

Guidelines for Applicants

About LanguageLoop and the Grants Program

As Australia’s leading language services business, we see the impact of language each day, and we recognise the value in keeping people connected.

Part of our role as a leader is to grow community perceptions and drive initiatives that helps even more uptake and innovation in our sector. Our Research and Innovation Grants Program is part of our ongoing effort – with funds provided to revolutionary ideas, futuristic services, cutting-edge research and professional development, to redefine what’s possible for our industry.

<p>Program Objectives</p>	<p>The Research and Innovation Grants program aims to:</p> <ul style="list-style-type: none"> > identify and adopt new practices and technology that benefit the language services industry. > identify and adopt new professional development, training or skills development initiatives or human resource methodologies that benefit the industry. > identify emerging trends that may be incorporated into future strategic planning.
<p>Areas of Interest</p>	<ul style="list-style-type: none"> > Research that identifies gaps or future needs for language services. > Professional development/training initiatives that help to address a demonstrated shortage of language professionals in the language services industry. > Technology that changes that way in which language services are delivered.
<p>Eligibility</p>	<p>The Grants Program is open to individuals and organisations, both public and private. LanguageLoop expects there may be particular interest from not-for-profits, educational institutions, academics, community groups and local government.</p> <p>The Grants Program committee will NOT consider applications seeking funding for matters such as capital works; multi-year projects; capital equipment purchases; general fundraising; recurrent operating expenses; retrospective project costs; travel and accommodation costs; activities that are the responsibility of government; projects for private or individual benefit; projects with high administrative costs (including travel); and activities for or at private or residential premises.</p>

Funding Level and Duration	<p>The Grants Program offers a total pool of \$50k that is allocated each year, through multiple grants of various amounts. Program grants will be one-off, not recurrent, and multi-year proposals will not be considered.</p> <p>It is expected that the projects of successful applicants will be completed within 12-18 months (maximum) of being funded. Shorter durations are acceptable.</p>	
Assessment Criteria	<p>Proposal applications will be assessed first on their eligibility for the Grants Program. Those deemed to be eligible will be included in the assessment process. The application must:</p> <ol style="list-style-type: none"> 1. Demonstrate a clear benefit to the language services industry 2. Provide a clear budget/use of funds details 3. Provide a clear description of the proposed project 4. Provide evidence of the applicant's ability to successfully manage the proposed project 5. Demonstrate innovation within the proposed project 6. Provide clear, measurable project deliverables and outcomes. 	
Ethics and Confidentiality	<p>There may be proposals where ethical and confidentiality considerations are applicable. Applicants must be aware whether such considerations apply and gain the relevant approvals from their institution and/or research subjects before they will be funded.</p>	
Evaluation of Proposals	<p>Proposals will be evaluated by a committee comprising members of LanguageLoop's executive team and any external experts who may be appointed to assist. The final decision on which applications will be awarded grants will be made by the LanguageLoop Board of Directors. The decision of the Board will be final.</p> <p>All applicants will be notified in writing of the outcome of their application. Grant recipients and brief details of their project will be announced on the LanguageLoop website.</p>	
Timeline	<p>Monday 8 October 2018</p> <p>Friday 14 December 2018</p> <p>March 2019</p> <p>Project starts when</p>	<p>Applications open</p> <p>Applications close</p> <p>Applicants notified of committee decision</p> <p>Grant recipient and LanguageLoop negotiate and sign contract covering the project. Once signed, full or part-payment of grant money will be deposited in the recipient's Australian bank account.</p>
How to Apply	<p>Individuals or organisations interested in applying for a grant must complete the official Grant application form (available at languageloop.com.au) and lodge it by the due date according to the instructions on the application form.</p>	
Further Information	<p>Questions or requests for further information should be directed to: grants@languageloop.com.au</p>	