



**International Fellowship of Reconciliation**

Internationaler Versöhnungsbund  
Mouvement International de la Réconciliation  
Movimiento Internacional de la Reconciliación

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*Spoorstraat 38, 1815 BK Alkmaar  
The Netherlands / Pays-Bas  
tel (+31) 72 512 3014 fax (+31) 72 515 1102*

**Application for a bursary for  
the International Fellowship of Reconciliation Council  
13-21 November 2010  
The Netherlands**

**Details of representative requesting bursary:**

Forename.....

Surname.....

Home address.....

.....

Town and postal code.....

Country.....

Telephone.....

Fax.....

Email address.....

Passport number.....

(Please, enclose a photocopy of your passport and ensure that it is readable!)

**Authorisation of request for bursary by  
IFOR Branch, Group or Affiliate (IFOR BGA)**

On behalf of .....(name of IFOR BGA)  
I,.....(name and position held)  
certify that.....(name of the  
representative) will represent our organization at the IFOR 2010 Council.

*Please, tick the appropriate box:*

This representative has voting rights

This representative does not have voting rights

This representative requests a bursary for:

- Ticket: YES / NO-----
- Accommodations YES / NO-----
- Others expenditure to specify (list) -----  
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Please note that all tickets will be purchased by the International Secretary.

*Representative:*

Signed.....

Name.....

Date and place.....

*On behalf of the organization/fellowship*

Signed.....

Name.....

Date and place.....

Stamp of your organization

This form must be returned to the Council Facilitator, Martha Djuikom at:

International Fellowship of Reconciliation,  
Sporstraat 38, 1815 BK Alkmaar, The Netherlands  
Fax: +31 72 515 1102, E-mail: m.djuikom@ifor.org

Please, return your completed form before 1<sup>st</sup> July 2010.

Applications received after 1<sup>st</sup> July will not receive priority.



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### **Conditions for request of bursary:**

#### Preamble:

IFOR would like every IFOR member to be represented at Council. Normal practice is that each branch, group or affiliate (BGA) pays the full costs of its Council representative(s).

IFOR's aim is to try to ensure that lack of money does not hinder any BGA from sending its representative(s) to Council. There is a limited bursary fund available to help with travel and accommodation costs. If your organisation feels unable to raise the full costs for your representative(s) you can apply for a bursary for part or all of the costs.

1. IFOR will give priority to those BGAs in greatest financial need who are unable to raise the full costs of representation at Council. If you do apply for a bursary, please consider how much you will really need and only apply for a partial bursary if this is really necessary.
2. The maximum bursary available will cover the costs of :
  - a. Board and lodging at the conference centre (€600 (for eight days) + €50 registration fee).
  - b. The cheapest air travel costs from your country to The Netherlands (travel within your own country and any refreshments are not included).
  - c. Public transport between the arrival airport and the conference centre (taxis will not be reimbursed) and
  - d. The cost of an entry visa if required (not including any travelling or any other costs involved in obtaining a visa).
3. IFOR is not responsible for any insurance costs (health, travel, etc.). Please, provide your own insurances.
4. Travel expenses will be reimbursed by inter bank transfer to the representative after the Council. Tickets and original receipts must be shown to the Financial Administrator at Council. Hand written receipts must include official stamps or

- else they will not be recognized as valid receipts. If you require alternative arrangements for the reimbursements, please contact the Secretariat.
5. For administrative reasons, the International Secretariat in Alkmaar is advising branches to use the secretariat for purchasing and prepaying all air- and train tickets and the accommodation costs in Baarlo, the Netherlands..
  6. First priority will go to those applications for bursaries for voting representatives from IFOR Branches received before 1<sup>st</sup> July.
  7. Second priority will go to representatives from IFOR Groups and Affiliates received by 1<sup>st</sup> July.
  8. Third priority goes to non-voting representatives from IFOR Branches received by 1<sup>st</sup> July.
  9. Final priority goes to those requests received after 1<sup>st</sup> July.
  10. The number of bursaries that can be offered will depend entirely on the funds available. IFOR cannot guarantee that all persons who request a bursary will be reimbursed. If you do not fulfil the criteria for a bursary or if IFOR, due to a lack of funding, cannot provide a bursary, you will be notified as soon as possible.
  10. All requests for bursaries must be accompanied by a copy of the applicant's Branch/Group/Affiliate's most recent Annual Report and Accounts.
  11. Should you have any problems, please do not hesitate to contact the Secretariat. Please, respect the stated deadlines.