



Foundation for Endangered Languages

Guidance Notes for Completion of the Grant Application Form and Case for Support

Introduction

Grant proposals to the Foundation for Endangered Languages (FEL)¹ consist of two parts: an Application Form and a Case for Support. The Application Form gives a summary of the applicant's details, what work will be done and what support is being asked for. The Case for Support is the main statement of why the support is needed.

Before beginning please make sure that the purposes of your proposal fit with FEL's aims. These can be read on FEL's web site at www.ogmios.org/manifesto. Information you provide in your proposal documents may be published on FEL's website if the grant is awarded.

Please note that only grant proposals from members will be considered. **If you are not a member then you will need to join before applying.** Details of membership and how to join are at <http://www.ogmios.org/membership>.

Completing the Application Form

The following paragraphs describe what is expected under each of the headings in the Application Form. The numbering follows the numbering on the form.

1. *Funding stream*

Indicate which funding stream you are applying for (General stream or Navilipi stream)

2. *Applicant details*

Give your full name, the organization and department you work for, or are affiliated to, and the address for correspondence. If this address is different from the organization address, please give the organization's address on a separate sheet with an explanation of why the addresses are different. Please also give any other contact details such as your phone and email where available.

3. *Title of project*

State the title of the project. This should be the same as in the Case for Support.

4. *Target language and location*

State clearly the name of the language to be studied and its location (country, region, etc).

5. *Objectives*

List the objectives of the project in order of priority. No explanation need be given here - we are looking for the main points.

6. *Summary*

Summarize the aims and likely outcomes of the work in terms that a general audience can understand. This is different from the Case for Support, since (if your project is funded) it will be used to describe your project to the public. The Foundation is a charity funded by membership subscription and donations. We need to explain the nature of the work we support to potential donors. The information you supply here will help us to do that.

7. *Resources*

List the resources for which you are requesting support. State clearly the currency being used. Also provide the current exchange rate of the currency in US dollars.

¹ Note that the Foundation for Endangered Languages (FEL) is a different organization from the Endangered Language Fund (ELF).

8. Period requested

Indicate the starting date of your project and how many months you expect to need to complete the project. Projects must commence within 12 months after the announcement of the results of this year's call. The maximum duration of a project is 12 months from the date on which the grant is made available to you. In all cases, grants need to be claimed within two months after receiving notice of a grant being awarded by FEL.

9. Collaboration with local communities

Briefly describe the collaborations you propose with local communities, naming the groups with whom you are collaborating.

10. Support from other organizations

We would like to know how the work you are proposing fits with other work being done by yourself, or colleagues. We would also like to know where our support would be additional to support you already have, so please state clearly what other support is available or expected for the work, and why additional resources are requested from FEL.

11. Declaration

FEL is a charity and must be able to show that the work it supports is of public benefit. The declaration requires you to state that you are willing to provide FEL with a copy of the project outcomes and a list of recommendations for further monitoring and work on the language that is the subject of the application. This material will serve both to support the current application in the selection process, and also to provide FEL with information to assist in our quest for further funds for future projects. A final report (following the template obtainable from FEL's Grants officer) should be submitted within two months after completing the project.

Writing the Case for Support

The Case for Support should not be longer than three sides of normally-printed A4 paper; this typically means it should not be longer than 2,000 words (excluding references). Applications where the Case for Support exceeds the prescribed length will not be considered. The Case for Support should have the following parts.

1. Title of project

This should be a short and clear expression including the name of the language you are working with and the kind of work to be done: e.g. "Survey of Kagoro and neighbouring languages"; "Kadazandusun: Development of reading materials"; "Sierra Miwok: Master-Apprentice Scheme".

2. Background to the work

Describe the language: its nature, location, number of speakers, relation to other languages, etc. You could include information such as:

- adjacent and related languages (geographically and genetically)
- the current domains and range of use of the language
- the number of first- and second-language speakers
- whether and how the language is being passed on to younger generations
- what languages are used to communicate with neighbouring communities and whether this communication is general or limited to certain activities
- whether the language's speakers view it as a distinct language or as a dialect of another language
- previous research and language documentation (if so please attach a bibliography on a separate sheet)
- the nature of the threats to the language and the processes of language loss

3. The work

Describe the work for which you are seeking support. Set out the aims and objectives and how you intend to achieve these. Describe the methods to be used.

4. Expected outcomes and beneficiaries

Describe what you hope will result from the work. What outcomes do you plan? What material will be produced? How will the results be used, who will use them and for what purpose?

5. Collaboration

Describe who you intend to collaborate with and how.

6. Resources

Justify the resources you have asked for on the Application Form. Please state clearly how the costs were calculated and if there are any additional sources of funding for this project.

7. Qualifications

Briefly, in no more than 100 words, describe your working background and any relevant qualifications as an indication of why you are suitable to carry out this work.