| EVENT grant Application Form |
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| **Applicant Information** |
| Full Name: |
| Name of Your Institution: (including Faculty and/or Department if applicable) |  |  |
| Address: |
| Postal Code:  | City:  |
| Office Phone Number:    | Mobile Phone Number: | E-mail Address:  |
|  |
| **information on the event YOU PLAN TO organize** |
| Name of the event:  |
| What is the aim of the event? | For who is the event targeted? Estimated number of participants: |
| Where are you planning to organize it?  | What are the dates of the event[[1]](#footnote-1)? |
| Are you planning to invite speakers or participants from abroad? If so, who and from where? | Who is the main organizer of the event? Please also list possible partner institutions. |

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| In which category (or categories) does your event fall? |
| **Category** | **Please specify** |
|  | Consortia or networking meetings or workshops with Asian/LAC and European partners with the purpose of preparing an application for EU-research funding |  |
|  | Seminar, conference or workshop related to Science, Technology, and/or Innovation cooperation with Asian/LAC and European partners partners open to a wider audience;  |  |
|  | Networking meetings, event or conference within the FinCEAL Plus thematic areas, relevant to the institutions’ cooperation with Asia/LAC and Europe, and open to a wider audience.  |  |
| If your event does not fall within any of the categories, please provide more information here: |
| Does the event relate to the FinCEAL Plus thematic areas? How does it relate to your institution’s cooperation with Asia and/or the LAC region? |
| How does the event relate to your own work area/research and that of your institution? What are the benefits of organizing this event for your institution? |
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| **EVENT budget estimation** |
| **Cost Description**[[2]](#footnote-2) | **Amount €** | **Extra Information** |
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| How does your institution support the event? |  |  |
| Amount of any other financial support received |  |  |
| **Total estimated cost of the event (€)** |  |  |
| **Total funds requested (€)** |  |  |
|  |
| **Signature of Applicant:**  | **Date and place:** |

1. Note: The planned event must take place between 1st of December 2016 and 30th of June 2017. An event that is planned to occur outside of this time period cannot be applied for. [↑](#footnote-ref-1)
2. Eligible costs include: travel and hotel costs for invited speakers and expenses related to event organization (venue rent, coffee breaks, event promotion and marketing materials, part of the salary costs for the organizer). Travel of speakers should be by the most economic means possible and catering costs kept to a reasonable level. The event must be supported by the host institution for example by providing the venue or paying for the salary of the organizer at least partially.
 [↑](#footnote-ref-2)