

## Request for EATA Subsidy for the organisation of COC exams

Association (or group)	Name of the Project COC exams		
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"> <li>the subsidy will be used for the organisation of the exams.</li> <li>detailed records of income and expenditure will be maintained and a final set of accounts submitted to EATA as soon as the exams have been run.</li> </ul>			
Signature of contact			
<b>Details of event(s) to be run</b>			
Dates	Expected number of candidates	Exp. number of examiners	Total
<b>Budget Summary (as detailed in attached sheets)</b>			
Estimated expenditure			

## EATA : Budget Form

Category	Details/ Calculations (attach more pages if necessary)	Amount
<b>Expenditure</b>		
<b>Travel for exam supervisors, if paid locally</b>		
airfares		
train		
bus		
taxis		
other		
<b>Exam supervisor's accommodation, if contracted for and paid locally</b>		
hotel		
apartment		
local home		
other		
<b>Examiners' dinners</b>		
restaurants	try to arrange it for € 25.- per examiner, including drinking	
<b>Venue Costs</b>		
headquarters room(s)		
exam rooms		
equipment hire		
refreshments		
<b>Local organizers costs, if contracted for</b>		
travel		
refreshments		
meals		
other		
<b>total expenditure carried forward to top of next page</b>		

Category	Details/ Calculations (attach more pages if necessary)	Amount
<b>total expenditure brought forward from foot of previous page</b>		
<b>Materials</b>		
printing		
copying		
paper		
printer supplies		
folders		
other		
<b>Interpreters, if paid by EATA – e.g. separate contracts</b>		
<b>Communications</b>		
telephone		
fax		
emails		
postage		
other		
<b>Other costs (specify)</b>		
<b>Total Estimated Expenditure (brought forward from previous page plus this page)</b>		