

**KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT**

Application for Financial Assistance for Organizing World Wetland Day – 2019

(Details of each item should be specified, incomplete applications will be rejected)

1. Name of Institution :
2. Status of the Institute: **Government/Autonomous/Government Aided/ NGO** (*if NGO specify the reg. No. with year*)
3. Title of the Programme:
4. Name and Designation of the Programme Coordinator:
5. Contact Address
6. Telephone No/Mobile Number
7. Email id:
8. Details of **proposed Activity** (Popular Lecture/ Seminars/Demonstration/Exhibition/Debates/ Competitions/ field oriented programmes etc. as listed in the Guidelines)- (*Maximum 200 words*).  
*(Draft programme to be attached).*
9. List of experts/speakers likely to be invited:
10. Previous experience in conduct of such programmes:
11. Date/s of the programme:
12. Place at which the programme is proposed:
13. Category of target group:

14. Expected No. of participants:

15. Estimated expenditure (provide item-wise break up, such as Honorarium, Organizing expenses, Publicity materials, Travel Expenses, Refreshment etc.)

| <b>Sl. No</b>      | <b>Item</b> | <b>Amount (Rs.)</b> |
|--------------------|-------------|---------------------|
| 1.                 |             |                     |
| 2.                 |             |                     |
| 3.                 |             |                     |
| 4.                 |             |                     |
| 5.                 |             |                     |
| 6.                 |             |                     |
| 7.                 |             |                     |
| <b>Grand Total</b> |             |                     |

16. Name and Address of the Head of the Institution/ Agency authorized to receive the grant:

17. Details of financial assistance if any received from KSCSTE during the financial year 2018-19.

18. Details of financial assistance received if any during the previous years from KSCSTE. State whether utilization certificate and statement of expenditure is pending:

**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 utilised for the purpose for which it is granted within the time prescribed by KSCSTE and as per the guidelines laid down by KSCSTE. I also agree to abide by the rules and other conditions prescribed by the KSCSTE.

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

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

**Office Seal with Date:**

## Guidelines for organizing World Wetland Day -2019 Celebrations

1. Kerala State Council for Science, Technology and Environment (KSCSTE) invites proposals for the observance of World Wetland Day-2019 (WWD – 2019) from Govt./Aided Colleges, University Departments, R&D Centres, Govt. Agencies and Non Government Organizations working in the field of wetlands (NGO qualified as per council (M) order No.129/2007/CSTE dated 25-10-2007 will only be considered.).
2. NGO's shall submit the details as per the council (M) order No.129/2007/CSTE dated 25-10-2007 along with application. NGO's shall also submit details of programmes/activities conducted for last three years related to wetlands conservation. Application of NGO's not working on wetland conservation will not be entertained.
3. Focal theme selected for WWD – 2019 is: "*Wetlands and Climate Change*"
4. The proposals for WWD – 2019 will be scrutinized and selection of institutions will be made purely based on merit and fulfilling of guidelines. Since large number of proposals are expected, sufficient number of proposals will be selected based on those quality of the programmes proposed. Applications received after the due date will not be accepted. The decision of KSCSTE in the selection of institutions shall be final.
5. The extent of financial support from Council will be as below:

| Sl. No | Institution   | Maximum Amount (Rs.) |
|--------|---|----------------------|
| 1      | Government/Aided Colleges/ University Departments / R&D Centres | 20,000/-             |
| 2      | NGO   | 15,000/-             |

6. Suggested Activity for WWD – 2019 Celebrations:
  - a. Seminars, Symposia
  - b. Thematic Exhibition
  - c. Popular Lecture / Demonstration
  - d. Slide Shows / Film Shows
  - e. Debates/ Competitions
  - f. Field Oriented activities (*field visit alone to a wetland will not be entertained*).
7. KSCSTE should be duly acknowledged in the programme and '**Supported by Kerala State Council for Science, Technology and Environment**' should be written in all the brochures, banners (Only cloth banner to be used), other publicity materials etc. **Green protocol shall be strictly followed.**
8. Each activity should be documented and detailed report containing the programmes conducted

number of participants, speakers etc should be sent to Council with **captioned photographs** (Hard copy) highlighting the impact and suggesting follow up activity.

9. The expenditure towards refreshment, food etc shall not exceed 20% of the co-sponsorship from KSCSTE.

10. Only 1 application will be entertained from a College/ Institution. The head of Institution shall ensure the same.

11. Final programme schedule and details of the various activities planned in connection with WWD – 2019 should be furnished to the Council office, on or before 25<sup>th</sup> January 2019. The programmes shall be organized on 2<sup>nd</sup> February 2019 or within a week or before week. Extension of dates will not be considered.

12. All payments will be transferred only through net banking/ E- payment. The details for transferring the amount shall be provided along with application in the prescribed form.

13. The financial assistance will be disbursed to the Head of the Institution, only after the successful conduct of the programme, subject to the submission of satisfactory report and financial statements.

*i)* Government institutions/Government colleges/Institution of KSCSTE who have successfully organized the programme should forward the Report and Statement of Expenditure showing the budget heads along with utilisation certificate, within one month after the conduct of the programme, duly signed by the head of Office.

*ii)* Other Institutions including, R&D Institutions, Aided Colleges, NGO's. should submit audited Statement of Expenditure and Utilization Certificate in the standard format signed by registered Chartered Accountant counter *signed by the Head of the Institution* **within one month after the conduct of the programme latest by 8<sup>th</sup> March 2019**

*iii)* Reports received after due date will not be considered for financial assistance. Last date for receipt of UC& SE, & Report will be 8<sup>th</sup> March 2019.

14. Proposals in the prescribed format may be submitted at the earliest but not later than **30<sup>th</sup> November 2018**. Incomplete application and application without proper supporting documents will not be considered.

15. Proposals may be submitted to:

Director  
Kerala State Council for Science, Technology  
and Environment (KSCSTE)  
Sasthra Bhavan, Pattom, Thiruvananthapuram – 4.  
Tel: 0471-2548299 (O)  
Website: [www.kscste.kerala.gov.in](http://www.kscste.kerala.gov.in)

Dr. S. Pradeep Kumar  
**Director**  
KSCSTE