



**SKÅL INTERNATIONAL DEVELOPMENT FUND  
ASSISTANCE APPLICATION FORM**

1. NAME OF NATIONAL/AREA COMMITTEE OR CLUB:.....

2. NUMBER OF POTENTIAL/ANTICIPATED NEW MEMBERS: .....

**BUDGET**

<b>Costs:</b>	<b>EURO (€) / US\$</b>
Cocktail or other event cost	0
Other promotional activity cost	0
Transportation cost	0
Accommodation cost	0
Other cost (pls specify)	0
<b>Costs in total</b>	<b>0</b>

<b>Funding:</b>	<b>EURO (€) / US\$</b>
Club funding	0
National Committee funding	0
Area Committee funding	0
Other (pls specify)	0
<b>Funding in total</b>	<b>0</b>

**Balance:** 0

**EURO (€) / US\$**

**Assistance sought from Skål**

- MAX EURO (€) 300 for club events
- MAX EURO (€) 500 for national events/trade shows
- MAX EURO (€) 1000 for international trade shows/events

SIGNED: .....

DATE: .....

SKÅL MEMBER'S NAME.....

POSITION: .....



## NOTES ON FINANCIAL ASSISTANCE FOR DEVELOPMENT:

- Financial assistance for development will be available from the Membership Development Fund as reflected and approved in the budget presented at the General Assembly.
- Assistance will be available for the formation or reactivation of a Club resulting in a substantial net increase in the number of members in a Club.
- Applications for financial assistance must be approved well in advance of the event (**minimum three (3) weeks**) and will be paid on presentation of the performance report and the appropriate invoices, following the event. Retroactive requests for assistance will not be considered.
- It is expected that Skål Clubs that are members of a National Committee and who apply for funding assistance from Skål International should also seek funding from their National Committee. In principal, funding should be provided on a three-way split up to a maximum amount of Euros 300 from Skål International. National Committees looking for support for a national event or trade show (not an international event) can request up to Euros 500 and those applying for assistance for an international event or trade show that Skål International is not already supporting can apply for up to Euros 1000. The payment will be considered on a "Euro for Euro" basis.
- The Executive Committee will decide each case on its merits. The Executive Committee's decision in this regard will be final.
- Membership Development Fund grants will only be made as credits to the account held by the entity with Skål International

## Financial support is available for the following:

- Cocktail or other promotional event (e.g. trade fair)
- Printing and promotional material
- Audio visual hire costs – e.g. data projector, screen etc.
- Internet connection expenses for Skål Net demonstration & Skype connection.
- Copies of the Skål Promotional DVD for seminar attendees
- Transportation
- Accommodation

## How and when to apply:

The application form, completed in full, has to be submitted to the General Secretariat **a minimum of three (3) weeks prior to the event** to allow the Executive Committee to study the documents and decide on the fund granted. The application form and supporting documents should be sent by e-mail to Secretary General and copied to Director of Membership Development for immediate processing.

No application will be considered unless it is accompanied by the following documents (in English, French or Spanish):

1. A short description of what is planned during the event (presentation of [Skål video](#), guest speaker, etc.)
2. List of potential/anticipated new members with their e-mail addresses. In the case of a trade fair or similar event, an estimate of the number of persons contacted should be given.
3. Details of the annual budget allocated by the Club and/or National /Area Committee for development and promotion of the Movement in the country or area concerned.

## After the event:

A full report should be sent to the Secretary General with a copy to the Director of Membership Development **within three (3) weeks after the event**.

Payments will be made on receipt of the following documents:

1. A short performance report on the event with photographs and details of subsequent contacts with potential members sent to Secretary General and Director of Membership Development
2. When possible, the event should be covered in the Skål International eNews or the magazine with the help of Ana Maria Vera (anamaria.vera@skal.org).
3. All invoices and/or receipts scanned (or copies sent via mail) to Secretary General.