Directorate of Museums
Government of Goa
Old Secretariat, Panaji – Goa

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APPLICATION FOR ANNUAL GRANT FOR MAINTENANCE OF PRIVATE MUSEUMS / GALLERIES IN GOA

1. Name of the Museum/Society/Institution/ Trust (in Capital Letters) :
2. Postal Address, Telephone, Fax e-mail :
3. Number and date of Registration (Copy to be enclosed) :
4. Land, Building & Lease Property (Document to be attached) :
5. Name of the Managing Committee / Owner :
6. Bank details (Name, Branch, Account No., MICR & IFSC Code and account must be Aadhar seeded) :
7. Name & Designation of the Authority in whose favour cheque/DD to be issued :
8. Project Proposal-Details of item wise Assistance sought (Details to be provided in Annexure) :

   a. Maintenance and conservation of collections.

      i. Buying conservation materials and tools.
      ii. Restoration and preservation work.
      iii. Hiring expert conservators.

   b. Infrastructure improvement.

      i. Installing modern lighting systems for display.
      ii. Procuring display cases and storage cabinets.
      iii. Setting up CCTV, alarms, and fire safety equipment.

   c. Enhancement of visitor services.

      i. Printing signage and information boards.
      ii. Providing audio guides or digital kiosks.
      iii. Adding ramps, tactile maps, and accessibility aids.
      iv. Recruiting and training guides.
      v. Improving seating, water, and basic amenities.

9. Total estimated cost :

10. Grants/assistance received from :
Ministry of Culture, Govt. of India/
or State Govt. (if any)

11. Attach the following:

i) Copy of registration with the Directorate of Museums and/or Registration under Societies Act, 1860 and/or Indian Trust Act, 1882 and/or any other law in force, in the State of Goa.

ii) Copies of the audited statement of Accounts for the last three years.

iii) Annual activity report of the last 3 years.

iv) Details of Museum collections Museum plan (Floor) citing various categories and photographs of their display.

v) Detailed Project Report with description of proposal, sequence of works, expenditure at each stage and time schedule from start to completion.

vi) Required NOC/License should be obtained from the Competent Authority.

vii) Copy of Pan Card.

Signature: _____

Name: _____

Designation: _____

Place:

Date:

Note:

i. Strike out which is not applicable.

ii. Incomplete applications without the required attachments will not be entertained.