

APPENDIX A

APPLICATION FORM TO APPLY FOR FUNDS FOR THE ORGANISATION OF SEMINARS/COURSES/CONFERENCES LOCALLY

Date: _____

Ref: _____

Date Received _____

(For Internal use only)

Sections A to D are to be filled in by the Directorate/College/School applying for funds to organise a Seminar/Course/Conference locally. Section E need to be endorsed as required.

SECTION A

Name of Directorate/College/School applying for funds to organise Seminar/Course/Conference:				
Name of contact person/course coordinator (as per I.D. & Passport)	Designation	Contact e-mail	Office Tel. No.	Mobile No.

SECTION B

Type of Event	Seminar <input type="checkbox"/>	Course <input type="checkbox"/>	Conference <input type="checkbox"/>
Title of Seminar/Course/Conference:			
Date & Time of event:			
Main Objectives of the event:			
Rational for engaging chosen trainer: Trainer / Speaker CV is to be attached to this application			

This Seminar/Course/Conference is: (Please tick accordingly)	Mandatory/Obligatory <input type="checkbox"/>	Voluntary <input type="checkbox"/>
	Self-Sought <input type="checkbox"/>	Delegated <input type="checkbox"/>
	EU Work Related <input type="checkbox"/>	
Target Audience:		
Total number of participants (or minimum number for course to be done)		

SECTION C

<p><i>Per diem rate applicable for foreign speakers travelling to Malta is as per EC-funded external aid contracts currently set at €205 per night</i></p>	It is obligatory for this section to be filled in, in full, where not applicable write N/A	Cost
	Trainer / Speaker fees Yes <input type="checkbox"/> No <input type="checkbox"/>	€
	Resources (if applicable)	€
	<i>The following section is to be completed if event involves foreign speaker / trainer</i>	
	Air Fare reimbursed? Yes <input type="checkbox"/> No <input type="checkbox"/> <u>approx</u>	€
	*Subsistence per night € 205 x _____ no of nights (See Note 2)	€
	Travel Insurance required Yes <input type="checkbox"/> No <input type="checkbox"/>	€
	Airport Transfers	€
	TOTAL EXPENSE	€
	Costs to be covered by:	

SECTION D

To be completed by Head / Director of Directorate / College / School

Signature (including rubber stamp):	
Date:	

SECTION E

To be approved by Permanent Secretary (where applicable funding is above €10,000 and /or includes travel)

<p>Permanent Secretary Approval Signature (including rubber stamp)</p> <p>Date:</p>	<p>Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p>
---	---

SECTION F (for IfE office use only)

To be completed by the Senior Manager Administration (IfE)

<p>I confirm that the proposed quotation provided for the supplier is fair, reasonable and in terms of policy MFIN Circular 3/2013 Sec E.</p>	<p>Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p>For the funding application process this form is being used instead of the direct order form, I confirm that the amounts are being approved according to the legislation and policy notes with respect to public procurement.</p>
<p>Signature (including Rubber stamp):</p> <p>Date:</p>	

To be completed by CEO Institute for Education

<p>Recommendation</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signature (including Rubber stamp):</p> <p>Date:</p>	

To be completed in by Head of Finance (IfE)

<p>I confirm that funds are available within the IfE Budget for the year</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Signature (including Rubber stamp):</p> <p>Date:</p>	

Note 1: Schedule of reimbursement in connection to travel to Malta

It is obligatory to submit three quotes for flights with the submission of application. IfE will fund up to the value of the cheapest quote provided that said value does not exceed the threshold listed hereunder.

Travel distances	Amount
Between 10 and 99 KM:	20 EUR per participant
Between 100 and 499 KM:	180 EUR per participant
Between 500 and 1999 KM:	275 EUR per participant
Between 2000 and 2999 KM:	360 EUR per participant
Between 3000 and 3999 KM:	530 EUR per participant
Between 4000 and 7999 KM:	820 EUR per participant
8000 KM or more:	1300 EUR per participant

Based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Considering that Malta is one of the outermost regions and the constraints imposed by the remoteness for flight values exceeding the limitations set in the table above, the Institute may consider funding 80% of the residual value up to a maximum of €200.

Note 2: Subsistence

In case of foreign speakers traveling to Malta, IfE will subsidise up to a maximum of one (1) night prior to the event and one (1) night post event and the nights in between should the duration of the conference be longer than one (1) day. The per diem rate used shall be as per EC-funded external aid contracts.

Checklist of Documentation to be submitted with application

Tick where applicable:

- Trainer / Speaker CV;
- Official quote for trainer / speaker fee;
- Breakdown of costs for resources;
- Three (3) quotes for flight.