant amount including advance amount, if any), along with detailed summary of expenditure and supporting documents, and after being satisfied with proper utilization of the funds.
4. Please use the logo of ‘India-Bhutan Foundation’ prominently on all publicity and branding material in connection with the sponsored project.
5. Air tickets, if any, to be issued in economy class only.
6. Infrastructure-related expenses such as purchase of office equipment, furniture, etc. are not permitted.
7. Payment of salaries for staff is not permitted.
8. Payment of fees for professional services and honorarium for ad hoc work, if any, may be considered if adequate justification is provided.

## Please submit your detailed proposal by email to:

## For applicants based in Bhutan:

## The Secretary

India-Bhutan Foundation, Thimphu Secretariat

Embassy of India, Thimphu

Email: ibf.thimphu@mea.gov.in, ibf.thimphu@gmail.com

OR

## For applicants based in India:

**The Secretary**

India-Bhutan Foundation, New Delhi Secretariat

Royal Bhutanese Embassy, New Delhi

Email: schuki@mfa.gov.bt