



## INDIA FOUNDATION FOR THE ARTS

July 20, 2016

Mr Abeer Gupta  
K 2057 Chittaranjan Park  
1<sup>st</sup> floor,  
New Delhi – 110 019  
Email: aber.gupta@gmail.com  
Phone: 09971075438

**Subject: Fellowship Number- 2016-F-2-001**

Dear Mr Gupta,

I am delighted to inform you that the India Foundation for the Arts (IFA) has approved a fellowship of Rs 2,00,000/- (Rupees Two Lakh only) with you as the 'Fellow' for the Fellowship Number mentioned in the Subject line of this letter. This fellowship is in collaboration with Indira Gandhi Rashtriya Manav Sangrahalaya, Bhopal. (IGRMS). This fellowship supports the exploration of the role, relevance and meaning of the ethnographic object in the contemporary world by creating an intersection between a given ethnographic collection and the community it belongs to, at a point where the community itself has shifted to an alternate location or is scattered across numerous locations. The outcome will be an exhibition and an essay. The Fellow will deposit the following deliverables to IFA with the Final Report : visual documentation which includes process images, video (if available), photographs of the exhibition; audio documentation which includes interviews with the community and textual documentation which includes invitation cards, an essay, catalogue.

This fellowship is being made from the grant received from Sir Ratan Tata Trust and in response to your proposal submitted under IFA's Archival and Museum Fellowships and your letter of request dated June 20, 2016. Fellowships funds will be available over a period of twelve months beginning from August 1, 2016 and ending on July 31, 2017.

**This letter outlines the terms and conditions of accepting this fellowship from IFA. Please read all the terms and conditions carefully before signing.**

After we receive the following, IFA will release the first installment of the fellowship:

- A signed copy of this letter
- A payment request from the Fellow for the first installment of the project

### **FELLOWSHIP TERMS AND CONDITIONS**

#### ***A. Financial***



1. Fellowship funds must be used specifically for the designated purpose(s) in fulfillment of the objectives outlined in the project proposal.
2. 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.
3. Fellowship funds will be released in three periodic installments of 50%, 40% and 10% respectively. Subsequent installments will only be released after the satisfactory submission of requisite reports on time as mentioned in *Section B on Reporting* in this letter. The final installment of 10% will be released after three weeks of submission of satisfactory final reports on time and delivery and depositing of fellowship materials as outlined on Page 1 of this letter, along with the duly signed undertaking as per the format in *Annexure I: Undertaking*.
4. The Fellow cannot seek funding from any other sources for this project and for the same purposes as mentioned in the proposal submitted to IFA.

#### ***B. Reporting***

1. The Fellow needs to submit two signed narrative reports to IFA – the Interim Report halfway during the fellowship and the Final Report within 45 days after the end of the fellowship period.
2. The Interim Narrative Report should describe the progress of the fellowship activities towards achieving the goals and objectives of the project as mentioned in the proposal, reflections on the process and challenges and hurdles faced during the reporting period.
3. Only if the Interim Narrative Report is satisfactory, the request for second installment will be considered. From the time we receive a request for the second installment, it will take IFA a minimum of two weeks to release the installment.
4. The Final Narrative Report should be comprehensive in describing and assessing all the activities undertaken during the entire fellowship period. It should be a self-evaluative document covering shortcomings, accomplishments and innovations, responses to specific constraints or problems, and lessons learnt.
5. The Fellow is required to send IFA soft copies as well as signed hard copies in duplicate of all reports.
6. In case of failure to comply with the above mentioned reporting conditions, the Fellow will be required to return to IFA all funds disbursed with interest earned if



any. Failure to comply with fellowship reporting conditions and undertakings will make the Fellow ineligible for applying to IFA in the future.

#### ***C. Monitoring and Evaluation***

1. IFA and representative of IGRMS will monitor the progress of the project as needed through site visits and examination of relevant records by its officers or consultants. IFA may also engage external evaluators to evaluate fellowship accomplishments from time to time.

#### ***D. Extension***

1. IFA does not encourage the Fellow to seek extensions of the term of their fellowship. However, in rare circumstances beyond their control, the Fellow may request a one-time extension of half of the term or six months, whichever is lesser.
2. The request will be given consideration only if it is made two months prior to the end of the fellowship period.

#### ***E. Copyright***

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

#### ***F. Licence Terms***

1. IFA and the IGRMS will have the licence to use the process materials and outcomes deposited with IFA as deliverables of the fellowship for specific purposes that will include but not be exclusive of broadcasting, displaying, publicising, reproducing and archiving in a publicly accessible platform for non-commercial purposes.

#### ***G. Deliverables to IFA***

1. All deliverables as mentioned on Page 1 of this letter will be deposited with IFA at the time of submission of the Final Report.
2. Failure to deposit this material will result in forfeiture of the 10% of the fellowship amount and will make the Fellow ineligible for applying to IFA in the future.
3. After the end of the fellowship period, IFA may request the Fellow to present their project at mutually agreed upon spaces (a maximum of three) that IFA puts together so that the wider public gets to know the work of IFA's Fellows. While all costs will be taken care of by IFA, there will be no honorarium for the Fellows.



#### **H. Acknowledgements**

1. All activities, process materials and final outcomes of the fellowship supported by IFA, including but not exclusive to exhibitions, screenings, stage productions, films, videos, audio tapes, publications, archives, websites etc, in private or public domain must carry acknowledgment of the support of IFA, Tata Trust and IGRMS as indicated by them in writing. This would include a line framed by, and the logos of IFA, Tata Trust and IGRMS by the respective institutions.
2. The acknowledgement of IFA, Tata Trust and IGRMS should continue every time the outcomes are showcased, presented, published or exhibited within and beyond the fellowship term; and even after if it is acquired through commercial transactions by other organisations or individuals.
3. In some cases, IFA may also require acknowledgement of other donor contributions, if any, that have enabled IFA to make this fellowship.

#### **I. Permissions**

1. The Fellow shall be solely responsible for any permission for use of material or documentation of any kind, required to be obtained from government/agencies/local communities/ other artists and whosoever it may concern, in furtherance of project work
2. This permission shall include and extend to IFA's License Terms as indicated in *Section F* of this letter.
3. The Fellow shall indemnify IFA and IGRMS for any breach of contract between the Fellow and the abovementioned bodies in the event of any dispute.

#### **J. Termination of Fellowship**

1. IFA reserves the right to terminate the fellowship at any time during the fellowship period, suspend all payments and recover the funds with interest earned if any, in any of the following situations
  - a. If there is delinquency in reporting to IFA in the manner and time or reports are not satisfactory, as mentioned in the *Section B* of this letter.
  - b. If the progress of the fellowship has been stalled due to reasons within the Fellow's control.

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2. If IFA concludes that it is impossible to implement fellowship activities for reasons beyond the Fellow's control inspite of their best intensions, IFA reserves the right to terminate the fellowship and take a considered decision on what amount of funds should be refunded.

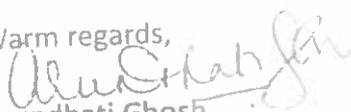
**K. Indemnity Clause**

- IFA and IGRMS 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 and IGRMS, their Trustees, Executive Directors, Directors, or staff in connection with the fellowship being hereby made to the Fellow including any premature termination of the fellowship and the Fellow agrees to indemnify and hold harmless each of the IFA and IGRMS, their Trustees, Executive Directors, Directors, and staff in respect of any claim for such loss or prejudice.

If this letter with the Fellowship Terms and Conditions correctly set forth your understanding of the terms of this fellowship, please indicate your agreement by countersigning the attached copy of this letter and return it to IFA with a request for the first installment for your project

On behalf of IFA, I extend my best wishes for the success of this important endeavour.

Warm regards,

  
Arundhati Ghosh

Executive Director

India Foundation for the Arts

Accepted and agreed

Name:



Signature:

Date:

Annexure I: Undertaking