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| **Title** | Template for UI event proposals |  |
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## Template for applications for funding for a CLARIN UI event

1. **Introduction**

This document specifies how applications for UI event funding should be structured. Document [CE-2018-1173](https://office.clarin.eu/v/CE-2018-1173-UI-event-proposals-2018.pdf) (Call for UI event proposals) provides some relevant background information on the cost categories for which funding can be asked, and the assessment criteria.

The assessment panel will recommend the support of an event only if the panel members are convinced that the funding is a justified investment towards the realisation of the CLARIN strategy. In case the panel would feel that additional information would be needed they can ask for it, but in principle the proposers are responsible for the clarity and completeness of the information included in the application.

1. **Structure of a proposal**
	1. ***Part 1: Front page***

Applications must provide on the front page the following basic information elements for the proposed event in tabular format (see template in section3):

* Name of the event
* Name of the proposers, and the country and institute(s) they represent
* (indicative) dates of the event
* Amount of funding requested
* Summary (max 120 words)

***2.2 Part 2: Application text***

The remainder of the proposal should contain the following subsections:

1. Event goal (max 200 words)
2. Profile of proposing team (max 100 words per team member)
3. Indication of profile(s) and number of envisaged participants (max 150 words)
4. Indication of the long-term impact of the event and the reusability potential of the developed materials (max 150 words)
5. Provisional information on event date(s), location and timetable
6. Provisional agenda
7. Budget breakdown into the major cost categories (i.e., venue, catering, travel, accommodation, other; also indicating other sources of funding)
8. **Template**

# Application for funding for a CLARIN UI event

*<Please use the table below for the front page:>*

|  |  |
| --- | --- |
| **Name event** |  |
| **Proposers** | *<name, affiliation>,**<name, affiliation>,**<name, affiliation>* |
| **Planned date** |  |
| **Budget** |  *<total amount of requested funds>* |
| **Summary** | *<max 120 words>* |

*<In the application text you should use the following structure and headers:>*

### Event goal

### Profile of proposing team

### Indication of profile(s) and number of envisaged participants

### Indication of the long-term impact of the event and the reusability potential of the developed training materials

### Provisional information on event date(s), location and timetable

### Provisional agenda

### Budget breakdown

|  |  |
| --- | --- |
| **Venue** |  |
| **Catering** |  |
| **Travel** | ***X1*** participants × ***Y1*** average travel costs |
| **Accommodation** | ***X2*** participants × ***Y2*** average accommodation costs |
| **Other** |  |
| **Additional funds / own contribution** |  |
| **Total amount of requested funds** |  |