

**Instructions to apply for funding from the Council for Equal Opportunities**

Employees, students and other organizations at Uppsala University are welcome to apply for funding to finance actions that will improve equal opportunities at the University.

The applicants must use the application form and the application must be in accordance with the Council's work.

It is desirable that your department/equivalent also contributes funds.

**Presentation**

The applicant granted funding is obligated to present the project.

If during the course of the project, problems should arise that could delay or hinders the implementation of the project, that must be communicated to the Council immediately.

After completion of the project, applicants shall submit a written report on the implementation and a written description of how allocated funds have been used including receipts, copies of paid remuneration, salaries etc.

**Instructions to apply for funding****The application shall contain a:**

- detailed description of purpose, theoretical background, question formulation and possible hypothesis
- detailed description of project performance
- description of possible continued activity after project completion and assessing expected lasting effects
- a strategy for documentation, follow-up/evaluation and distribution of project results
- detailed description of project budget (co-financing, other granted funding, salaries including social security contributions, purchase of services, or costs for offices, travels, or information and promotion
- script that is ready to print

The application cannot exceed 8000 characters (blanks not included).

The application must be signed by the applicant, the head of the department or equivalent.

**Funding is not granted for:**

- research projects
- lecturing
- overhead expenses (OH) (i.e. the cost for the University's administrative support and service)
- food and beverage except for light refreshments in connection with the project

**Grounds for refusal**

- The application was, in comparison with other applications, not among the most prioritized.
- When applications for funding printing lack a ready to print script
- Insufficiently specified budget can lead to reduced funding or refusal
- Not using the application form or following the application instructions



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- Applications that exceeds 8000 characters

**Obligation to refunding**

- When a project is not finalized
- When the applicant fail to present a written report on the implementation and a written description of how allocated funds have been used