**Application Guideline:**

Your application has to be written entirely in English language, and should include:

**i) Contact details of the applicant**

· Full Name

IFSA Local Committee Name

· Full postal address

· Email address

· Phone

**ii) Project description**

· Aims

· Itinerary of activities/events

· Further details

· Number and background of people involved in the event or project

**iii) Supporting material**

· A signed reference, or letter of endorsement, regarding their proposal from a member of their University staff

· If possible any other supporting material (ex. conference brochures, posters)

· Letter from LC President recognizing the applicant as a member of the LC

**iv) Budget**

· Detailed listing of all costs for project/proposal (ex. Travel costs, materials)

· A list of any other contributing organizations/sponsors and the amount of their contribution

**v) Letter of motivation**

· A brief letter with no more than 300 words, explaining the reasons and motivation for applying to the fund.

**vi) Description of contribution to IFSA Communication**

In exchange, recipients need to hand in a report of the project/activity and produce a piece (article, blog, and/or interactive presentation) for IFSA Communication.

As part of your application please state what form this piece for The IFSA Communication commission would take and how this will positively impact IFSA members.

The report and our piece for the IFSA Communication Commission must be submitted no more than a month after the event or project has taken place