Requesting support from CIS-A2K

Best practices

CIS-A2K is committed to support and facilitate Indic Wikimedia communities. Indic Wikimedia community members may request CIS-A2K to support their initiatives and events. These are the best practices we recommend to follow while requesting support from CIS-A2K.

① Make a request only on CIS-A2K request page

If you want to make a request, please do it only on CIS-A2K request page: https://meta.wikimedia.org/wiki/Talk:CIS-A2K/Requests. Please start a new section at the bottom of this page and write about your request in detail. Requests made on Facebook or other social networking sites, or over phone are not considered as official requests.

② Request at least 4 weeks prior to an event

Please submit a request on CIS-A2K request page at least 4 weeks (1 month) prior to an event. This allows us to discuss, follow-up (and if accepted) process the request.

③ Types of requests we support

There is no hard and fast rule as to what activities CIS-A2K will support. We assess and discuss each request separately. However please note that a request should comply with with Wikimedia Foundation's vision (https://wikimediafoundation.org/wiki/Vision) and movement strategies. As per WMF advisory, we will not be able to support one off activities and one time events. This includes bookfairs, celebrations with no visible output in terms of Global metrics

(https://meta.wikimedia.org/wiki/Grants:Learning_%26_Evaluation/Global_metrics),
etc. Also, if a report is pending from a community for a previous fund from us, we will
not fund the current request.

④ Pre-event work

Funding requests made to the CIS-A2K team should point us towards:

☞ (1) **Discussion with community:** Please discuss your plans
with your community. Start a discussion on your Wikipedia (or
WikiProject's) Village pump[1] and invite other members to share their
views and suggestions.

☞ (2) **Create an event page:** Please create an event page. If it
is a single-language community event, you may create an event page
on your Wikipedia (or Wikiproject). If it a multi-language event, please create an event
page on Meta.

⑤ Post-event tasklist

If your request is accepted,

☞ (1) **Reports and lessons:** Reporting is a very important
part of an event. Unless a community works on reports and ensure
that they will be submitting detailed reports for the events
supported by CIS-A2K, no further grant requests from the
community will be accepted. CIS-A2K is willing to be part of the
learning experiences and can assist in documenting the event.
Sharing lessons and experiences from community events and
activities are useful for all of us. Once a proposed activity is done, a community must
submit detailed event reports and learning patterns to CIS-A2K.

☞ (2) **Bills and receipts:** Please ensure to submit original copies of the bills to
CIS-A2K along with a statement of account, within 15 days of completing the
event/activity. In addition, after the completion of the event, please submit a final
accounts statement on CIS-A2K request page.

---

[1] Village pump is the central discussion board in most of the Wikipedias. Generally it may be accessed using
the shortcut WP:VP

⑥ A few points to note

(1) ✗ Posting a request on CIS-A2K talk page does not confirm that we'll be supporting it. Wait until someone from CIS-A2K officially confirms it. Please avoid such comments/requests:

- "I have already spent the amount from my pocket thinking CIS-A2K would be supporting it."
- "CIS-A2K supported us earlier for similar, so we thought that they would support this time as well."

(2) ✔ The decisions to accept event requests are made by the entire CIS-A2K team, and not individuals.

Web version: A web version of this document may be seen at:
https://meta.wikimedia.org/wiki/CIS-A2K/Requests/Best_practices
Questions? If you have question(s) or want us clarify something, please ask at:
https://meta.wikimedia.org/wiki/Talk:CIS-A2K/Requests/Best_practices

---