

## INDIA FOUNDATION FOR THE ARTS

I F A

March 23, 2002

Mr. Vibodh Parthasarathi  
A4, Oxford Apts.  
Plot No.11, I. P. Extension  
New Delhi - 110 092

**2001-0-013**  
Grant Number

Dear Mr. Parthasarathi,

I am pleased to inform you that India Foundation for the Arts (IFA) has approved a grant of Rs. 5,00,000/- (Rupees Five Lakh only) to enable you to document the early history of the records industry in India. This grant is being made in response to your proposal submitted under IFA's arts research and documentation programme and your letter of request dated April 28, 2001.

The following terms apply to your use of the grant funds:

### **DURATION**

Grant funds will be available over a period of twenty months beginning March 25, 2002.

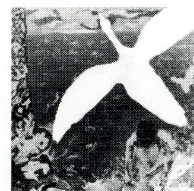
### **APPLICATION OF FUNDS**

Grant funds may be expended only for non-profit purposes and in fulfillment of the objectives outlined in the project proposal.

The total commitment of IFA is limited to the amount approved in this letter. Any expenses incurred on the project beyond the approved limit will be your personal responsibility.

It is also understood that grant funds will be used substantially in accordance with the attached budget categories. No substantial variances will be made from the budget without IFA's prior approval in writing.

Any funds not expended or committed for the purposes of the grant, or within the term of the grant, will be returned to IFA.



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## **PAYMENT TERMS**

Grant funds will be released in periodic instalments, consistent with the needs of the project.

Payments will be made only after the receipt of (i) the countersigned copy of this grant letter, and (ii) a specific payment request indicating the requirements for the first year of the project.

Subsequent payment(s) will be made when the funds already released have been exhausted. These payments will be made after the receipt of a specific request for funds along with an updated financial statement, supported by copies of vouchers and receipts.

## **REPORTING OBLIGATIONS**

Your reporting obligations to IFA cover a written narrative report on the progress of activities and a financial statement accounting for all funds released by IFA under the grant.

### Narrative reporting

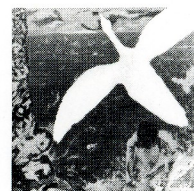
The narrative report should be submitted at the end of each year after the commencement of the grant, and should describe the progress of activities during the reporting period. In addition to these interim reports, a comprehensive final report should be submitted at the end of the grant period, which should describe and assess grant-related activities, accomplishments, problems and lessons during the entire term of the grant.

The signed interim/final reports should be in duplicate and should include two copies of any publication, audio, video or other product resulting from this grant. IFA shall have the right to make additional copies of any grant product.

### Financial reporting

Your signed financial statement should account only for funds granted by IFA and should be submitted at the end of each year after the commencement of the grant. This statement should reflect the actual expenditure under the various approved budget categories. In addition, a comprehensive financial statement reporting all expenditures during the entire grant term should be submitted at the conclusion of the grant.





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The financial statement should conform as far as possible to the format suggested in the attached grant reporting and operating guidelines. It is essential for the grantee to keep relevant records, bills and documents in support of all expenditures under the grant, and make these available to IFA on request. Such accounting records, as well as copies of reports submitted to IFA, should be held for at least four years after grant funds have been fully expended.

### **COPYRIGHTS AND ACKNOWLEDGEMENTS**

Copyright on materials resulting from the grant remains with the authors of such materials unless expressly transferred in writing to IFA.

IFA, however, retains the right to access these materials, to reproduce them in IFA's communications, and to make copies in the interest of wider dissemination.

All activities and products in the public domain – such as exhibitions, stage productions, videos, audio tapes and publications – resulting from the grant should carry appropriate acknowledgement of IFA's support. Grantees should consult IFA beforehand regarding the manner in which IFA's support should be acknowledged.

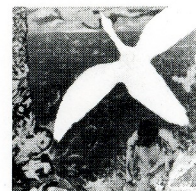
In some cases, IFA may also require acknowledgement of specific donor contributions, if any, enabling IFA to make this grant.

### **MONITORING**

IFA will monitor grant progress as needed through site visits and examination of relevant records by its officers or consultants.

### **ABROGATION OF GRANT**

If under some rare and unusual circumstances, IFA comes to the conclusion that grant funds are not being used for the purposes intended, or if the funds are diverted or misapplied to the prejudice of the fulfillment of the objectives of the grant, or if the funds are not fully and properly accounted for, or if there is grave delinquency in reporting to IFA as prescribed in the grant letter, IFA reserves the right to terminate the grant before the expiry of the term, suspend all grant payments and recover any funds improperly used



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contrary to grant purposes. A similar premature termination will be applied in cases where it becomes impossible to implement grant activities for reasons beyond control.

IFA shall not be responsible for any loss or prejudice to yourself or any third person in consequence of any act or omission of or by the IFA, its Trustees, Executive Director or staff in connection with the grant being hereby made to you including any premature termination of the grant and you agree to indemnify and hold harmless each of the IFA, its Trustees, Executive Director and staff in respect of any claim for such loss or prejudice.

If this letter and the attached budget correctly set forth your understanding of the terms of this grant, will you please indicate your agreement to such terms by countersigning the attached copy of this letter and returning it to the Executive Director of IFA.

On behalf of IFA, may I extend every good wish for the success of this important endeavour.

Sincerely,

**Anmol Vellani**  
**Executive Director**

Accepted and agreed

VIBODHI PARTHASARATHI  
(Name)

Signature:

Date: 25<sup>th</sup> March 2002

Address: 26 LODI ESTATE,  
New Delhi - 110003.



**2001-0-013**  
Grant Number

**Budget**

Remunerations	Rs. 2,81,000
Travel related costs	1,13,000
Equipment hire, raw stock and Processing costs	68,000
Reference materials	22,000
Communications and Supplies	<u>16,000</u>
Total	<u>Rs. 5,00,000</u>

(Amount in words: Rupees Five Lakh only)