

## Guide to applying for project/event grants

Applications to the Carl Schlettwein Foundation must be made by the person(s) responsible for the project/event (the *Applicant*) and must include the following information and documents:

- Name and academic position of the Applicant, plus
  - Contact details: email, postal address, telephone number
  - CV, not longer than 2 pages
- Name and academic position of all persons with responsibility for the project/event, plus
  - Contact details: email, postal address, telephone number
  - CV, not longer than 2 pages
- Letter of motivation by the Applicant
- Summary of the project/event, max 1 page and ready for publication online
- 2 letters of support from academic referees
- Details of the intended project/event, including
  - Title of the project/event
  - Detailed description of the project/event
  - University, department/faculty, institute or seminar
  - Location and time/timeframe
  - Speakers, participants and target group
- Organisation and time schedule, including
  - Milestones, to be communicated to the Foundation
  - Suggestion for a payment pattern
- Amount applied for, including
  - Detailed budget (in the local currency)
  - Financing plan
- Other applications for the project/event
  - Are you applying, have you applied or will you apply for other grants?
  - What institutions are involved, and what are the responses?
  - What sums have you been promised, guaranteed or have you already received?

The Carl Schlettwein Foundation only funds projects and events with a Namibian and/or Southern African focus. Academic projects must stem from the areas of humanities and social sciences, or from studies in librarianship and archive studies.

For the ease of handling, please avoid material which cannot be photocopied, unusual formats and paper weights, and do not staple.

Do not send in originals as they will not be returned.

Application deadlines are 28 February and 30 September.

The decisions of the Board of Trustees are incontestable.

Contact address:

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