****

**IAMCR Committee and Task Force Project Fund**

IAMCR’s Executive Board (EB) invites IAMCR committees and task forces (C&TF) to submit funding proposals for activities that support and advance the C&TF’s agendas. A proposed activity should contribute to the following overall objectives:

|  |
| --- |
| * **Primary objective: Support the activities of the C&TF in relation to the realization of its remit**
* Secondary objective 2: Increase the participation of IAMCR members in the C&TF.
* Secondary objective 1: Allow the C&TF to expand its activities (within the framework of its remit).

Examples are: C&TF advocacy and (internal and external) outreach, C&TF events (expert workshops, training sessions, etc.), C&TF publications (books and/or journals), etc.Examples of activities not eligible for funding include: support of activities primarily organised by others, travel by applicants to events, organisation of events within or in parallel with the main IAMCR conference. |

|  |
| --- |
| A proposed project should comply with the following conditions:* It should be aimed at fulfilling the primary objective of the fund, as outlined above, and at least one of the secondary objectives.
* It must be in alignment with the IAMCR remit, as described on the IAMCR website (<http://iamcr.org/objectives>).
* The main applicant is the Chair of an IAMCR Committee or Task Force. Applications can be submitted by an individual Committee or Task Force, but co-applicants are encouraged. If other C&TFs are co-applicants, their agreement must be provided by the Head of that Committee or Task Force.
* Proposals must include a clear description of: 1) the applicant(s), 2) the project objectives, 3) the target group(s), 4) the expected outcomes, including tangible deliverables of the project, 5) a work plan and detailed schedule, and 6) a detailed budget.
* It should have a maximum duration of two years.
* It should be self-sustainable after the completion of the project – no additional IAMCR resources will be provided after project completion.
* The main applicant, together with co-applicants, is responsible for the implementation of the project towards the IAMCR Executive Board. Responsibilities can be delegated to others, but the main applicant retains ultimate responsibility.
* The requested project subsidy from IAMCR should not exceed USD 2,000. If the total cost of the project exceeds this maximum subsidy of USD 2,000, the proposal’s budget should state clearly what additional sources of funding are available to cover all costs and make the activity viable.
* A Committee or Task Force can only get funding for one activity per calendar year approved (as main applicant). An application from a Committee or Task Force that has received funds in 2 consecutive years will be given lower priority than one received by a Committee or Task Force that has not.

Applications are evaluated by a committee, which makes recommendations to the Executive Board. Elske van der Fliert, IAMCR treasurer, chairs the committee. [See the list of the members of all IAMCR’s committees and task forces](https://iamcr.org/governance/committees).Applicants whose proposal has been approved must agree to:* Present the project at the first IAMCR conference that takes place after confirmation of project approval has been received.
* Sign an agreement with the IAMCR Executive Board using IAMCR’s template.
* Provide the IAMCR Treasurer with an account to which the project funds can be transferred. (IAMCR accounts cannot be used for the purpose of project fund management).
* Submit a project report after completion of the proposed activities, as per instructions provided in the signed agreement.
* Prepare an article on the project for publication on the IAMCR website and distribution to the membership.
* Acknowledge IAMCR as (one of) the funding source(s) in publications and promotional materials that are materialised with the funds.
 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applications can be submitted anytime of the year but will be evaluated two times a year, as per the following timelines:**

|  |  |
| --- | --- |
| **Application submitted by** | **Announcement of decision on** |
| 31 January | 28 February |
| 31 October | 30 November |

After approval and signing of the agreement, the project should be launched as soon as possible and the applicant should adhere to the reporting requirements.To apply for the C&TF fund, please complete the form below and send it to the IAMCR Treasurer, Elske van de Fliert <e.vandefliert@uq.edu.au>. |



**Application form IAMCR C&TF projects**

To be sent to the IAMCR Treasurer, Elske van de Fliert <e.vandefliert@uq.edu.au>

**Part 1: Applicants**

|  |
| --- |
| Name of the IAMCR Committee or Task Force |
|  |

|  |
| --- |
| Name(s) of the IAMCR Committee or Task Force’s representative (main applicant) |
|  |

|  |
| --- |
| Contact information of the IAMCR Committee or Task Force’s representative (main applicant) |
|  |

|  |
| --- |
| Name(s) of the co-applicant(s) |
|  |

|  |
| --- |
| Name(s) of the representative(s) of co-applicant(s) |
|  |

|  |
| --- |
| Contact information of the representative(s) of co-applicant(s) |
|  |

**Part 2: Project description**

|  |
| --- |
| Project title |
|  |

|  |
| --- |
| A brief description of the activities to be undertaken |
|  |

|  |
| --- |
| Specific project objectives |
|  |

|  |
| --- |
| Project target group(s) |
|  |

|  |
| --- |
| Expected outcomes (including project deliverables) |
|  |

|  |
| --- |
| Start and end date |
|  |

|  |
| --- |
| Workplan and time schedule |
|  |

|  |
| --- |
| Budget |
| *Budget item* | *Amount (in local currency)* |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  | USD  |

|  |
| --- |
| How will the project contribute to the fund's primary objective: **Support the activities of the C&TF?** |
|  |

|  |
| --- |
| Will the project contribute to secondary objective 1: **Increase the participation of IAMCR members in the C&TF**?If so, how? |
|  |

|  |
| --- |
| Will the project contribute to secondary objective 2: **Allow the C&TF to expand its activities**? If so, how? |
|  |

|  |
| --- |
| Applicants are expected to obtain support for the activity from C&TF members, to discuss it with members (at meetings or online) and to provide reports on progress. How did you/will you do this? |
|  |

|  |
| --- |
| Applicants are required to present the project at the first IAMCR conference that takes place after confirmation of project approval has been received. How will you do this? |
|  |