**SIG General Funding Rules and Application Form:**

1. **General SIG Funding is meant to:**

* facilitate participation of the SIG Coordinator to ERCOFTAC's Spring and Autumn Festivals,
* provide seed money for possible SIG meetings, etc.,
* the maximum total assistance from ERCOFTAC funding for the SIG General Funding is 1,500 Euro;

1. Coordinators of a SIG with Funding Status **should not use this general SIG funding** to finance an event which has already received any fixed amount from ERCOFTAC (workshop, conference, summer school, course);
2. **Submission and approval process:**

* proposal must be sent to the ERCOFTAC CADO at least 2 weeks before the next SPC meeting,
* SIG Coordinators should apply for General SIG Funding using the application form and provide a report on activities in the past year and a plan of future activities. It will be presented to the Scientific Programme Committee for approval;
* The Scientific Programme Committee will recommend to the Executive Committee/ Managing Board its approval. The procedure required to obtain approval should not take more than three months;

1. **Reimbursement of costs:**

* the fees and costs should be settled reasonably soon after the ERCOFTAC event;
* SIG Coordinators should send to: [admin@cado-ercoftac.org](mailto:admin@cado-ercoftac.org) the following documents:

1. an ERCOFTAC Travel Expenses Report (standard form can be received from CADO) or
2. an invoice mentioning the title, location and date of the event, the necessary bank details, and attachment of scanned receipts pertaining to all participants that require reimbursement,
3. a financial overview, indicating how the ERCOFTAC grant has been spent.  It is necessary to provide the names of those who used the funds,
4. Claims for funding can only be made during a period of 6-months starting from the beginning of the event, after which requests will no longer be considered.

SIG General Funding Application Form included on the next page.

**SIG GENERAL FUNDING APPLICATION FORM FOR A YEAR** ………….………

**SIG Coordinators: Please try to limit your request up to €1,500**

***All applications will be considered at the SPC meeting during the Spring or Autumn Festival****.*

**This application is intended for GENERAL SIG SUPPORT ONLY**

\*Please note that general support is available only to those SIG’s that demonstrate compliance with the SIG Concordat.

*Accordingly please complete a report below on Activities in the Past Year and a Plan of Future Activities;*

|  |  |  |  |
| --- | --- | --- | --- |
| **REPORTING ON ACTIVITIES IN THE PAST YEAR AND PLANNED IN THE FUTURE** | | | |
| **NAME & NUMBER OF SIG** | *Please include SIG number and Title* | | |
| **NAME OF SIG COORDINATOR** |  | | |
| **WAS THE SIG GENERAL FUNDING FOR THE PREVIOUS YEAR** ………….….… **APPROVED?** | | | Yes  No |
| **IF YES, PLEASE INDICATE HOW SIG SUPPORT WAS USED IN PREVIOUS YEAR** …………….:  sig meetings  ercoftac meetings  contribution to ercoftac bulletin  contribution to qnet-wiki database  contribution to ercoftac industrial courses  contribution to ftac journal  scientific results  workshops, conferences, summer schools/ courses  *Please include short description of the activities* | | | |
| **PLEASE INDICATE SPECIFIC SIG TARGETS FOR THE COMING YEAR** ………….……:  workshops & conferences  summer schools/ Courses  outreach: toward academic organizations/colleagues, toward industry and toward other sigs/pcs  connection/collaboration other SIGs/PCs/Industry/Professional organizations to be pursued  **PLEASE INDICATE HOW SIG SUPPORT WILL BE USED IN ……………… YEAR:**  Participation in ERCOFTAC Festivals  Participation in other ERCOFTAC events. Please indicate which one: ……………………………………………….............    who is going to use the general funding: sig coordinator, etc.: ………………………………………………………………………. | | | |
| **Date:** | | **Signature:** | |

**PLEASE USE ADDITIONAL PAGE IF NECESSARY**