|  |
| --- |
| Digital Society Initiative – Community Program Proposal 2024 |
|  |
|  |

DSI Community *[Name]*

2023 Reporting & 2024 Program Proposal

*[Authors, Date]*

Creation of new Community: *YES / NO [please, select]*

Continuation of existing community: *YES / NO [please, select]*

Number and list of Community members on November 1, 2023

[Please, add a list of names including e-mail-addresses to your Reporting]

**General remarks:**

* All text written in red should be replaced and/or deleted in the final reporting form.
* The Community Program Proposal covers the following year from January 1 to December 31.
* This template consists of a word file and a separate excel file with several spread sheets, dedicated to the financial overviews (Reporting and Concept Proposal). Please, make sure to fill in the excel file too. You will be handing in the Word and the Excel file.
* The funding for newly created Communities is restricted to CHF 2’500 and serves for financing basic exchange activities. The establishment of a new Community does not automatically entitle to the amount of CHF 2’500; this will be decided by the DSI Directorate.
* All DSI Communities have access to the DSI facilities (under the condition that no conflicting general DSI activities take place at the same time).
* Please, take into consideration that also DIZH funding opportunities are available to support Community projects: <https://dizh.ch/en/home-2/>

**Procedure:**

* This year, a total budget ranging from CHF 260’000 to 280’000 for up to twelve already existing DSI Communities and new DSI Communities is at our disposal. This information may help to aim for a realistic amount of funding. Application for student projects of the Minor Digital Skills are funded by an additional budget and not part of this amount (see section 1.10.).
* The deadline for submitting your Community Program Proposal is **November 1**.
* In a first step, the application will be evaluated by the Management Office.
* Based on this evaluation the DSI Directors will take the decision.
* Your Community (Manager & Chair) will be informed about the decision by the end of November.

The funding decision is based on the general funding criteria (available on DSI website, see ‘financing criteria A) to I)’ (<https://www.dsi.uzh.ch/en/about/info-hub/community-support.html>), the results of last year's funded community projects, the assessment of potential synergies between community projects, and the overall available funds. What is also taken into consideration is the completeness of the forms submitted.

Of particular relevance in evaluating the proposal are suggestions that have the potential to support the financial long-term sustainability of the community (e.g. budget for writing larger grant applications such as the DIZH structure call). Community proposals no longer need to matching funds for the requested budget; but if community projects can be supported by additional funding, this should be outlined.

# Reporting 2023

*[Please provide an overview of your activities in the current year; max. one page.]*

## Overview of activities

[Enter text]

## Communication activities on Microsite

*[Please describe shortly which adjustments were made in the microsite in the reporting year; e.g. members added, project and workshop descriptions, other news, etc.]*

[Enter text]

*[Please adapt the below table according to your last year’s table and fill in the details: Planned goals, achievements, weblinks, contact; use bullet points.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Planned goals based on last year's program** | **Achievements in reporting year** | **Weblink on community website** | **Project Owner & Contact** |
| 1 | **Project**  (add project name and details, dates)  *[one line for each project if there is more than one]* | List of goals of project | Achievement, degree of achievement and reasons | Weblink | Name, Surname , Mail address |
| 2 | **Events & Workshops**  (add project name and details like dates, number of participants)  *[one line for each event/workshop if there is more than one]* | List of goals of Events & Workshops | Achievement, degree of achievement and reasons | Weblink | Name, Surname , Mail address |
| 3 | **Public Events** | List of goals of Public Events | Achievement, degree of achievement and reasons | Weblink | Name, Surname , Mail address |
| 4 | **Fellowship**  (add details like duration, name)  *[one line for each fellow if there are more than one]* | List of goals of Fellowship | Achievement, degree of achievement and reasons | Weblink | Name, Surname , Mail address of fellow |
| 5 | **Community Meetings**  (add details like dates) | List of planned meetings (dates) | List of meetings actually held (dates) | Weblink |  |
| 6 | **Manager** | List formulated goal of Manager | Achievement, degree of achievement and reasons | Weblink | Name, Surname , Mail address |

## Budget Reporting

*[Please adapt the Excel File ‘DSI Community Finances Reporting Current Period & Proposal Next Period Template’ according to your needs and fill in the details: Granted budget, Forecast of final expenses. (This is a forecast, as the expenditures for the months of November and December have not yet taken place.)]*

Declare actual third-party funds that have been raised in the reporting year through DSI Community activities.

# Program Proposal 2024

*[Please provide an overview of your planned activities in the coming year in text form; max. one page (Section 1.1). Please list your planned activities in detail in Sections 1.2 to 1.9. Specify any information available (content, goals, participants, duration, etc.); max. half a page per element. A DSI Community does not need to organize activities in all categories listed below.*

***Remark 1:*** *The aim of this funding opportunity is not to fund a variety of small projects by single community members, but annual projects that include significant parts of the DSI Community and that have an integrative role for the activities of the community as a whole.*

***Remark 2:*** *Note that community activities should be reflected in actualizing the microsite of the DSI Community. You will be asked to report those activities.]*

## Overview of planned activities

[Enter text]

## Projects

*[Innovative, interdisciplinary and/or interfaculty projects involving* ***at least three members*** *of the DSI Community. Describe each project separately, if there is more than one planned project; max. 0.5 pages per project; you can add more detailed project descriptions (max. 3 pages) in an appendix, if needed.]*

[Enter text]

## Events & Workshops

*[Events and workshops for academic exchange. Describe each event separately, if there is more than one planned event; max. 0.5 pages per event; you can add more detailed event descriptions (max. 3 pages) in an appendix, if needed.]*

[Enter text]

## Public Events

*[Events and workshops for public exchange or outreach. (Definition ‘public’: The event is not only addressed to academics, but e.g. to business representatives, administration, ‘people from the street’ etc.). Describe each event separately, if there is more than one planned event: Planned date and title, short description with contents, speakers etc., target audience (non-academic), enumeration of the instruments of marketing in the target group; max. 0.5 pages per event; you can add more detailed event descriptions (max. 3 pages) in an appendix, if needed.]*

[Enter text]

## Fellowships

*[Visiting scholar invited to the DSI to assist the Community in a specific project, proposal writing, event, or workshop. Describe each fellowship separately, if there is more than one planned fellowship; max. 0.5 pages per fellowship; please add more detail of the person including a short CV in an appendix (max. 3 pages).*

***Remark:*** *The minimum requirement for a fellowship grant is writing a paper, contribution to a workshop or another substantial contribution to the community work. Also the contribution to outreach activities of the community (e.g., a public lecture) is considered positive when evaluating the proposal. This contribution will be documented in the reporting.*

***Definition of rates for guests and fellows (travel, accommodation, compensation):*** *A maximum of 1’000 CHF may be requested for travel and 6’000 CHF for living expenses (sleeping and eating) for a minimum stay of 2 months. Shorter visits will be discounted proportionally.*

[Enter text]

## Community Meetings

*[Community Meetings are regular meetings held by the community. They serve to exchange within the community, discuss current projects, pending issues, etc. Describe the number and nature of the planned meetings.]*

[Enter text]

## Manager

*[The manager is responsible for the organization and administration of the community, organizes meetings, is the link to the DSI managing office, etc.]*

***Remark:*** *The maximum budget that can be requested for the manager - including social benefits - is an employment level 17/03 at 10% for 12 months (CHF 11,000).*

[Enter text]

## Timeline

*[Please provide an approximate timeline for your activities in the coming year; use a chart.]*

*[INSERT CHART HERE]*

## Requested Budget

*[Please adapt the Excel File ‘DSI Community Finances Reporting Current Period & Proposal Next Period Template’ according to your needs and fill in the details. You do not need to paste the detailed information here, only the total amount of requested funding needs to be mentioned here. Matching funds are no longer required, but if projects are co-financed by other funding sources, this sould be outlined.*

## Education

*[The community can support the new DSI Minor Digital Skills by mentoring student projects. This includes providing project ideas and/or supervising. In the below listed link you can outline your potential interest to contribute to these projects. The DSI minor team will select initial project ideas for further elaboration The supervision of a team of students is compensated with additional CHF 5’000.]*

DSI Study Programm: [Digital Skills | Digital Society Initiative | UZH](https://www.dsi.uzh.ch/en/education/digital-skills.html)

Module: [Teamwork on Digital Transformation Challenges (10SMDSI\_DTC) | School for Transdisciplinary Studies | UZH](https://www.sts.uzh.ch/en/Students/Inter-Transdisciplinary-Courses/Teamwork-on-Digital-Transformation-Challenges.html)

New challenges for HS24: see handout in Appendix 1.11.

Hand in your challenge description by November 1, 2023 using the following form:

<https://forms.office.com/e/BAC3ShT3BW>

## Appendix

**