



## Subsidy Request Form

**Twelfth Assembly  
10 to 16 May 2017, Windhoek, Namibia**

1. **Requesting Church:**
2. **Name of person requesting subsidy:**
3. **Title and function:**
4. **Email address:**
5. **Telephone/mobile phone no. :**
6. If you need your **delegate**<sup>1</sup> 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:**

**Travel only**

**Accommodation only**

**Travel and accommodation**

7. 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.

8. Has the church paid their membership fee for 2016?    **Yes**     **No**

9. Has the church paid the Assembly fee?    **Yes**     **No**

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

10. 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

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**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:**

**Date:**