



The FIG Foundation

The FIG Foundation
c/o The International Federation of
Surveyors
FIG Office
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Guidance Notes for Application to The FIG Foundation

About The FIG Foundation

The FIG Foundation is established under the International Federation of Surveyors (FIG) which is registered under Danish legislation in Denmark. The purpose of the Foundation is the funding of educational and capacity building projects and scholarships. The objects are:

- i. To give grants and scholarships to projects, for instance to develop curricula for surveying education and capacity building, especially in developing countries;
- ii. To promote high standards of education and training for surveyors and to facilitate continuing professional development;
- iii. To educate people in the disciplines of surveying, particularly in developing countries and countries in transition;
- iv. To promote virtual academies and the use of distance learning in surveying education;
- v. To encourage research into all disciplines of surveying and to disseminate the results of that research;
- vi. To promote the exchange of surveying personnel for greater understanding of all facets of the profession of surveying;
- vii. To support by seed funding conferences and similar events in co-operation with international agencies such as the United Nations.

The Foundation is administered by the FIG Office in Copenhagen directed by a Board of Directors. Further information is available from the FIG Foundation statutes (<http://www.fig.net/figfoundation/statutes.htm>). The Board meets at least once a year and grants are ordinarily announced after the meetings to the FIG members.

The Board of Directors has decided that the maximum grant will normally be 2,000 € per applicant. However, larger grants will be considered for project work thought to be of exceptional merit. In 2006 the Foundation will offer total grants up to 20,000 €.

Who is eligible for funding

The FIG Foundation will consider applications for funding from individuals, groups and institutions. The Foundation does not set specific priorities in terms of subject areas for topics to be supported. However, funds are limited and, in considering applications for its grants, the Foundation will bear in mind the general policy priorities of the Federation. Of course the Board must always be confident that any funding granted by the FIG Foundation is in support of projects which fall within the public interest (insofar as that lies in the scope of the surveying profession) and are suitable for dissemination within the public domain. When assessing applications for funding therefore, of particular concern to the Foundation is the explanation of how the proposed project will contribute to the activities and areas of concern of:

- i. the surveying profession
- ii. public interest

As a general indication of the project areas eligible for Foundation funding, the FIG commission work plans show the fields of interests.
(http://www.fig.net/comm/wpindex_07_10.htm)

Procedure for applications

- Step 1
The Foundation application form to be completed. The form is available to be downloaded from the FIG web site at the following address:
http://www.fig.net/foundation/foundation_apply_2008.pdf or
http://www.fig.net/foundation/foundation_apply_2008.doc A hard copy of the form can be ordered from the FIG office.
- Step 2
The completed form should be returned by post or email to the FIG office at the address shown at the end of this document. Confirmation of receipt will be sent by the office in the same manner as the original application.
- Step 3
Review of applications will be completed by the Board of Directors of the FIG Foundation. Also the final consideration of applications will be made by the Board and the applicant will be notified of the outcome in writing soon after.

Eligible and acceptable costs

The FIG Foundation will finance only the direct net costs of projects. This may include necessary travel and subsistence expenditure, the purchase of dedicated software programs related directly to the project, expenditure on postage, stationery, copying and secretarial support. If overhead charges are included in the budget, these should be clarified and justified. Applicants should seek to ensure that estimates of expenditure should be as accurate and realistic as possible.

Funding of travel costs will be only for minimum cost public transport. When assessing the costs of such expenditure, applicants should ensure that every effort is made to obtain good value for money. However the Board is unlikely to fund an application where the budget solely comprises travel expenses.

Tax

If applicants have any queries on the tax implications of grants receivable, the Board suggests that they approach their own local Tax Office. Applicants should note that, in accordance with the status of International Federation of Surveyors (FIG) and the FIG Foundation as an other organisation under the Danish legislation, value added tax is not applicable and should not be levied.

Endorsement of work

All applicants are required to obtain the prior approval of their employer/sponsor/institution and member association of FIG, whenever possible, confirming that the applicant is in a position to devote adequate resources to the project and that the employer/sponsor/institution approves of the topic to be addressed. Applicants must also indicate whether they have sought funding for the work from other sources.

Assessment of applications

Applicants should note that, in addition to the points above concerning eligible and acceptable costs, the following factors will be considered by the Board in arriving at decisions;

- **interest to the profession**

The topic must lie within the activities and areas of concern of the surveying profession as defined in the FIG definition of surveyor (<http://www.fig.net/general/definition.htm>).

- **relevance of project to the wider interest**

The Board wants to ensure that the monies disbursed are in support of projects which are in the wider interest (insofar as that lies in the ambit of the surveying profession), rather than simply to contribute to the academic or professional development of an individual or organisation. The results of work part or wholly funded by the Foundation must be made available when complete within the public domain in the most appropriate way.

- **contribution to knowledge**

The work proposed must increase the spread of knowledge and information relevant to the surveying profession and its stakeholders.

- **awareness of related activity**
The applicant must show an awareness of existing activity in the field and demonstrate how the proposal builds upon this. In particular, the applicant must indicate relevant links to FIG's work programme.
- **completion of previous awards**
If the applicant has previously received an award the success and/or quality and timely delivery of the work produced in connection with that award will be taken into account.

Announcement of decisions

The decisions of the Board are final and, once decisions have been made, all applicants will be informed and announcements made on the FIG web page.

Unsuccessful applicants may obtain information concerning the reasons behind the Board's decision from the FIG office. Following this, no further correspondence will be entered into. However, applicants can, if they so wish, re-apply to a subsequent meeting of the Board.

Conditions of the awards

Applicants must agree to satisfy the following conditions:

- A report of the work must be forwarded to the FIG office. This must include a review of lessons learned.
- Text suitable for dissemination by the Foundation must be provided.
- Any publications must acknowledge the financial assistance of the FIG Foundation
- The project should be completed within the set timescale as stated in the project application. Any requests for extensions to the completion date must be addressed to the FIG office. This will then be passed to the Board for formal consideration

Dissemination

The Foundation places great importance on adequate dissemination of the results of projects it supports, and gives this matter particular attention when considering applications. As the nature of the funding is often to support individuals and organisations in pursuing their own projects, rather than supporting the Federation's own programme, there is no mandatory or formal mechanism for the dissemination of results. However, there are a number of ways in which results can be disseminated. These include:

- Publication of the final report or a version thereof in the FIG Publication Paper Series;
- Publicity in the FIG publications and on the FIG web site;
- Liaison with relevant Commissions within the Federation on further steps which can be taken;
- Presentation of the results at conferences and other FIG events.

The applicant must propose suitable methods for dissemination; the Board will specify its requirements in this regard when approving awards.

Method of release of funds

Funds are normally released in two instalments, the first being made at an appropriate time after commencement of the project, with the second being made on receipt of a copy of the final report.

It is a condition of the grant that the text for the publication be produced, on completion of the project. The sum of 500 € will be withheld until all of the conditions of the award have been satisfied.

Proof of expenditure is required for all payments made.

Monitoring of grants

There is no formal mechanism for monitoring the progress of work funded by a Foundation grant. However, for a project lasting more than six months, a progress report must be provided twice yearly, for the consideration of the Board. These will be co-ordinated by the FIG office.

Withdrawal of the grant

Under the periodic monitoring, unsatisfactory progress may result in the withdrawal of the grant.

Any project which is not begun or completed within a timescale considered reasonable by the Board, bearing in mind the timescale outlined in the application, will result in the withdrawal of the grant. Award recipients may also be required to repay any money which has previously been paid in respect of the project.

Acceptance of the conditions of the grant

Recipients of Foundation grants are required to confirm acceptance of the above conditions prior to the commencement of their projects.

Deadline for applications for 2008

The application must be received no later than 5:00 p.m. (GMT), May 15, 2008.
Notification of grants will be made by June 30, 2008.

For further information please contact:

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