# SCHOLARSHIP APPLICATION GUIDELINES

**25th Annual General Assembly (AGA) and Conference | 15 – 17 May | Sarajevo**

tel.: +32.2.512.8938 | e-mail: aga@efc.be | web: www.efc.be

## Eligibility and application conditions

This scholarship fund has been generously funded by EFC members and is aimed at foundation staff worldwide, with special emphasis on participants whose attendance can be directly linked to the conference theme. The eligibility criteria required to apply for the scholarship are as follows:

* The organisation should be unable to cover the costs of attending the conference
* The organisation‘s finances and activities have to be transparent
* The organisation qualifies for EFC membership
* Interested organisations cannot send more than 1 application
* Priority will be given to those aged 35 years and under
* Scholarship recipients must attend the whole AGA and Conference

The scholarship programme is intended to cover one or more of the following\*:

* Registration fee for the AGA and Conference *(to be arranged by the EFC Secretariat)*
* Registration covers conference participation, meals (where indicated in the programme), social events, site visits and a conference bag of materials (including the Delegates List) distributed when registering onsite
* Accommodation expenses *(two nights in a single room selected by the EFC Secretariat)*
* Hotel incidentals such as phone calls, room service, pay-for-view TV etc. are exempt and are the responsibility of the individual upon checking out of the hotel

Please note that we need to receive evidence showing the applicant’s organisation’s transparency and accountability in order to process the application. This can be an annual report or other relevant documentation and a website link may be provided.

## Application procedures

We ask applicants for EFC’s AGA and Conference scholarship to fill in the attached scholarship application form in type or block capitals and return it to the AGA Secretariat (e-mail: [aga@efc.be](mailto:aga@efc.be)) **by 24 March 2014**. Please complete all appropriate sections and use additional sheets if necessary. Documentation or a website link to this, showing the transparency and accountability of the organisation should also be included. *Only* successful applicants will be contacted **after 31 March 2014**. Successful applicants must submit a narrative report and complete the evaluation survey following the conference’s conclusion.

## Cancellations

Please be aware that in the eventuality that you should cancel your scholarship, if EFC cannot find a replacement applicant for your grant then there may be a possibility that you will have to cover the accommodation expenses incurred.

## Enquiries

For further details about the scholarship fund, please contact the AGA Secretariat at [aga@efc.be](mailto:aga@efc.be). For the most up-to-date information about the AGA and Conference, please visit our website at [www.efc.be/aga](http://www.efc.be/aga)

**Please note that grantseeking is strictly forbidden   
during the EFC AGA and Conference**

# *\*In specific circumstances the AGA Secretariat may consider covering the travel costs of the participant. Requests must be indicated on the form below and the AGA Secretariat will contact the applicant to follow up further, if successful.*

# SCHOLARSHIP APPLICATION FORM

**25th Annual General Assembly (AGA) and Conference | 15 – 17 May | Sarajevo**

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Please return the completed form to the EFC AGA and Conference Secretariat, together with your organisation’s annual report or link to this, by e-mail to: [aga@efc.be](mailto:aga@efc.be), by **24 March 2014**. Applications received after this date ***will not*** be considered.

|  |  |
| --- | --- |
| Title (Mr, Ms) |  |
| Family name |  |
| First name |  |
| Date of Birth |  |
| Position/Job Title |  |
| Organisation |  |
| Postal address |  |
| Telephone |  |
| Fax |  |
| Email |  |
| Website address |  |

**Type of organisation:**

Independent foundation Community foundation Corporate

Non-governmental organisation Multilateral University/research institute

Other *(please specify)*

**Please answer the following questions:**

1. Please provide a brief description of your organisation: mission, background, year of establishment, geographic focus *(use additional sheets if necessary).*

2. Have you attended an EFC AGA and Conference before? If yes, please specify.

3. Have you previously received a scholarship to attend an EFC AGA and Conference? If so, please specify *(amount, year and name of scholarship programme).*

4. Please explain why your organisation is unable to cover your costs to attend this event. *(Use additional sheets if necessary)*

5. What are your expectations of attending the EFC AGA and Conference? *(Use additional sheets if necessary).*

6. Please explain how you will share your experience of the EFC AGA and Conference with other colleagues and organisations *(use additional sheets if necessary).*

7. Are you in any way affiliated with the EFC or an EFC member? If yes, please provide details.

8. Have you applied or would you consider applying for EFC membership?

9. Please indicate your preferred option to be covered by the scholarship\*:

❒ Registration fee only

❒ Registration fee and accommodation

*\*In specific circumstances the AGA Secretariat may consider covering the travel costs of the participant. The AGA Secretariat will contact the applicant to follow up further, if successful. If you wish to have your travel costs considered please tick the box and indicate the estimated costs:*

❒ Please consider my travel costs of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_euros

Signature: Place and Date: