

EKHAGASTIFTELSEN

www.ekhagastiftelsen.se

Box 34 012

100 26 Stockholm

Application form and instructions

New for 2012: An application data sheet with information about the application has to be sent in by e-mail – see more details in this instruction.

Application deadline is May 31st 2012, which is the day we must have received the application. Applications must be sent by mail to our Post Office Box.

NOTE! Messenger or courier services can not deliver to Post Office Boxes. If you want to deliver the application by other means than mail, please contact us by e-mail or by phone (+46 70 240 81 81) at least one week before the deadline.

Applications sent in by e-mail will not be considered.

The application including supplements is to be submitted in seven copies (as the applications are to be distributed to the members of the scientific advisory council).

Please make our work easier by

- **Do not staple together the application – use paper clips or plastic folders**
- **Use both sides of the paper (saves trees and space in our archive)**
- **Make 7 bundles of the complete application. DO NOT make one bundle with 7 copies of the application form, one bundle with 7 copies of the project description, one bundle with 7 copies of the budget, and so on.**

An application has to have the following parts:

1. Filled in application form
2. Separate project description
3. Detailed budget
4. Qualifications and references of applicant and co-applicants
5. Application data sheet

Instructions for application form:

EKHAGASTIFTELSEN Box 34 012 100 26 Stockholm, Sweden		Dnr 2012 -	For use by Ekhaga-stiftelsen – do not fill in!
Application for grants in		<input type="checkbox"/> Ecological agriculture <input type="checkbox"/> Alternative/complimentary medicine	Only mark one alternative
Project coordinator / Contact person:		Managing body / Person: (1)	
Mike Smith University of Metropolis Department of agriculture Center for ecological agriculture 123 Main Street 80210 Metropolis Utopia	University of Metropolis Department of agriculture Administration Offices 2100 S. Broadway 80211 Metropolis Utopia		
E-mail: m.smith@uom.edu	Organizationnr/personnr: 515-584-87500		
Telephone: +1 23 4567890			
Co-applicants (contact information in attached CV):			
C. Kent, Krypton university; P. Parker, Empire State University; B. Wayne, Gotham college			
			State organization number or personnummer of managing body / person
			If there are co-applicants list their names and organization here.

Project coordinator / Contact person:

State name, address, e-mail and telephone to the person that Ekhagastiftelsen should contact. It is to this address that we will send mail.

There are up to 4 rows available for address to accommodate for organization, department, unit, etc.

Managing body / Person:

This is the body/organization/person who is responsible for and keeps accounts for the grant – the official applicant.

In many cases this can be the same as stated under project coordinator / contact person, but sometimes maybe the contact person has another address than the official applicant. For scholarship applications contact person and managing body / person should be the same.

If this is an organization please state the organizations main name on the first row. For example "University of Metropolis" before department, unit, etc.

Project title – no more than 20 words

Project title (2)
 Superpowers from ecological agriculture - not just fiction

Summary description of the project (aim/purpose, implementation, significance/importance) (3)

A summary description of the projects, studies or travels aim/purpose, implementation and significance/importance is to be written in this space.

A reference to a supplement is not accepted.

A more detailed project description should, however, be submitted as a separate supplement.

Available space is this half page – the box for summary description can not be made bigger so that it and the box for keywords run over onto page 2 of the application form.

Keywords (4)
 ecological agriculture, light treatment, growth enhancement

Enter keywords that characterize the project. The keywords will be used for searches in a separate register.

Applications can be made for up to three year long projects. The budget is to be further detailed in a separate document.

Summary of costs per year applied for at Ekhagastiftelsen (5) Amounts to be stated in SEK (Swedish Krona) - detailed budget to be submitted as supplement

Period	Salaries	Equipment	Travel	Other	Total
Total applied for at Ekhagastiftelsen					

Funds granted or requested from other organization (6)

Name of organization	Amount applied for	Granted amount	Period (year-month)
1			
2			
3			
4			
5			

If an application within the same area has been or is to be sent to another organization, the applicant has to specify name of other organization, funds applied for and funds granted. This is in order to be able to coordinate grants with other organizations.

Have applications been submitted in previous years?
 Yes Yes, but different project No

If yes, state reference number and if granted

This question is for all previous applications, not just applications for the same / similar projects now applied for!

Project expected to start/started (year-month-day)	Project expected to finish at the latest (year-month-day)
2012-11-01	2014-10-30
Ways in which findings from the project will be published	
If applicable: Has permission from "ethical committee" been received for the project?	
<input type="checkbox"/> Yes (enclosed) <input type="checkbox"/> No If No: Has it been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Enclosed supplements (suggestions – not all required!)	City and date
Scientific programme <input type="checkbox"/>	Signature of applicant
Yearly report (8) <input type="checkbox"/>	
Reprints <input type="checkbox"/>	
References <input type="checkbox"/>	If applicable: Signature of department/faculty head (7)
Curriculum vitae / resume <input type="checkbox"/>	
Scientific report <input type="checkbox"/>	
The applicant is aware of and approves that all information from the application may be stored in a computer database. The applicant further approves that the foundation may publish the applicants name and summary project description as well as project reports on the website of the foundation on the internet.	

Please note that we do not grant funds for periods that have already passed.

Therefore it is no point to apply for funds for a period that starts before we can take a decision on grants.

If a yearly report for an earlier granted project is attached this is not enough to fulfill the reporting requirements of the earlier project. The project has to send in a report separately.

This list is only a suggestion on what supplements can be sent in – there is no requirement to send in all these documents!

The signature of department/faculty head implies that the organization accepts administrative responsibility for granted funds and places resources necessary for the realization of the project at the disposal of the project.

Instructions for project description:

A project description of no more than 10 pages shall be included as a supplement to the application. It should describe and answer the following aspects (if applicable):

- What problem or which question is to be solved/answered? Which idea or vision is to be tested or further developed?
- What is the hypothesis?
- Present situation, current international knowledge/research (including references) and conclusions.
- Goal or purpose/aim
- Material and methods
- Time plan and budget
- Expected results and their importance/significance. How are the results to be evaluated? How will the project be documented and disseminated?
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Instructions for detailed budget:

See more detailed information on the foundation website –
 Website navigation: Application/Application and Application/Budget

Instructions for qualifications and references of applicant and co-applicants:

As a supplement the qualifications and references of applicant and co-applicants have to be documented. Usually this is done in the form of a CV (Curriculum vitae).

Instructions for application data sheet:

New for 2012 is that we require all applicants to fill in an application data sheet.

This Excel-document has to be sent by e-mail to info@ekhagastiftelsen.se at the latest may 31st. The data sheet also has to be sent in by mail together with the application.

The Excel-template is available for download at the foundations website.

Ekhagastiftelsen			
Application data			Comment/example
Contact person	Application type:	L	L (agriculture) or M (medicine)
	Name:	Mike Smith	
	Address row 1:	University of Metropolis	Name and contact information to the person who Ekhagastiftelsen should be in contact with.
	Address row 2:	Department of agriculture	
	Address row 3:	Center for ecological agriculture	Up to 4 rows for address if so needed
	Address row 4:	123 Main Street	
	Postal code:	80210	
	City:	Metropolis	
	Country:	Utopia	
	E-mail:	m.smith@uom.edu	
Telephone:	+1 23 4567890		
Managing body or person	Name - row 1:	University of Metropolis	Name of the organization or person who is official applicant
	Name - row 2:	Department of agriculture	
	Organization number or Personnummer	515-584-87500	
	Address row 1:	Administration Offices	
	Address row 2:	2100 S. Broadway	
	Address row 3:		
	Address row 4:		
	Postal code:	80211	
City:	Metropolis		
Country:	Utopia		
Co-applicants:	C. Kent, Krypton university, P. Parker, Empire State University; B. Wayne, Gotham college		
Project title:	Superpowers from ecological agriculture - not just fiction		
Keywords:	ecological agriculture, light treatment, growth enhancement		
Amount applied for at Ekhagastiftelsen:	950000		In Swedish Kronor (SEK)
Project start date:	2012-11-01		Date format example: 2012-10-30
Project end date:	2014-10-30		Date format example: 2014-09-01
Have applications been sent in previously:	N		J (yes) eller N (no) if contact person has previously applied to Ekhagastiftelsen
Ways in which findings from the project will be published			

EKHAGASTIFTELSEN

Box 34 012
100 26 Stockholm, Sweden

Dnr 2012 -

Application for grants in

- Ecological agriculture
 Alternative/complimentary medicine

Project coordinator / Contact person:

E-mail:

Telephone:

Managing body / Person: (1)

Organizationnr/personnr:

Co-applicants (contact information in attached CV):

Project title (2)

Summary description of the project (aim/purpose, implementation, significance/importance) (3)

Keywords (4)

Summary of costs per year applied for at **Ekhagastiftelsen** (5) Amounts to be stated in SEK (Swedish Krona)
 - detailed budget to be submitted as supplement

Period	Salaries	Equipment	Travel	Other	Total
Total applied for at Ekhagastiftelsen					

Funds granted or requested from other organization (6)

Name of organization	Amount applied for	Granted amount	Period (year-month)
1			
2			
3			
4			
5			

Have applications been submitted in previous years? <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but different project <input type="checkbox"/> No	If yes, state reference number and if granted
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Summary information about other submitted material which the applicant wishes to refer to

Project expected to start/started (year-month-day)	Project expected to finish at the latest (year-month-day)
Ways in which findings from the project will be published	
If applicable: Has permission from "ethical committee" been received for the project? <input type="checkbox"/> Yes (enclosed) <input type="checkbox"/> No If No: Has it been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Enclosed supplements (suggestions – not all required!) Scientific programme <input type="checkbox"/> Yearly report (8) <input type="checkbox"/> Reprints <input type="checkbox"/> References <input type="checkbox"/> Curriculum vitae / resume <input type="checkbox"/> Scientific report <input type="checkbox"/>	City and date Signature of applicant If applicable: Signature of department/faculty head (7)
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