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ENVIRONMENT EDUCATION

Ministry is promoting Environment Education and creation of awareness among all groups of the country's population through following scheme:

- (i) Environment Education Awareness and Training
- (ii) Centres of Excellence

Four types of programmes are existing under the scheme on Environment Education Awareness and Training

- (i) Seminars / symposia / workshops / conferences
- (ii) Grant-in-aid to professional societies/institutions/
- (iii) Publication of the resource material
- (iv) National Environment Awareness Campaign

GUIDELINES

The Ministry of Environment & Forests (MoEF) is promoting environment education and creation of awareness among all groups of the society through various activities including seminars, symposia, workshops and conferences. The Ministry also provides one time grant to professional societies and institutions engaged in environmental protection, conservation and development for capacity building in the related field.

Objectives :

i. Seminars / symposia / workshops / conferences

The objective of the scheme on “Seminars / Symposia / Workshops / Conferences” is to provide a forum to professionals, scientists, environmentalists, other groups of the society to share knowledge and experience on various aspects of environment and for creation of mass environmental awareness. Under this scheme, financial assistance is provided to universities, academic institutions / colleges, non-governmental organisations, Government Departments etc. for organisation of seminars / symposia / workshops / conferences on identified thrust areas related to environment or any emerging area impinging on technology, innovation in regard to environment.

ii. Professional societies and institutions – capacity building

The focus of the scheme is to improve, upgrade the facilities of the professional society and institution for promotion of environment education and awareness like development of exhibition galleries, interpretation centres and educational focused activities relating to ecology, wildlife and environment like museums / science centres. This one time grant is not available for research, collection and compilation of data and information or to any individual / business houses.

iii. Publication of resource material related to environment

The objective of the scheme is to utilise expertise available with professional societies, voluntary organisations, institutions etc. for printing and publication of resource material for promoting environmental education and awareness and to provide financial assistance for publications of such material.

Who are eligible?

i. Seminars / symposia / workshops / conferences

- Any recognized academic / research institution or Government Department / Government undertaking having at least 3 years experience of working in environment related subjects.
- Any registered voluntary / professional organisation / Trust having proven credential, and experience in environmental field and registered under the Societies Registration Act for minimum three years and raising audited accounts.

ii. Professional societies and institutions – capacity building

- Any registered voluntary / professional organisation or academic / research institution or museum / science centre having proven credential or Government Department actively involved in the field of environment education and awareness for a minimum period of three years.

iii. Publication of resource material related to environment

- Any voluntary / professional organisation or academic / research institution or museum / science centre or Government Department actively involved in the field of environmental education and awareness.
- The organisation / Department should have worked in the field of environment education / awareness / extension for a minimum period of three years and during this period, the organisation should have developed considerable expertise and should be excellent track record of working in this area.
- Under the scheme, grant is not provided for publication of newsletters, magazines, journals, periodicals etc. or to any publisher / business house including individuals.

Topics of interest :

Seminars / symposia / workshops / conferences proposals for financial assistance should have adequate focus on environment related subjects and or environmental awareness amongst masses. MoEF has identified the following thrust areas which may change from time to time.

1. Climate Change
2. Bio-diversity
 - Conservation of medicinal plants and their sustainable utilisation
 - Risk and benefits associated with genetically engineered organisms
 - Coastal and marine eco-system
 - Participatory forest management
3. Trade and environment
4. Industry and sustainable development
 - Mine de-commissioning
 - Environmental Impact Assessment
5. Water
 - Availability, contamination and impacts
6. Environmental health
7. Environmental legislation and enforcement
8. Socio-environmental aspects and environmental economics

9. Environment Awareness

How to apply?

- Seminars / symposia / workshops / conferences
- Professional societies and institutions – capacity building
- Publication of resource material related to environment

The eligible applicant should submit their application three months in advance in the prescribed form [Annexure-I:- Seminars / symposia / workshops / conferences, Annexure-II: - Professional societies and institutions, and Annexure-III: - Publication of resource material related to environment] through the Head of their organisation / Registrar in case of universities to the Advisor (EE), Ministry of Environment and Forests, Paryavaran Bhavan, CGO Complex, Lodi Road, New Delhi-110003. The form can be either obtained from the Ministry or down loaded from MoEF's Web Site <http://envfor.nic.in>. Application from NGOs from the Manipur state should be forwarded through the State Department of Environment Education, Manipur.

Scrutiny of proposals and approval :

The concerned division of the Ministry would check whether the information furnished in the application is in the standard format or not and is complete in all respects.

The Ministry of Environment & Forests has constituted an Internal Screening Committee for consideration of such proposals, which meets once in three months. Additional Secretary in- charge of the subject is the Chairperson. The Committee shall consider those proposals, which are complete in all respect, keeping the following aspects in view while recommending the proposal(s) for financial assistance:

- Credential and standing of the institution / organisation.
- The applicant organisation has not received any grant under this scheme during the financial year in which the proposed event falls. Financial assistance would not be provided more than once in a financial year.
- Application from Government Department / undertaking / academic / research institution has been duly forwarded by Head of the institution.
- The applicant institute has already submitted copies of audited expenditure statement and utilisation certificate and also settled other issues, if any, relating to previous grant(s) received by them under the scheme from MoEF. In case of NGO valid registration is also must.

Grant to professional societies and institutions for capacity building is to be considered on one time basis only.

Quantum of assistance :

(i) Seminars / symposia / workshops / conferences

Approximately 50% of the annual budgetary provision for the Scheme will be for technical proposals and the balance for environmental awareness promotion. The Committee may appropriately apportion the budgetary allocation for the identified theme areas to ensure that all the thrust areas get adequate representation.

Financial assistance is only for organisational expenses (excluding hospitality but include payment of TA/DA to the invited key-speakers only) of the proposed event and not for capital items like construction, equipment, automation etc. Following are the stipulated amounts for various categories of events:

<u>Category</u>	<u>Amount</u>
1. District level event	A maximum of Rs. 25,000/-
2. State level event	A maximum of Rs. 50,000/-
3. National level event	A maximum of Rs. 80,000/-
4. International level event	A maximum of Rs. 1,00,000/-

(i.e. proposal involving substantial participation from outside the country)

The Internal Screening Committee of MoEF can consider higher quantum of assistance in very exceptional case(s) on merits. However, the apportionment shall not exceed 20% of the total annual budgetary provision of the scheme.

(ii) Publication of Proceedings of the Conference

The proposals for financial assistance for publication of proceedings shall be considered for a maximum grant of Rs. 50,000.00 depending on the quality of the proceedings, number of pages and copies to be printed, cost of publication and earning from sale of the copies and provided that previous grant, if any, released by MoEF to the applicant organisation has been fully settled in terms of expenditure statement, utilisation certificate, copies of proceedings etc.

(iii) Financial assistance to the Professional societies and institutions for capacity building

Maximum financial assistance provided under the scheme will be Rs. 5,00,000.00.

(iv) Financial assistance for Publication of resource material related to environment

The quality of manuscript should be very good for consideration of a proposal for financial assistance. Maximum grant provided under the scheme will be Rs. 5,00,000.00.

The cut-off dates for receiving proposals in the Ministry seeking grant under the scheme Seminar/Symposia/Workshops/Conferences are:

- 7th March for the quarter April, May, & June.
- 7th June for the quarter July, August, & September
- 7th September for the quarter October, November, & December
- 7th December for the quarter January, February, & March.

Proposals received after the stipulated last date would be rejected.

APPLICATION FORM**Grant for Holding Seminar / Symposium / Conference / Workshop and
or Printing of Proceedings**

Note 1: Application should be submitted three months in advance through the Head of the Institution.

Note 2: Please enter P in appropriate box where answer is Yes / No

Note 3: No abbreviation to be used - **Not available** or **Not applicable** should be clearly mentioned.

Note 4: All information to be given in the form of Annex(s) should be properly numbered and form part of reply to this proforma.

Note 5: Copies of Registration Certificate, Memorandum of Association, Audited Statement of Accounts for last 3 years, By-laws etc. need to be furnished even if they were furnished in the past to the Ministry of Environment and Forests.

Note 6: Request for financial assistance for publication of proceedings would be considered if a copy of draft proceedings has been submitted with the application.

Note 7: Application should be complete in all respects. **Incomplete proposals would not be considered.**

Note 8:

I. General

1. Title of proposed Seminar / Symposium / Conference / Workshop.
2. Name and address of Organization / Institute organizing the event.
3. Activities of the organisation / institute.
4. Name of Chairperson and members of the Organizing Committee, if any.
5. Category in which the organizing Institution falls:
 - 1 Registered Society
 - 1 Academic institution
 - 1 University / college / school
 - 1 Government Department
 - 1 Non-governmental organisation
 - 1 Others (Specify)
6. In the case of a registered Society applying for grant, whether copies of the following documents have been enclosed?

1 Registration Certificate (Valid)	Yes	No
1 Memorandum of Association	Yes	No
1 Bye-laws	Yes	No
1 Audited Statement of Accounts for last three preceding years	Yes	No
1 Annual report of the organizing Institute for last 2 years	Yes	No
7. Details of affiliates, if any. (Attach statement)

- 7.1 Whether they are also associated with similar activities? Yes No

If yes, furnish information on grant received from MoEF during the last 3 years (Enclose details – event, year and amount)

8. Institutional capability of the organizing institute in organizing environmental events (Substantiate with documentary evidence)

II. Event

9. Firm date(s) of the event
10. Place where the event is to be held
11. Details of target group
12. No. of participants in the proposed event

Foreign :

Indian :

13. In case of an international event, whether clearances of the concerned authorities have been obtained? Yes / No
14. Brief statement of objectives of the event, including main topics to be discussed and their relevance to environment:
- 1 Objectives
 - 1 Topics to be discussed
 - 1 Relevance to MoEF theme areas (Refer Annexure – I)
15. Details of technical programme of the event i.e. technical sessions, subject(s), names of Chairpersons of Technical Sessions their organisation, key note speakers; and key speakers (Enclose a copy of the programme).
16. Whether any such event was/ to be held with financial assistance from MoEF during the year (April – March) in which the proposed event falls? Yes / No
17. Give a brief statement on follow-up action taken by the organisation on the recommendations of the seminar(s) etc. arranged by them in the past 3 years with MoEF grant (Event – wise information).
18. Do you propose to publish the proceedings? Yes / No

III. Financial aspects

19. Details of estimates of expenditure on the proposed event (Attach a statement)
20. Financial assistance* sought from the Ministry of Environment and Forests
[* Also enclose break-up]
- (i) Seminar/Symposium/Conference/Workshop : Rs.
 - (ii) Publication of proceedings : Rs.
21. Name / designation and address of the person Empowered / authorized to receive grant from MoEF.
22. Details of sources of funding (Ministries / Government Departments / non-governmental bodies) including contribution from applicant's own organisation.

S. No.	Name of the Source	Amount requested (in Rs.)	Amount committed (in Rs.)
1.			
2.			
3.			
4.			

23. Publication of proceedings:

- 1 Anticipated cost of publication (also provide break-up of the estimate)
- 1 No. of copies to be printed and no. of pages
- 1 Tentative price of the publication
- 1 Whether draft copy of proceedings enclosed, in such cases where the event is already over? Yes / No

24. Have you received any grant during the past 5 years from the Ministry of Environment and Forests or any other organisation? Yes / No

If yes, specify them and provide details thereof:

S.No.	Financial year	Source	Amount (in Rs.)
1.	Year in which the proposed event falls say 2005-06		
2.	2004-05		
3.	2003-04		
4.	2002-03		
5.	2001-02		

25. Whether Utilisation Certificate(s) and audited statement(s) for the previous grant(s) received from MoEF have furnished?. Yes / No

If yes, whether copies of Utilisation Certificate(s) are enclosed? Yes / No

Verification: The facts and information given in this proforma are true to the best of my knowledge and belief. Also no person associated with the above mentioned Organisation seeking financial assistance through this application is working in MoEF or any other Government agency to which proposal for funding has also been submitted.

Date:

Signature of the applicant* with full name, designation & address

[* Owner or his authorized signatory]

Given under the seal of organisation on

behalf of whom the applicant is signing

Thrust Areas

1.	Climate Change	
2.	Bio-diversity	<ul style="list-style-type: none">1 Conservation of medicinal plants and their sustainable utilisation.1 Risk and benefits associated with genetically engineered organisms.1 Coastal and marine eco-system1 Participatory forest management
3.	Trade and environment	
4.	Industry and sustainable development	Mine de-commissioning Environmental Impact Assessment
5.	Water	Availability, contamination and impacts
6.	Environmental health	
7.	Environmental legislation and enforcement	
8.	Socio-environmental aspects and environmental economics	

Check - List

Sr. No.	Document	Enclosed with the application (Enter / in the appropriate column below)	
		Yes	No
1	A legible copy of valid Registration Certificate (Ref. Question No. 6)		
2	A legible copy of Memorandum of Association (Ref. Question No. 6)		
3	A legible copy of Bye-laws (Ref. Question No. 6)		
4	A legible copy of audited statement of accounts for last three preceding years (Ref. Question No. 6)		
5	A statement indicating details of affiliates (Ref. Question No. 7)		
6	A statement indicating details of grant received from MoEF during last three years (Ref. Question 7.1)		
7	Documentary evidence indicating institutional capability (Ref. Question No. 8)		
8	A legible copy of technical programme (Ref. Question No. 15)		
9	A statement indicating estimates of expenditure (Ref. Question No. 19)		
10	Break-up of financial requirement (Ref. Question No. 20)		
11	Break-up of cost of publication (Ref. Question No. 23)		
12	A draft copy of proceedings of seminar / conference (Ref. Question No. 23)		
13	Legible copies of Utilisation Certificate(s) (Ref. Question No. 25)		

Application Form
for
Grants-in-Aid to Professional Societies and Institutions

1. Name and address of the Organisation/Institution :
2. Status of the Organisation/Institution :
(Registered Society/University etc.)
3. Name and Designation of the key persons :
of the Organisation
4. Designation of person Empowered/Authorised :
to receive financial grant from MOEF
5. In the case of Registered Society, a copy of each of the following documents may be enclosed:
 - a) Registration Certificate
 - b) Memoranda of Association
 - c) By-Laws
 - d) Audited Statement of Accounts
6. Activities of the organisation /institutions :
7. Title of the Proposal/Project :
8. Project details
 - 1 Proposed activities :
 - 1 Objectives :
 - 1 Target group to be addressed :
 - 1 Duration :
9. Assistance required from MOEF (Budget Break up) :
10. Any other sources of funding :
11. Agencies which can be benefited by the :
proposed activity
12. Particulars of previous grant received from MOEF :
(Please attach copies of Utilisation Certificate
furnished to MOEF)

Place:

Date:

Signature of President/Secretary
of the Society/Academy with seal

**Application Form
for
Financial Assistance for Publications of material related to environment**

1. Name and address of the Organisation /Institution :
2. Status of the Organisation/Institution :
(Registered Society / University etc.)
3. In the case of Registered Society, a copy of each of the following documents may be enclosed:
 - a) Registration Certificate
 - b) Memoranda of Association
 - c) By-Laws
 - d) Audited Statement of Accounts
4. Designation of person Empowered/ Authorised to receive financial grant from MOEF :
5. Activities of the organisation/institutions :
6. Title of the Proposal :
7. Broad Subject Areas covered :
8. Type : Technical /Semi Technical/popular etc :
9. Copy of the manuscript to be published :
10. No. of Pages :
11. Size of Book :
12. Time required for Printing & Publishing :
13. Language of the publication :
14. No of copies to be printed :
15. No of complimentary copies to be given to MOEF :
16. Concessional price to NGOs/students/ universities :
17. Estimated cost of Publication :
(typesetting, printing and Binding)
18. Price of the Book (if any) :
19. List of Institution/organization to whom the publication would be sent free of cost :
20. Distribution list :
21. Anticipated income from the sale of Publication :
(if applicable)
22. Assistance required from MOEF (Budget break up) :
23. Beneficiary/users of publication :
24. Particulars of previous grant received from MOEF :
(Please attach copies of Utilisation Certificate furnished to MOEF):

Place:

Dated:

Signature of President/Secretary
of the Society / Academy with seal.

NATIONAL ENVIRONMENT AWARENESS CAMPAIGN

1. The Ministry of Environment & Forests has been conducting a countrywide National Environment Awareness Campaign (NEAC) every year since 1986 with the aim of creating environmental awareness at the national level. Under the decentralised mechanism of conducting the campaign adopted since 1993-94, the responsibility of coordinating the campaign activities has been assigned to certain identified organisations designated as the Regional Resource Agencies (RRAs) for different regions of the entire country. These RRAs include reputed NGOs with substantial infrastructure, manpower and technical expertise, State Department of Environment and other autonomous organisations under the State / UT Governments.
2. Proposals for participating in the campaign are invited through an advertisement which is released by the Ministry usually during the months of August / September of every year in all the leading national and regional newspapers of the country. Registered NGOs / Voluntary organisations, educational institutions, State Government Departments etc. working in the field of environment and sustainable development are eligible for participating in this campaign. All sorts of awareness creating activities such as padayatras, rallies, public meetings, exhibitions, folk dances, street theatres, essay / debate, painting / poster competitions for school children, seminars, workshops, training courses and preparation and distribution of environment education resource materials for various target groups are supported under this campaign. The financial assistance provided under this programme ranges between Rs. 5000/- to Rs. 20,000/- per organisation, going up to a maximum of Rs. 50,000/- in exceptional cases.
3. The proforma for submission of the proposals can be obtained free of cost from the designated RRAs for each State / UT after the release of the advertisement regarding NEAC every year. This proforma contains detailed guidelines for submitting proposals as well as information about the theme of the campaign, role of RRAs, suggested activities, preferred target groups, last date for submission of the application form etc. **The completed proforma have to be submitted to the concerned RRA and not to the Ministry.** It may be noted that proposals for NEAC received directly in the Ministry will not be considered.

CENTRES OF EXCELLENCE

This scheme was started in 1983 to strengthen awareness, research and training in priority areas of environmental science and management. The Ministry has established nine Centres of Excellence in the field of Environment Education, Ecology of Western Ghats, Mining Environment, Ornithology and Natural History, Environmental Management of degraded eco-system, Conservation and Sustainable utilisation of tropical plants diversity, Animal and Environment and have been set up/ supported on various areas of environmental science and management.

Who are eligible?

- 1 Any recognized academic / research institution or Government Department / Government undertaking having more than 10 years experience of working in environmental related subjects.
- 1 Any registered voluntary / professional organisation / Trust having proven credential, and experience in environmental field and registered under the Societies Registration Act for minimum 10 years and raising audited accounts.

Topics of interest

Centre of Excellence proposals for financial assistance should have adequate focus on environment related subjects and or environmental awareness amongst masses.

The proposal for establishment of the Centre of Excellence are considered by the Ministry on projectised base and no financial assistance is provided for the core staff.

Application Form
for
Financial Assistance for Centre of Excellence

1. Name and address of the Organisation/Institution
2. Background of the Organisation
3. Name and Designation of the key person of the Organisation
4. Present set up
 - i. Infrastructure facility
5. Rational for the Centre of Excellence
 - a. Introduction
 - b. Objective
 - c. Beneficiaries
 - d. Justification for setting up Centre
 - e. Strategy and Plan of Action
 - f. Monitoring Mechanisms
 - g. Financial Requirement
 - h. Equipment Proposed
6. In the case of Registered Society, a copy of each of the following documents may be enclosed:
 - i. Registration Certificate
 - ii. Memoranda of Association
 - iii. By-Laws
 - iv. Audited statement of Accounts