

Event Funding Application

Informatik Stiftung Schweiz
Fondation d'Informatique Suisse
Fondazione Informatica Svizzera
Swiss Informatics Foundation



1. Event overview

Event name:

Acronym:

Type: ☐ Conference/Symposium ☐ Workshop / Seminar

☐ Other:

☐ Physical, In-person event ☐ Online event ☐ Hybrid (physical & online) event

Date: from to

☐ Full day ☐ Half day ☐ Evening ☐ Multi-day

Location, venue:

Summary of event:

Event organizer:

Intended audience:

Participation is ☐ open ☐ restricted ☐ by invitation only

If not open, describe access policy:

Registration is ☐ free ☐ A registration fee will be charged

How does the event fit the purpose and objectives of the Swiss Informatics Foundation?

Expected total expenses for event: CHF

Requested amount of funding: CHF

2. Event description

Briefly describe your event (about 60-600 words), providing information about

- goal of event,
- planned program (content, speakers, schedule),
- for what the requested funding shall be used.

3. Financials

Which organization is financially responsible for the event (that is, will cover any deficits or receive the surplus)?

Which person manages the finances of the event?

Event budget (to be filled in if the requested funding amount exceeds CHF 5'000.00)

Expected expenses (in CHF, including VAT if applicable)

CHF _____	Location rental
CHF _____	Speakers (travel expenses, honorarium)
CHF _____	Equipment (AV, etc.)
CHF _____	Event organizer fee(s)
CHF _____	Catering
CHF _____	Social events
CHF _____	Miscellaneous expenses and contingencies
CHF _____	Total expected expenses

Expected income (in CHF, including VAT if applicable)

CHF _____	Registration fee income
CHF _____	Sponsoring Income
CHF _____	Financial support by not-for-profit organizations (including the amount requested in this application)
CHF _____	Other income (specify): _____
CHF _____	Total expected income

Expected balance (in CHF, including VAT if applicable)

CHF _____	Expected balance
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4. Applicant(s)

Main Applicant

Main applicant is ☐ a (natural) person ☐ an organization / legal person

Fill in if main applicant is a *(natural) person*:

Title: _____ First name: _____

Family name: _____

Gender (f/m/d): _____

Affiliation: _____

Job function: _____

E-mail: _____ Phone: _____

Personal homepage: _____

Postal address: _____

Fill in if main applicant is an *organization / legal person*:

Organization's name: _____

Contact person: _____

Function of contact person: _____

E-mail: _____ Phone: _____

Homepage: _____

Postal address: _____

First Co Applicant (check here ☐ if there is no co-applicant)

Title: _____ First name: _____

Family name: _____

Gender (f/m/d): _____

Affiliation: _____

Job function: _____

E-mail: _____

Phone: _____

Postal address: _____

Second Co Applicant (check here ☐ if there is no second co-applicant)

Title: _____ First name: _____

Family name: _____

Gender (f/m/d): _____

Affiliation: _____

Job function: _____

E-mail: _____

Phone: _____

Postal address: _____

5. Attachments

- CV of main applicant (if main applicant is a person) or fact sheet about the organization (if main applicant is an organization)
- If the amount requested exceeds CHF 5'000: event organizing committee (who is involved in which role)

6. Confirmation

By submitting this application, the applicant(s) confirm that

- ☐ the data provided in this application is correct to the very best of their knowledge,
- ☐ the event is a not-for-profit event,
- ☐ they have read and understood the foundation's *Guideline for Funding* and will strictly abide by the rules and procedures stated therein,
- ☐ they consent to storing and processing the data provided in this application for the purpose of the evaluation and management of applications,
- ☐ they grant the Swiss Informatics Foundation the non-exclusive, royalty-free right to publish the following data about this application (provided that the foundation actually funds the event): event name, date, summary and amount of funding granted.

Note that your submission will be desk-rejected if you haven't ticked all five confirmation boxes.

Place, date: _____