



**PART OF THE ROUND TABLE FAMILY**

**GUIDELINES FOR TRAVEL FUND GRANT**

1. Where does the money for the Travel Fund Grant come from?

As per rule: if the ACI Conference has a surplus, 20 % of this surplus will be used for the Travel Fund Grant.

2. Who is eligible to apply for an ACI Travel Fund Grant?

- a. All the ladies of Agora Club can apply for the Travel Fund Grant, regardless of the country.
- b. Criteria for the choice of the recipient of the Travel Fund Grant.
  - ✓ Priority for the Councillors .
  - ✓ Each member can make a request for the Travel Fund Grant , once per five years.
  - ✓ You need an approval of the National Association on your application form.
  - ✓ The number and amount of the Travel Fund Grant that can be given can only be determined after the profit of the previous ACI conference is known.
  - ✓ Only one applicant from a member country during each ACI year can be submitted.
- c. The ACI Board will decide who will receive the Travel Fund Grant

3. What is included in the Travel Fund Grant ?

- a. The Travel Fund Grant is to give the opportunity of participating in the ACI conference to ensure growth in Agora Club International. **The amount given will be depending on the funds available in the budget.** The maximum Travel Grant will include:
  - ✓ Full registration
  - ✓ 50 % of the travel cost with a maximum of 500 €, based on the estimation given in the application form.

4. How to apply for the Travel Fund Grant ?

- a. Fill out the Application form for ACI Travel Fund Grant (Form no.9)
  - ✓ Name & Address
  - ✓ Membership information
  - ✓ Questions to be answered:
    1. Why do you think you are eligible for the Travel Fund Grant?
    2. Summary of your personal background and your involvement in Agora Club?
    3. International commitment in Agora Club?
    4. Estimation of the travel costs?
  - ✓ Approval of the National Association, signed by the National President or her representative

5. What are the duties when your Travel Fund is granted?

- a. When you are a councillor: to attend the Councillors Meeting (CM) , the welcome party, the Annual General Meeting (AGM) and the Gala at the ACI Conference.
- b. When you are a non-councillor: to attend the welcome party, AGM and Gala at the ACI conference.
- c. For councillor and non-councillor , it shall be obligatory to write an article ( with pictures) for the next ACI newsletter about her experience during the conference.
- d. The travel grant is personal and cannot be given to another ACI member.
- e. You have to pay in advance the registration and you will be reimbursed the registration and the agreed travel costs by the ACI treasurer during the conference.
- f. If for any reason you are not able to travel, your travel grant is withdrawn and ACI is not liable for any expenses incurred.