**IFAC Activity Fund Proposal**

*Application Form*

Submit by e-mail to the IFAC Activity Fund Committee: activityfund@ifac-control.org. Applications should be submitted as one consolidated pdf file combining all documents.

**1. Activity title**

*Please give a concise, descriptive title for the planned activity (max. 100 characters).*

**2. Project lead contact details**

*Please include the name, title, affiliation, and e-mail address of the project lead.*

**3. Sponsoring IFAC body**

*Identify the IFAC organization supporting the project (Technical Committee, National Member Organization in good standing, Education Committee, Industry Committee, Council member, etc.). A letter of support from the organization must be attached.*

**4. What, for Whom, Why, How, and When?**

*Describe the proposed activity, the target audience, why it is important, and how the activity will be implemented. Include an activity timeline, including start and completion dates. (Max. 1000 words, including any supporting materials and appendices)*

**5. Planned advertisement and communication**

*Describe how the activity will be advertised and promoted, before and after completion. (Max. 300 words)*

**6. Funding requested and budget**

*Provide an itemized budget for the activity. Identify any in-kind or financial cost-share from other sources. All amounts should be given in euros. (Max. 300 words)*

**7. Project team members**

*Please list all key people involved in the proposed activity, with affiliations and e-mail addresses. Provide short biographies (max. 150 words each) that show the qualifications of team members.*