



Funding Allocation Guidelines

These guidelines were drafted by the PYRN executive committee (2016-2018) in order to standardize the allocation of funding to national representatives (NRs) based on objective criteria. This is part of an effort to support PYRN NRs in their tasks of promoting PYRN and providing national members opportunities by informing them that funding is available. Funds may be allocated to cover expenses related to the organization of events such as **meetings, workshops, town hall meetings, conferences, social events**, etc.

The criteria for funding allocation are formulated in order to increase the quality of events organized by NRs by promoting wide diffusion, efficient use of PYRN budget and sustainable outcomes for all PYRN members.

Please note that this guideline is not applicable to events organized during regional or international IPA conferences or to key events identified by the ExCom where substantial additional funding might be given.

Funding of up to an amount of **200 euros per year may be allocated to each NR**. Partial funding is given for requests which don't satisfy all the criteria. This amount is based on the PYRN budget allocated by the IPA. It should be noted that additional funding may be allocated to outstanding events as an overage from previous years' budget surplus.

The funds may be spent on printing of flyers, posters, etc., room and equipment rentals, other expenses for meetings, fees for an invited lecturer, gift for an invited outstanding lecturer, organization of social events, etc. The funds are not transferable and have to be spent on the specific expenses identified in the budget request. Payment will be arranged upon the reception of the necessary receipts after the completion of the event.

Funding allocation is based on the following criteria for the specific requested expenses:

1 – Reach of the event

- Accessibility of the event for local, national and international PYRN members.
- Number of expected PYRN participants.
- Number of potential PYRN recruits.
- Was the event properly publicized locally, nationally and internationally?
- Collaboration with PYRN partners (APECS, ASA, etc.)
- Overall visibility of the event (news article, publications, etc.)

Note: It is highly recommended contacting the PYRN ExCom at a very early stage of the organization of an event even if funds may not be requested. The event can thus be announced to all PYRN members.

2 – Costs

- Cost sharing with PYRN partners or sponsors.
- Costs for PYRN members and non-PYRN members to attend the event.

- Is there a cheaper or free alternative that would provide the same level of service to members?

Note: It is highly recommended contacting your national permafrost association (USPA (USA), CNC-IPA (Canada), etc.) before requesting PYRN funds. They may be able to help financially and logistically.

3 – Outcome

- Tangible and intangible outcomes of the event for PYRN members in attendance.
- Outcomes for PYRN members not in attendance.

Note: The PYRN ExCom is dedicated in providing year-round service to its members. This can be achieved by increasing the technical and non-technical content available to PYRN members. It is the belief of the PYRN ExCom that local and national events can serve as a platform for the creation of such content in the form of proceedings, reports and summaries, webinars, videos, etc. Furthermore, a report prepared by the NR is expected for all events sponsored by PYRN. This report may be used in the Newsletter and for publication on the website and on our different social media platforms. It is highly recommended to include photos in this report.

4 – Overage funding may be allocated:

- For events providing a substantial lasting contribution to the service to ALL PYRN members in the form of proceedings, webinars, etc. which help increase the body of knowledge available for current and future PYRN members;
- For events with a substantial number of PYRN members in attendance;
- Or for events of historical significance

The request should be completed and sent at least two months prior to the event to allow efficient planning of the PYRN budget by the PYRN ExCom.

Please do not hesitate to contact the PYRN ExCom at contact@pyrn.org should you have any inquiries regarding the organization of an event or to get help and clarification regarding any financial request.

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President of the Permafrost Young Researchers Network 2016-18

On behalf of your PYRN ExCom 2016-18

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Funding Application Form

National Representative (Country):

Name and email address of the responsible person:

Institute:

Event:

- Workshop
- Conference
- Town Hall Meeting
- Social Event
- Other:

Expected number of participants:

Description of the event:

Possibility to share the outcome of the workshop via webinar / proceedings / tutorial:

- YES NO

Description of the outcome:

Requested Budget:

Item 1	€
Item 2	€
Item 3	€
TOTAL	€

Description of the expenses:

Additional comments regarding the request that might be relevant for the evaluation: