---------- **Region**

Regional co-ordinator name:
Address:
Telephone:
Mobile:
Fax:
Email:
Skype:
Other contact details:

ICMA _____ REGIONAL CONFERENCE *DATE*

SUBSIDY APPLICATION FORM

Deadline for applications _____*[insert date]*

Applicant name (as on your passport): _____

Society / employer organisation: _____

Email address: _____

Telephone: _____

Please submit one application form for each delegate who needs a subsidy. Subsidy application forms must be attached to registration forms.

Please note that limited funding is available for subsidies, and subsidies are awarded only if there is a proven need. All delegates pay the conference fee of _____. If you apply for a full subsidy (accommodation and transportation) please consider **a minimum contribution of** _____

Please indicate below what you need the subsidy for and **how much money** you need

1) Accommodation only

2) Transport only (you must include a quote from an airline or other travel company)

3) Accommodation and transport (you must include a quote from an airline or other travel company)

Important

- You must wait for confirmation that you will receive a subsidy from ICMA before you make any arrangements or spend any money
- Subsidised accommodation will be paid by ICMA directly to the property on your behalf.
- You must make your own travel bookings. However, in some cases, it may be cheaper for ICMA to make flight bookings from London. You should contact the ICMA General Secretary for more information
- Your application must be endorsed by your line manager or appropriate person from your employing organisation

Date of application

_____

Signature of applicant

_____
(Electronic signature is acceptable)

Signature of line manager or appropriate person from employing organisation

_____

Name of line manager or appropriate person from employing organisation

_____