**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) Project/Event Description**

· Aims

· Itinerary of activities/events

· Further details

· Number and background of people involved in the event or project

**iii) Supporting material**

· A signed reference, or letter of endorsement, regarding their proposal from a member of their University staff

· If possible any other supporting material (ex. conference brochures, posters)

· Letter from LC President recognizing the applicant as a member of the LC

**iv) Budget**

· Detailed listing of all costs for project/proposal (ex. Travel costs, materials)

· A list of any other contributing organizations/sponsors and the amount of their contribution

**v) Letter of motivation**

· A brief letter with no more than 300 words, explaining the reasons and motivation for applying to the fund.

**vi) Description of contribution to IFSA Communication**

* Recipients are required to attach/promote the IFSA Development Fund logo in their social media accounts and publicity.
* In exchange, recipients need to hand in a report of the project/activity and produce a piece (article, blog, and/or interactive presentation) for IFSA Communication.
* As part of your application please state what form this piece for the IFSA International Processes Commission and Communication Commission would take and how this will positively impact IFSA members.
* The report and piece for the IFSA Communication Commission must be submitted not more than a month after the event or project has taken place.