

Request for EATA Subsidy for the organisation of
(Name of the project)

Association (or group)	Name of the Project (Summer school, International Colloquium, Conference)		
Name of person making request:	Status (President, Chairperson, Co-ordinator, other)		
Address	Tel		
	Fax		
	Email		
<p>We hereby request an EATA Subsidy as detailed below and in the attached sheets and contract that:</p> <ul style="list-style-type: none"> the subsidy will be used for the organisation of the Project detailed records of income and expenditure will be maintained and a final set of accounts submitted to EATA as soon as the event has been run 			
Signature of contact			
Details of event(s) to be run			
dates	titles	participants	numbers expected
Budget Summary (as detailed in attached sheets)			
Estimated expenditure			
Estimated usable income (i.e. less discounts and taxes)			
Amount of EATA funding requested <i>(if less than shortfall, please attach note of how rest of funding will be obtained)</i>			

EATA : Budget Form

Category	Details/ Calculations (attach more pages if necessary)	Amount
Income		
Training/Supervision /Conference fees		
Total estimated usable income		carried forward to foot of next page
Expenditure		
Travel for presenter(s)		
airfares		
train		
bus		
taxis		
other		
Presenter(s) accommodation		
hotel		
apartment		
local home		
other		
Presenters(s) meals		
restaurants		
local homes		
self catering		
Venue Costs		
main room		
breakout rooms		
equipment hire		
refreshments		
Local organizers costs		
travel		
refreshments		
meals		
other		
total expenditure carried forward to top of next page		

Category	Details/ Calculations (attach more pages if necessary)	Amount
total expenditure brought forward from foot of previous page		
Colloquium materials		
printing		
copying		
paper		
printer supplies		
folders		
other		
Interpreters		
translation of materials		
translation of workshops		
Communications		
telephone		
fax		
emails		
postage		
other		
Publicity		
leaflets		
advertisements		
mailing costs		
Other costs (specify)		
Total Estimated Expenditure (brought forward from previous page plus this page)		
Total estimated usable income (brought forward from previous page)		
Estimated shortfall in funding (expenditure – income)		