



Mumbai Metropolitan Region
Heritage Conservation Society

APPLICATION FOR THE PROJECT GRANT

(Please restrict to the space provided in this form)

1 APPLICANT'S INFORMATION

1.1 Name of the Applicant

1.2 Name of the Organization

1.3 Address

1.4 Telephone Number

1.5 Fax Number

1.6 Email Address

1.7 Type of Organization
(Government, Private or Non-Profit)

1.8 Details of Registration

Registered with :

Registration Number:

Date of Registration :

1.9 Activities of the Organization
(Governance, Consultancy, Service
Provision, Activism, Education,
Research, etc)

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1.10 Staff Strength of the Organization

Expert Staff:
(Name, Qualification, Expertise & Years of Experience)

- 1.
- 2.
- 3.
- 4.
- 5.

1.11 Infrastructure with the Organization

Space:

Equipments:

1.12 Ongoing Projects (max 5)
(Also mention funding source)

- 1.
- 2.
- 3.
- 4.
- 5.

1.13 Other important completed projects
(max 5)

- 1.
- 2.
- 3.
- 4.
- 5.

2 PROJECT INFORMATION

2.1 Project Title

2.2 Type of Project
(Research, Technological Innovation,
Dissemination, Implementation)

2.3 Project Leader

Name:
Qualification:
Expertise:
Type/Years of Experience:

2.4 Duration of the Project in months

2.5 Why do you want to do the project? (Relevance and Background)

2.6 What do you want to do towards addressing the above issue? (Aims and objectives)

2.7 What kind of experience / work have you or your organization done in the area before?

2.8 What are the references and from where are you using for setting up an information base?

2.9 What are the activities you will undertake to do the project? Please explain in detail?
(Scope of Work)

2.13 How much funds would you require for doing this project? Please explain with a project Budget (provide details of Staff Costs, Travel Costs, Consumables, Report Printing and other costs)

Sr.	Item	Rate (Rs. per unit) (salary per month; unit cost of field visit, unit cost per report, or any other item)	Quantity (no of units)	Amount (RateXQuantity) (Rs)

2.14 After consulting the beneficiaries / stakeholders of the project, what commitments do they assure?

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2.15 Do the beneficiaries / stakeholders committing any funds? If yes, how much? If not, why?

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2.16 Which other funding source did you approach and who would be other probable funding agencies?

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2.17 How much funds do you expect from the MMR-HCS

Rs.

I confirm that all information provided by me above is as per the best of my knowledge

Stamp of the Organization	Signature of the Proponent / Applicant NAME: PLACE: DATE:
	Signature of the Head of the Department / Organization, NAME: DESIGNATION: PLACE: DATE:

APPENDICES

Please tick the Appropriate Boxes

- Appendix 1 Bio Data of the Project Proponent / Team Leader
- Appendix 2 Proof of Registration and Address of the Organization
- Appendix 3 Income & Expenditure Statement of the Organization for past year
- Appendix 4 Brief Bio-Data of all members of the team
- Appendix 5 Letters of Recommendation/Commitments from Stakeholders/Beneficiaries
- Appendix 6 Letter of undertaking from each team member that he/she will be available till the completion of the project.
- Appendix 7 List of Reference Materials
- Appendix 8 Photographic Documentation
- Appendix 9 Enlarged Proposal, Other documents to clarify the proposal

In case of Implementation Project or Project involving specific site development or intensive site research:

- Appendix 10 Letters of No-Objection & Permission from the Owners
- Appendix 11 Photographic Documentation of the Site
- Appendix 12 Note on the Details of the Site (Location, ownership, site maps, use, etc.)

In case of Project with more than one collaborators / partners (institutional or individual):

- Appendix 13 Memorandum of Understanding between the partners

- Appendix 14 Any other Document