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| **Title** | Template for CLARIN funding proposals |  |
| **Version** | 5 |
| **Author(s)** | FdJ, QB, SD |
| **Date** | 19 September 2020 |
| **Status** | draft |
| **Distribution** | CLARIN |
| **ID** | CE-2016-0793 |

## Templates for applications for CLARIN funding

1. **Introduction**

This document specifies how applications for workshoporproject funding should be structured. Document [CE-2016-0777](https://office.clarin.eu/v/CE-2016-0777-Call-for-workshop-proposals.pdf) (Call for workshop proposals) and CE-2020-1725 (Call for CRF project funding) 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. **Structure of a proposal**
   1. ***Part 1: Front page***

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

1. the name of the workshop/project
2. (if applicable) 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 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. Workshop /project goal (max 200 words)
2. Link with CLARINS’s strategic priorities (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. Summary of envisaged implementation project (for type II only, 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 CRF project proposal:

* 1. Envisaged personnel conducting the work
  2. Summary of the project results

1. **Templates**

# Application for CLARIN funding

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

|  |  |
| --- | --- |
| **Name workshop** |  |
| **Type** | I: Thematic workshop (no follow-up implementation project envisaged) II: Workshop with follow-up implementation project envisaged  CRF project |
| **Proposers** | *<name, affiliation>,*  *<name, affiliation>,*  *<name, affiliation>* |
| **Planned date/period** |  |
| **Budget** | *<total amount of requested funds>* |
| **Summary** | *<max 120 words>* |

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

### Workshop /project goal

### Link with CLARINS’s strategic priorities

### Profile of proposing team

### 4a. In case of a workshop

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

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

### Provisional agenda

### 4b. In case of a project I. Envisaged personnel conducting the work II. Summary of the project results

### 5.Budget breakdown

<budget breakdown for projects >

|  |  |
| --- | --- |
| **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 projects>

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