

Requests for funding HOWTO

VERSEN has a yearly budget to be spent on actions that support its mission. Next to the board, members of VERSEN may request funding for particular projects (most likely events) which are in line with this mission.

By whom, when, and how are requests for funding made, and by whom, when, and how are they accepted and rejected? How is the financial compensation organized? This document is a work in progress to document these procedures and to help keep them transparent and consistent, or at least well-motivated.

Roles

- **Applicant** - asks for funding and proposes a budget
- **Members** - any (group of) VERSEN members can apply for funding
- **Working Group “Funding Proposals”** - accept funding proposals and review them, then advise the **Executive Board** on which proposals to fund and which not, also communicate decisions and feedback to the proposers. If a group member wishes to become **Applicant**, then a temporary replacement representative from the **Board Members** is invited.
- **Executive board members** - accept a proposed request from the **Funding Proposals WG** with its budget, have a veto right, could also be **Applicants**
- **Board members** - are consulted optionally for larger applications, and have the responsibility to monitor and check the actions of the **Executive Board**, including the funding decisions, and could also be **Applicants**
- **Creditors** - are paid by VERSEN directly after delivery of services or goods
- **Debtors** - are asked for additional funding regarding a specific budget (read “sponsors”)
- **Treasurer** - agrees with or vetoes proposals with the other **Executive Board** members, signs offers, pays bills, reimburses costs, oversees yearly VERSEN budget, and acquires the funding from universities and research institutions.

Types of costs/requests

- Awards - best MSc thesis, best Ph.D. thesis, best ...
- Support - (student) assistance costs
- Events - symposia, thinktanks, workshops, conferences, courses (see also Operational Costs)

- Public Relations - cost of professional writers and artists preparing advertisement materials, publication costs, newspaper costs
- Other operational costs - e.g., website, mailing lists, newsletter, room rental, food & beverages, travel costs, hotel stays

We are looking to support relatively small but decisive initiatives; an effective workshop with a renowned international speaker could have a big impact, for example. Or a strategy day that produces the draft of a large funding proposal in software engineering; that could make all the difference. Success does not have to be guaranteed. We only want guarantees of focused effort and initiative.

Typical proposals would have a budget between €500 and €2500. Larger proposals are also welcome, but they have a lower chance of being awarded given the limited resources of VERSEN. Please do not hesitate to contact us **a priori** to discuss the possibilities!

Chronological actions

To acquire funding for your VERSEN-related activities:

1. **Applicant** contacts **VERSEN Funding Working Group** to pitch an idea; get feedback and suggestions (funding@versen.nl)
2. **Applicant** formulates a proposal with the following contents:
 - a. **Title**
 - b. **Authors**
 - c. **Activities** (<= 500 words, excl. budget)
 - i. Roles and responsibilities
 - ii. Activities
 - iii. Dates
 - iv. **Budget** Table with BTW column
 - v. The requested amount of funding
 - vi. What is offered to VERSEN in return for the funding (e.g. placement of VERSEN banner, possibility to pitch VERSEN)
 - d. Motivation for alignment with VERSEN mission and involvement of the VERSEN community (<= 250 words)
3. **Applicant** sends proposal to **Funding Working Group** by email at funding@versen.nl
4. **Funding Working Group** studies proposal:
 - a. Budget is feasible
 - b. Alignment with the mission statement is good

- c. The proposal highlights the diversity of the VERSEN community, and is set up in an inclusive manner¹
 - d. Optional review request from selected board members
5. **The executive board** is informed of the advice of the **Funding Working Group** to accept/reject/modify a proposal
6. **The executive board** ratifies the proposal of the **Funding Working Group** or vetoes the decision and informs the Funding Working Group of said decision
7. **Funding Working Group** sends a decision letter by email with motivation to **Applicant**

Operations

After the project is approved the **Treasurer** will support the operational side financially:

- **Applicant** makes an effort to spend the budget within a single calendar year; so no receipts in both 2022 and 2023.
- **Treasurer** Signs offers directly
- **Treasurer** Pay bills directly, provided they are formal bills, addressed to VERSEN in Amsterdam, and include BTW details
- **Applicant** makes sure to produce necessary offers and bills to the Treasurer
- **Applicant** produces a webpage (in markdown) for the VERSEN website with excerpts from the proposal and the plan
- **Applicant** requests the **Communication** Working Group for support in reaching the VERSEN members via email or other means of communication.

Wrapping up

After the project ends, then the **Applicant** project leader will **report** to the **Funding Working Group**:

1. Project title
2. Roles and responsibilities
3. Dates
4. Report (<500 words)
5. (References to) tangible output and impact
6. Lessons learned (for continuity regarding the following year)

Reports to the **Funding Group** by **Applicants** will be improved with an *optional* round of feedback and then reported to the **Executive Board**.

¹ VERSEN events typically strive for 50/50 gender balance among speakers and organizers, and a representative balance among the participants (roughly 30/70). For other diversity dimensions, we also strive for representation of minorities in visible positions, as well as variety in age, university etc.

The project report is published on the VERSEN website with the original project webpage.

Call text

In order to support the software community, VERSEN has a yearly budget for activities that support its mission. If you are organizing such an activity, you can ask for some financial support (typically an amount between €500 and €2500).

What can be funded?

Typical activities that will be funded are the organization of the writing of articles in mainstream media, the production of visual material (posters, videos), the organization of symposia, think tanks, workshops, conferences, courses, and other meetings, within the scope of VERSEN. However, if you have ideas for other activities that might be in the interest of VERSEN, you can contact the Funding Working Group (email address: funding@versen.nl) to see if your idea is within the scope of the call.

How to apply?

1. Contact the VERSEN Funding Working Group to pitch your idea, and get feedback and suggestions (funding@versen.nl)
2. Formulate a proposal, which should contain the following:
 - a. **Title**
 - b. **Authors**
 - c. **Activities** (<= 500 words, excl. budget)
 - i. Roles and responsibilities
 - ii. Activities
 - iii. Dates
 - iv. **Budget** Table with BTW column
 - v. The requested amount of funding
 - vi. What is offered to VERSEN in return for the funding (e.g. placement of VERSEN banner, possibility to pitch VERSEN)
 - d. Motivation for alignment with VERSEN mission and involvement of the VERSEN community (<= 250 words)
3. Send the proposal to VERSEN Funding Working Group by email (at funding@versen.nl)
4. You will receive a decision letter by email within 3 weeks. The proposal may be accepted, or rejected, or the Funding Working Group might ask you to modify or clarify the proposal.

How to use the funding?

After the project is approved the **Treasurer** will support the operational side financially:

- Either, **Billing as a service**
 - **Treasurer** Signs offers directly
 - **Treasurer** Pay bills directly, provided they are formal bills, addressed to VERSEN in Amsterdam, and include BTW details
 - **Applicant** makes sure to produce necessary offers and bills to the Treasurer
- Or, **Refund as a service**
 - **Applicant** signs offers and pays bills in their own name
 - **Applicant** provides all receipts including BTW details
 - **Treasurer** refunds to **Applicant's** account
- **Applicant** produces a webpage (in markdown) for the VERSEN website with excerpts from the proposal and the plan
- **Applicant** requests the **Communication** Working Group for support in reaching the VERSEN members via email or other means of communication.

After the project is finished, we ask you to write a short report about the activity, which can be used to inform the VERSEN community about what has happened.