

Patent Information Centre – Kerala
KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT
Application for Financial Assistance towards the conduct of Awareness
Workshops and Seminars on Intellectual Property Rights

1. Title of the Programme:
2. Name of the Institution/Department/Organization:
3. Name and Address of the Head of the Institution/ :
Department/ Organization
4. Name and Designation of the Co-ordinator :
Organising the programme
5. Contact Address of the Co-ordinator with Email Id & Mobile No:
6. Collaborating Institutions/Organisations:
7. Objectives of the Programme:
8. Subject areas covered:
9. Duration of the Programme:
10. Date/s of the Programme:
11. Venue for the Programme:
12. Category of Participants:

13. Expected number of Participants:
14. Expected outcome of the programme:
15. Estimated expenditure (item-wise statement should be attached):

Sl. No.	Item	Amount (Rs)
1.	Honorarium for the Resource Persons	
2.	Accommodation (including food) for the Resource Persons	
3.	Refreshment (includes morning & evening tea & snacks, lunch for the participants and resource persons)	
4.	Stationery (File Folder, Notepad and Pen for the Participants)	
5.	Publicity Materials (Banners, Photographs, Printing of Certificates, etc.)	
6.	Travel Expense of Resource Persons including Local Conveyance	
7.	Other Organizing Expenses (Venue Arrangements, Bouquets, Memento's, Auditing Charges, etc.)	
	Total	

16. Sponsorship from other Sources/ Agencies:
(If yes, Name of the Agencies and the Quantum of support from each agencies):
17. Quantum of financial assistance sought from KSCSTE:
18. Name and address of the individual/agency/institution authorised to receive the grant:

19. Details of the Individual in favour of whom the Cheque for the grant has to be taken and payable at where:
20. Whether assistance under this scheme has been availed earlier by the organising agency and if so the date/s:

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. I also undertake to abide by the rules and other conditions prescribed by the grantee.

Name and Signature
of the Co-ordinator

Name and Signature of the
Head of the Institution

Place:

Date:

Office Seal

* This application has to be forwarded by the Head of the Institution. The application shall be accompanied by the Terms and Conditions document with regard to the conduct of the IPR awareness programme.

To

The Director,
Kerala State Council for Science, Technology & Environment,
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