Call for Applications

The Townsend Center working groups program sponsors research in the humanities and the humanities-related social sciences. The Townsend Center funds nearly 60 groups per year ranging across a wide spectrum of subjects and disciplines. The aim of these working groups is to bring together faculty and graduate students at Berkeley in an effort to create scholarly dialogue and to foster the free exchange of ideas on shared research interests.

For new and renewal award applicants: The primary coordinator of each working group must be affiliated with at least one UC Berkeley department, which will serve as the “home” department and will administer the funds awarded by the Townsend Center.

For 3-year award applicants: Working groups that have been in existence for more than 10 continuous years are invited to apply for a multi-year award (3 years). The primary coordinator of each group must be affiliated with at least one UC Berkeley department, which will serve as the “home” department and will administer the funds awarded by the Townsend Center.

Application Deadline

June 1, 2013 – received by 5:00 pm

Grant Provision

Working group awards range from $250-$750 for the academic year.

New and renewal working groups have one full year to use the award funds. Should the working group reapply for funding, unspent balances will be subtracted from the following year’s award.

Working groups awarded a multi-year award have 3 years to use the funds. Should the working group reapply for funding at the end of the 3-year period, unspent balances will be subtracted from the future award.

Application Guidelines

New and Renewal Requests:

1. A working group Application Cover Sheet.

2. A general description of intellectual and research aims of the working group, including information on possible ways that your working group will foster interdisciplinary research and/or interdepartmental cooperation (200-250 words).
3. A budget for the coming year that includes funds requested for copies, Honoraria for speakers (maximum of $250 from total requested Townsend funds), and any other expenses (please describe). **Please note:** unused funds from 2012-13 do not carry over.

4. A prospectus for the coming academic year that includes:
   a. A schedule of intended meetings (at least twice monthly is required).
   b. A list of intended or likely presentations or topics to be discussed.
   c. Information on cooperative projects or joint sessions with other Townsend Center working groups.
   d. A list of faculty and/or students who will be organizing and running the working group and a brief description of the extent of their intended involvement in the activities of the working group.

5. A Grant Administration Form (last page) signed by the host department’s department manager.

6. A selection of keywords from a list provided on the application form that best describes the mission and goals of your group.

7. Renewal groups are required to submit an annual report on the group’s activities by June 1. The final report must include a summary of meetings held, speakers names, titles of papers read and discussed, and descriptions of special events such as conferences, symposia, and workshops.

3-year Award Requests:

In addition to the items listed above, please provide a clear description of the history of the group, including the year in which the group was started.

Submission Guidelines

All application materials may be sent electronically, preferably in Microsoft Word (.doc, .docx) or Adobe Acrobat (.pdf) format.

Email *(preferred):* Townsend_applications@berkeley.edu

Mail or Hand Delivery: Fellowships Administrator
Townsend Center for the Humanities
220 Stephens Hall #2340
University of California
Berkeley, CA 94720-2340

For questions about working group grants, please contact the Townsend Center’s Fellowships Administrator at 510-643-8082.

Application Deadline: June 1, 2013 – received by 5:00 pm
## APPLICATION COVER SHEET

*Required: Applications are not complete without this information.*

<table>
<thead>
<tr>
<th>Working Group Name:</th>
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<tbody>
<tr>
<td>* Number of Meetings:</td>
</tr>
<tr>
<td>* Primary Coordinator:</td>
</tr>
<tr>
<td>□ Student</td>
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<tr>
<td>□ Other</td>
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<tr>
<td>* Email:</td>
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<tr>
<td>Secondary Coordinator:</td>
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<tr>
<td>□ Faculty</td>
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<tr>
<td>Email:</td>
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### Working Group Keywords:
(please select three)

- □ Africa
- □ African American
- □ American Cultures
- □ Animals
- □ Art
- □ Bay Area
- □ Classics
- □ Critical Theory
- □ Cultural Studies
- □ East Asia
- □ Eastern Europe
- □ Film & Media
- □ Gender
- □ Sex
- □ Sexuality
- □ History
- □ Latin America
- □ Literature
- □ Philosophy
- □ South Asia
- □ Technologies
- □ Urbanism
- □ Western Europe
- □ OTHER: ________________

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<tr>
<th>* Host Department</th>
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<td>* Dept. Manager:</td>
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<td>* Chart of Accounts:</td>
</tr>
</tbody>
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*Please check one:

- □ New
- □ Renewal
- □ Multi-year

**Amount Requested from The Townsend Center:**

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**Application Deadline: June 1, 2013 – received by 5:00 pm**
On behalf of the Townsend Center, thank you for your willingness to administer the aforementioned working group’s 2012-13 grant. By signing this form you agree to process the group’s financial transactions, such as receipts, honoraria, travel disbursements, etc. Please note that any unspent funds remaining on June 30, 2013 must be returned to the Townsend Center. Should the working group reapply for funding, unspent balances will be subtracted from next year’s award.

☐ I accept the financial duties for the Townsend Center working group designated above**.

<table>
<thead>
<tr>
<th>Name <em>(Printed)</em></th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature*</td>
<td>Email</td>
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<td>Department*</td>
<td>Department Mail Code</td>
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* Required

** Please retain a copy of this form for your departmental records.