**KERALA STATE BIODIVERSITY BOARD,**

**GOVT. OF KERALA, THIRUVANANTHAPURAM**

***APPLICATION FORM FOR FINANCIAL ASSISTANCE TO SUPPORT***

***BIODIVERSITY SEMINARS / WORKSHOPS / SYMPOSIA 2024 - 2025***

**I. Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Title of the programme | : |   |
| 2. | Name, Designation and address of the Programme Coordinator of the event including E –mail ID & Mob. No. | : |   |
| 3 | Name and address of organizing institution: | : |   |
| 4. | Area of expertise of the Programme co-ordinator | : |   |
| 5. | Proposed dates of the programme(from dd-mm-yyyy; to dd-mm-yyyy) | : |   |
| 6. | Place and venue of the proposed programme | : |   |
| 7. | Name of the Authority of Research Organisation / Educational Institution authorized to receive the grant | : |   |
| **II.**  | **Technical details of the programme (Attach separate sheets) :** |
| 8. | * 1. Title of the activity
	2. Objectives:
	3. Importance in State/Regional context.
	4. Topics to be covered.
	5. Expected Outcome
1. Tentative Programme Schedule
 | : |   |
| 9. | Status of organizing Institution (Schools/Colleges/ University Departments / Research Institutions) | : |   |
| 10. | Collaborating Institutions / Organisers (if any) | : |   |

**III.          Details of Beneficiaries/ Target group (Students/ Government Officials/ Public/ Elected representatives / Others)**

1. **Expected Number of Participants :**

**V.    Financial Details**

*(Amount expected from KSBB as financial grant)*

|  |  |  |
| --- | --- | --- |
| **No.** | **Details of estimated expenditure:** | **Amount (Rs.)** |
| 1. | **Honorarium & TA for invited faculty** |   |
| 2. | **Resource Materials** (Printing and publishing of Proceedings, Reports and handbooks) |   |
| 3. | **Miscellaneous*** Organizing expenses
* Publicity materials (Banner, Brochure etc.)
* Refreshments (Lunch, Tea and Snacks)
* Workshop materials
 |   |
|   | **TOTAL** |   |

**VI: Contribution from other funding sources, if any:**

**VII: Bank Account Details of the Institution**

*(Please enclose the copy of first page of Passbook)*

Account Number:

Name of the Account Holder:

Name of the Bank:

IFSC:

**VIII: Expression of Interest Statement**

We, hereby declare that the …………………………………………………………………………………………………..…………………………………………………………………………………………………..(Name of School/College/Research Institution/University Departments)………………………………….(District) is interested and willing to organize the above mentioned biodiversity seminar/symposia/workshop, as per the terms and conditions set forth by the Kerala State Biodiversity Board. We hereby declare that we are committed for the successful completion of the programme and submission of the final report along with SE and UC in stipulated format, within the specific time.

|  |  |
| --- | --- |
| Head of the Institution:  Signature  Name & Address | Programme Coordinator Signature  Name & Address |

(Seal)