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| **Title** | Template for CLARIN funding applications |  |
| **Version** | 5 |
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1. **Introduction**

This document specifies how applications for workshop or project funding should be structured. The documents [CE-2016-0777](https://office.clarin.eu/v/CE-2016-0777-Call-for-workshop-proposals.pdf), Call for workshop proposals, and [CE-2020-1725](https://office.clarin.eu/v/CE-2020-1725-Call-for-proposals-CLARIN-Resource-Families.docx) , Call for expression interest in funding for a CLARIN Resource Families (CRF) project, provide some relevant background information on the cost categories for which funding can be asked, and the assessment criteria.

The assessment panel will recommend funding 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. **Proposal structure**
   1. ***Part 1: Front page***

On the front page applications should provide the following basic information elements in tabular format:

1. the name of the workshop/project
2. (only for workshop proposals) type of workshop: type I or type II (see [CE-2016-0777](https://office.clarin.eu/v/CE-2016-0777-Call-for-workshop-proposals.pdf))
3. the name of the proposer(s) and the country and institute(s) they represent
4. (indicative) dates of the workshop / project starting & end date
5. the amount of funding requested
6. summary (max 120 word)

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

The remainder of the proposal should contain the following subsections:

1. Workshop /project goal (max 200 words)
2. Link with CLARIN’s strategic priorities (max 150 words)
3. Profile of proposing team (max 100 words per team member)
4. *For workshop proposals*
5. indication of profile(s) and number of envisaged participants (150 words)
6. Provisional information on workshop date(s), location and timetable
7. Provisional agenda
8. Summary of envisaged implementation project (for type II only, max 250 words)
9. Budget breakdown into the major cost categories (i.e., venue, catering, travel, accommodation, other; also indicating other sources of funding)

### *For CRF project proposals* a. Envisaged personnel conducting the work b. Summary of the project results c. Budget breakdown into the major cost categories (see breakdown structure below)

1. **Templates to be used for preparing applications**

Part 1: Please use the table below for the **front page**

|  |  |
| --- | --- |
| **Name workshop/project** | *<name>* |
| **Type of initiative**  ***(delete what is not applicable)*** | Thematic workshop type I (no follow-up implementation project envisaged) Thematic Workshop type II (with follow-up implementation project envisaged)  CRF project |
| **Proposer(s)** | *<name, affiliation>,*  *<name, affiliation>* |
| **Planned date/period** | *<date/period>* |
| **Budget** | *<total amount of requested funds>* |
| **Summary** | *<max 120 words>* |

Part 2: In the **application text** you should follow the structure of section 2.2 above, plus the following structure for the budget breakdown

*<budget breakdown for workshop proposals >*

|  |  |
| --- | --- |
| ***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** |  |

*<budget breakdown for project proposals>*

|  |  |
| --- | --- |
| ***Name(s) envisaged personnel*** |  |
| ***Monthly salary (incl. overhead)*** |  |
| ***# person months*** |  |
| ***Travel costs (if any)*** |  |
| ***Other*** |  |
| ***Additional funds / own contribution*** |  |
| **Total amount of requested funds** |  |