

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) Official's Job Description

- Tasks and Responsibilities of the Official
- Projects and Activities for the year (Completed and Proposed)

iii) Supporting material

- Official's Progress Report for the Quarter
- Attachment or supporting materials to the Progress Report (ex. Facebook/E-mail Communications, Publication/Reports/Promotional Materials Produced)

iv) Budget

- Detailed listing of all costs of attendance (ex. Airfare, Visa Application)
- Other sources of fund

v) Letter of Motivation

A brief letter with no more than 300 words, explaining the reasons and motivation for applying to the fund. What kind of communication piece (ex. article/report/blog/interactive presentation) are you willing to submit in return?