**SUBSIDY REQUEST FORM**

**Thirteenth Assembly, 13-19 September 2023, Krakow, Poland**

1. **Requesting Church:**  Enter the name of your church
2. **Name of person requesting subsidy:** Enter your name
3. **Title and function:** Enter your title and function
4. **Email address:** Enter your email address
5. **Telephone/mobile phone no. :** Enter your phone number
6. If you need your delegate1 to be subsidized by the LWF enter below the name of the delegate for whom subsidy is being requested and tick the appropriate box:

**Name:** Enter the name of the person you are applying for

**Travel only** [ ]

**Accommodation only**[ ]

**Travel and accommodation** [ ]

1. As a pre-requisite to requesting for a subsidy, the policy on subsidies requires that all avenues of financial support should have been explored. Has the church explored other avenues of support? Yes [ ]  No [ ]

Please give details: Please type here

1. Has the church paid their membership fee for 2022? Yes [ ]  No [ ]
2. Has the church paid the Assembly fee? Yes [ ]  No [ ]

¹ If subsidy is needed for a second delegate, please fill in another Request Form.

1. How does the church propose to pay the Assembly participation fee of EUR120 per delegate?

Will be added to Assembly fee payment [ ]

By bank transfer [ ]

Upon registration onsite [ ]

**Please read carefully the following provisions of the Policy on Subsidies:**

Costs NOT eligible for subsidy:

1. Registration fee of 120 EUR
2. Travel related costs: visa fees, internal transportation costs in home country, travel taxes
3. Personal accommodation related costs: telephone, room service, laundry, mini-bar or other personal charges

When it concerns subsidized delegates, the LWF Assembly Office is responsible for the choice of the hotel, proceeds with the booking and is the only respondent towards the hotel. The Assembly Office will not handle a booking made in advance directly by a subsidized delegate or by a church on behalf of a subsidized delegate.

Any modification or cancellation of the reservation must be immediately communicated to the Assembly Office, which has the right to cancel the totality of the reservation if conditions are not respected. Charges incurred as a result of changes in flight or hotel bookings will be covered by the member church.

**IMPORTANT**: the priority for the LWF is to ensure the full and inclusive participation from every member church. In order to support as many delegates as possible within the given budget constraints, accommodation will be organized in double rooms.

[ ]  I have read and accept the above provisions of the policy on subsidies

**Signed:** Sign here

**Date:** Click or tap to enter a date