

Donor's Application for creating Endowment Fund

President
Shri Durgiana Committee (Regd.)
Amritsar.

Dear _____
(President's Name)

Sub: Request application from Donor of Endowment Fund;
Proposal for the establishment of Annual Merit Award at
Shri Durgiana Committee (Regd.), Amritsar.

In order to promote excellence in education, I propose to establish the Annual Merit Award (AMA) in the name of my _____(Self/Relative) with Shri Durgiana Committee. Through this letter, I intend to seek official approval from the competent authorities to make an endowment for establishing the AMA with the Durgiana Committee. The endowment for the AMA shall be subject to the following terms and conditions:

1. I _____(donor) will make a contribution towards an endowment worth Rs. _____(atleast one lac) to Shri Durgiana Committee. The annual interest accrued from the endowment fund will be used to give AMA to the outstanding or top most student in Matriculation/Graduation/Post Graduation.
2. The AMA shall be known as _____ - (Name of the Merit Award as proposed by the Donor)

3. The Durgiana Committee shall select the outstanding or top most student each year. The time for handing out the AMA shall also be decided by the Committee.
4. The Donor's proposed name for AMA shall be inscribed in the Durgiana Committee's directory and posted on its website.
5. The Durgiana Committee is hereby appointed as the trustee for the implementation and distribution of funding provided by the donor for the specified purpose. The endowment fund provided by the donor/s shall be deposited in an interest bearing account at the designated bank of Durgiana Committee in a specific endowment account. Every transaction related to or arising out of the endowment shall be in good faith, proprietary and compliance with the applicable laws, rules and regulations of Durgiana Committee.
6. Shri Durgiana Committee shall apprise the donor/s about the distribution made from the endowment funds on annual basis.

Your official approval of the proposal is eagerly awaited.

Best regards,

Sincerely yours,

(Donor's Name & address)

email address: _____

Telephone number: _____

Resolution Passed by Shri Durgiana Committee

Resolution to be passed by Durgiana Committee vide meeting dated_____.

The matter regarding opening of Endowment Fund worth Rs._____ as proposed by _____(Donor's name) under the following terms and conditions:

1. To start “ _____Endowment Fund” with the amount worth Rs._____ as donated by donor.
2. The amount worth Rs._____ shall be kept as FDR and the interest accrued on FDR be used to award medal to the top most student in Matriculation/Graduation/Post Graduation examination.
3. The name of the endowment fund shall be engraved on the medal.
4. The institution will inform the donor every year about the medals awarded out of this endowment fund.

Passed that _____(Donor's name) be allowed to open up Endowment Fund worth Rs._____ with this institution on above terms and conditions.

(Donor's Name & Address)

Sir,

Kindly refer to your letter dated _____ addressed to Shri Durgiana Committee on the subject cited above.

In this connection, it is intimated that the Executive Committee in its meeting held on _____ vide Para _____, copy attached, has granted permission to establish _____ (Donor's proposed name for Endowment Fund) for Rs. _____. The terms and conditions of the Endowment Fund have been mentioned in the decision of the Executive Committee.

It is requested that an amount of Rs. _____ (atleast one lac) in the shape of Cheque/Demand Draft in favour of Shri Durgiana Committee payable at Amritsar may kindly be issued at the earliest for the establishment of Endowment Fund.

Yours faithfully,

President,
Shri Durgiana Committee (Regd.),
Amritsar

Encl: As above.