

## Guide to applying for scholarship grants

Applications to the Carl Schlettwein Foundation must be made by the academic supervisor (the *Applicant*) on behalf of the respective student (the *Beneficiary*) and must include the following information and documents:

- Name and academic position of the Applicant, plus
  - Contact details: email, postal address, telephone number
  - For applicants not having worked with us before: CV (not longer than 2 pages)
- Name and academic position of the Beneficiary, plus
  - Contact details: email, postal address, telephone number
  - Nationality: Copy of passport
  - CV (not longer than 2 pages), with copies of academic certificates
- Reasons for the application by the Applicant
- Letter of motivation by the Beneficiary
- Details of the intended studies, including
  - University, department/faculty, institute or seminar
  - Research area and research proposal
  - Time plan
  - 2 testimonials
- Amount applied for, including
  - Detailed budget (in the local currency)
- Other applications by the Applicant and/or the Beneficiary
  - 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 Namibian students studying at a southern African university in the areas of humanities and social sciences, as well as 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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