

Guide to applying for event/project grants

Applications to the Carl Schlettwein Foundation must include the following information and documents:

- Name of the applicant, academic position
- Names of all persons with responsibility for the event/project
- University, department/faculty, institute or seminar
- Title under which the event will take place/title of the project
- Location and time/timeframe
- Reasons for the application, including supporting letters from 2 (two) academic referees
- Target group of the event
- Speakers, participants (national, international)
- Organisation and time schedule, in detail
- Detailed budget (in the local currency)
- Are you applying, have you applied or will you apply for other grants to support this event/project? What sums have you been promised, guaranteed or have you already received?

The support of the Carl Schlettwein Foundation must be appropriately acknowledged (without mention of the size of the grant) in all announcements, advertisements, notifications, documents and reports relating to the event/project.

Two copies of all announcements, advertisements, notifications, documents and reports relating to the event/project must be sent free of charge and post-paid to the Foundation.

The Foundation must be informed immediately of any changes relating to the application, and especially to the above-listed items.

If the agreed conditions are not met, the Foundation reserves the right to withhold the promised funding or to reclaim, in full or in part, funds that have already been paid out.

The Carl Schlettwein Foundation is entitled to refer to its sponsorship of the event/project in any media of its choice.

Application deadlines are 28 February and 30 September.

The decisions of the Board of Trustees are incontestable.

Contact address

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