Guidelines for applying for ARLE funding for SIG events

Here are guidelines for applying for ARLE funding for Special Interest Group (SIG) events. Generally, ARLE wants to support SIG events if possible. Thus, SIG coordinators have the possibility of applying for up to 500 euros for SIG events. Applications requires a couple of things, as described below. Briefly put, an application should be accompanied by

- A short description of the event
- A budget.

Conditions:

In the description of the event, please explain the context and purpose of the event, and for what purpose and activity you are applying for ARLE sponsorship. Applications for funding should be related to research-based activities. For example, it could be used as bursaries for PhDs or for covering a fee for an invited speaker/keynote. Please describe the goal in the description of the event.

Local organizers – SIG coordinators, host university or/and other entities – have the full responsibility of the event. ARLE does not cover any deficit related to the event.

ARLE will only sponsor the event if ARLE is allowed to handle the money involved in the event. In this case, ARLE's Platform and Paypal account is used for registration, communication and payment. ARLE encourages SIGs to make use of the conference system with the help of the ARLE office. If choosing to use the ARLE Platform and Paypal account, the ARLE treasurer assists in using the Paypal account. If using the ARLE platform and ARLE Paypal account, payments for registration and other expenses stays within the ARLE Paypal account until the deadline for cancellation of participation. The cancellation policy for conferences is set to 50% until a certain date; after that nothing is reimbursed.

At a certain moment after cancellation deadline there will be a transfer from the ARLE Paypal account to the organizer(s). ARLE can only provide payment upon invoice and, if applicable, upon receipts. Note that Paypal charges 5% for each payment. Please include this as an additional cost in the budget.

After the event, the SIG coordinators need to provide ARLE with a financial report, which includes a description of the use of ARLE funded money. If the event generates a surplus, this could be saved within the SIG for financing later events.

Application and feedback:

An application including description and budget should be sent to the chair of the ARLE Board. The application is processed and decided by the ARLE Board on an ongoing basis, and applicants will get response as quickly as possible (preferably within two weeks). As pointed out above, one can apply for up to 500 euro. However, the amount offered to the applicants is always based on our current financial situation.

An example of an application is offered below in the appendix, for help and inspiration.

Kind regards,

ARLE Board, 13 June 2019

Appendix: Example of application and Budget for SIG Symposium

ARLE SIG ROLE

13/03/2018

Application for financial support via ARLE

In June 2018 ARLE SIG ROLE is organising a research seminar at Hildesheim university. As you can see from the budget plan, we have costs for experts who contribute to our two workshop-sessions. We kindly ask ARLE board to provide us with support of Euro 500. The money is meant to support the whole event, mainly to cover part of the expert-costs.

Thank you.

Irene Pieper, on behalf of SIG ROLE

Calculations for Hildesheim Seminar

Costs	No.	price	For 15	For 20	For 25
Coffee	4X 5€	20	750	1000	1250
Lunch	2X15	30			
Location	-	-			
Travel & hotel (2nights) cost	3X400	1200€ -1500€			
Other expenses?	?				
Total Cost for			**1950-2250€**	**2200-2500€**	**2450-2750€**
Income					

100 € per person			8 participants 800 €	10 1000€	15 1500€
75 € per Ph.d student			7 students 525 €	10 750 €	10 750 €
Funds from Hildesheim?			500€		
ARLE board support			500 €		
Total income			**2325€**	**2750€**	**3250€**

Notes: [if needed]