**Call for Applications**

The Townsend Center working groups program sponsors research in the humanities and the humanities-related social sciences. The Townsend Center funds over 70 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 sponsored by the Townsend Center for more than 10 continuous years are invited to apply for a 3-year award. 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**

April 24, 2020 – 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 list all other sources of funding. Please note: unused funds from 2018-19 do not carry over.
4. A prospectus for the coming academic year that includes:
	1. A schedule of intended meetings (at least twice monthly is required).
	2. A list of intended or likely presentations or topics to be discussed.
	3. Information on cooperative projects or joint sessions with other Townsend Center working groups.
	4. 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. **Renewal groups are required to include an annual report on the group’s activities in 2018-19.** The final report must include a brief summary of meetings held, speakers’ names, titles of papers read and discussed, and descriptions of special events such as conferences, symposia, and workshops. **Please include events planned through the end of the current academic year.**

**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 should be sent electronically in one document Word (.docx) or PDF.**

Email: townsend\_applications@berkeley.edu

Please address any questions concerning Working Group grants to the Townsend Center, at townsend\_applications@berkeley.edu.**APPLICATION COVER SHEET**

|  |  |
| --- | --- |
| **Working Group Name:** |  |
| Brief description of group for website (350 characters, ~50 word limit):       |
| Number of meetings:       | Number of participants:       |
| Primary coordinator:      | [ ] Student [ ] Faculty [ ] Other Please specify |
| Email:      | Department:      |
| Secondary coordinator:      | [ ] Student [ ] Faculty [ ] Other Please specify |
| Email:      | Department:      |
| **Keywords for website (townsendcenter.berkeley.edu):****1.     2.     3.****REMOVE THIS SECTION**  |
| Host Department:        |
| Dept. Manager/Dept. Financial Manager      | Dept. Manager/Financial Manager Email:      |
| Chart String Dept./Financial Manager: By providing this chart string, you agree that your department will process the group’s financial transactions, such as receipts, honoraria, travel disbursements, etc. The Project (CF1) is assigned by the Townsend Center and may not be altered. Thank you!Dept ID      CF2 Optional |

Please check one:

[ ]  New [ ] Renewal [ ] 3-year (Academic Year of Founding     )

**AMOUNT REQUESTED FROM TOWNSEND CENTER: $**