**APPLICATION FORM FOR   
JOINT EuChemS + EYCN FUNDING**

Please use this template to apply for financial aid within the EuChemS + EYCN budget line.

Projects will be reviewed and approved or rejected by the EYCN Board.

Keep this proposal concise. If you wish to incorporate supplementary materials (such as papers, images, or multimedia files), please either upload them to your preferred cloud storage service and furnish the public links in this document (in “project summary” section) or attach them as separate PDF files.

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| --- | --- |
| **First and last name** |  |
| **E-mail address** |  |
| **Project Title** |  |
| **Project Start Date** |  |
| **Project End Date** |  |
| **Approval Status\*** |  |
| **Amount requested\*\* (EUR)** |  |

\* field can only be changed after the project has been reviewed by the Board.

\*\* please refer to a “EYCN project funding guidelines” document

1. **PROJECT SUMMARY**

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| Please use this placeholder to enter the text (***maximum*** *250 words*) |

1. **BACKGROUND (*not mandatory*)**

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| Please use this placeholder to enter the text (***maximum*** *100 words*) |

1. **DETAILED BUDGET**

Please provide the total project budget, whether it is the current figure (*if available*) or an expected estimation. If the project budget is in other currency than euro, please provide amounts after currency conversion. Additionally, specify the amount you are seeking from EYCN. Then clearly outline the planned allocation of the EYCN financial aid.

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| --- | --- |
| **Amount (EUR)** | **Activity** |
|  | **Estimated total budget (w/o EYCN funding)** |
|  | **Amount requested to EuChemS + EYCN** |
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1. **MILESTONES AND RESPONSIBILITIES**

Please provide a general information on the milestones, responsibilities, and dates regarding the use **of the requested EYCN funding**. If the funding serves as **an award only**, please include the description of the procedure/rules of granting the award.

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| Please use this placeholder to enter the text. |

Once the document has been filled out, please send it in **\*.docx** format to:

*Chair of the EYCN* [**chair@eycn.eu**](mailto:chair@eycn.eu)

*Secretary of the EYCN* [**secretary@eycn.eu**](mailto:secretary@eycn.eu)

*Treasurer of the EYCN* [**finances@eycn.eu**](mailto:finances@eycn.eu)

You will receive a notification when:

* The project is received,
* The project is reviewed by the EYCN Board, and the decision has been made.

*Important notions:*

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| --- |
| 1. If your proposal is approved by the EYCN Board, you will receive it confirmed as a **\*.pdf** file.  Please save this file as it will be necessary for the process of reimbursement. 2. Once the approval has been communicated, you may proceed with the payment(s). The member society, or the delegate personally, must **take care of all costs in advance**. Keep all the receipts from the process of payment. 3. All financial matters going through the EuChemS account are handled as **reimbursements**. 4. The filled Expenses Claim (“F-001 EuChemS Expense Claim”) with all relevant documents (bus/train tickets, boarding passes, *etc*.) and every proof of payment must be sent back to the EYCN Treasurer at [**finances@eycn.eu**](mailto:finances@eycn.eu) **no later than 1 month after** the event in question/project has ended. |