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Templates for CLARIN funding proposals

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# Introduction

This document specifies how applications for workshop or project funding should be structured. The Call text for workshop proposals and the Call text for expressions of interest for CLARIN Resource Families (CRF) projects or Bridging Gaps projects (see [www.clarin.eu/funding](http://www.clarin.eu/funding)) provide some relevant background information on the cost categories for which funding can be asked, and the assessment criteria.

Assessment panels 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.

# Proposal structure

* 1. ***Part 1: Front page***

Applications must provide the following basic information elements for the proposed workshop/project on the front page in a tabular format:

1. The category applied for: project or workshop
2. Title of the workshop/project
3. Names of the proposers 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. Goal of workshop or project (max 200 words)
2. Link with [CLARINS’s strategic priorities](https://www.clarin.eu/content/vision-and-strategy#strategy_glance) (max 150 words)
3. Profile of proposing team (max 100 words per team member)
4. a. For workshop proposals:
	1. Indication of profile(s) and number of envisaged participants (150 words)
	2. Provisional information on workshop date(s), location and timetable
	3. Provisional agenda
	4. If applicable: summary of envisaged follow-up implementation project (max 250 words)
	5. Budget breakdown into the major cost categories (i.e., venue, catering, travel, accommodation, other; also indicating other sources of funding)

4b. For project proposals (CLARIN Resource Families, Bridging Gaps):

* 1. Description of work and timeline
	2. Envisaged personnel conducting the work
	3. Summary of the project results
	4. Budget breakdown into the major cost categories (i.e. personnel, travel, other; also indicating other sources of funding)

# Templates

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

|  |  |
| --- | --- |
| **Category applied for**(delete what is not applicable) | WorkshoporCRF project |
| **Title** |  |
| **Proposers** | *<name, affiliation>,**<name, affiliation>,**<name, affiliation>* |
| **Planned date/period** |  |
| **Budget** |  *<total amount of requested funds>* |
| **Summary** | *<max 120 words>* |

*3.2 In Part 2, the* ***application text****, please use the following structure and headers:*

### Workshop/project goal

### Link with CLARINS’s strategic priorities

### Profile of proposing team

### *In case of a workshop proposal*

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

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

### Provisional agenda

### If applicable: summary of envisaged follow-up implementation project

### *In case of a project proposal* I. Description of work and timeline

### II. Envisaged personnel conducting the workIII. Summary of the project results

### Budget breakdown (see the templates in 3.3. below)

3.3 ***Budget*** templates

* 1. template budget breakdown for **workshops**

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

* 1. template budget breakdown for **projects**

|  |  |
| --- | --- |
| **Name(s) envisaged personnel**  |  |
| **Gross monthly salary (incl. taxes, etc. )** |  |
| **# person months** |  |
| **Travel costs** |  |
| **Other** |  |
| **Additional funds / own contribution** |  |
| **Total amount of requested funds** |  |