**Guidelines for interest group applications at FN:**

* All documentation, including receipts and membership numbers, must be collected in one application form (which can be found on the next page), and it must clearly state which expenses are to be covered. (E.g. by creating an Excel table in which partial amounts and totals for the relevant expenses appear)
* Requests for money can be made **NO LATER THAN** 2 months after the event has taken place.
* FN supports up to DKK 500/member to social events (depending on the type and length of the event.)

FN supports with up to DKK 1000/member for professional events (depending on the degree of the event's professional relevance and the length of the event).

There is no support for alcohol (with the exception of gifts for presenters)

* The event must be shared on the FN's Facebook page, so that all members have the opportunity to participate. The link for sharing is inserted in the application, where it appears on the application form.

 **Application form to FN**

**Husk at alle der søger om økonomisk støtte, skal være medlem af FN.**

***Remember, you must be a member of FN to receive economical support.***

**Husk at indsætte kvitteringer for det ansøgte beløb!**

***Remember to insert receipt(s) for the amount requested***

**Husk at der søges med tilbagevirkende kraft (dvs. når de relevante kvitteringer kan medsendes)**

***Remember that all relevant receipts need to be attached before you submit the application.***

|  |  |
| --- | --- |
| **Ansøgers navn *Name of applier*** |  |
| **Kontonummer**  ***Bank Account Number*** | **Reg**  **Konto:** |
| **Hos FN søges om økonomisk støtte til: (kort beskrivelse)**  ***Description of what is applied for*** |  |
| **Samlet beløb der ønskes dækket**  ***Total ammount requested*** |  |
| **Alle arrangementer skal deles via FN’s Facebookside - indsæt link fra deling af eventet.**  ***All events need to be shared via FN’s Facebook page - insert link from the FB-share.*** |  |
| **Hvor mange forventes at deltage/har deltaget i arrangementet?**  ***How many participants?*** |  |
| **Fulde navne på deltager(/e, hvis flere ansøger sammen)**  ***Full name of participant(s)*** |  |



**Application form for FN´s**

**Interestgroups (II)**

**Supplerende oplysninger om det/de besøgte sted(er):**

***Further information of the visited place(s):***

|  |  |
| --- | --- |
| **Kontaktpersonens navn og evt. firmanavn**  ***Name of contact person and/or name of Company*** |  |
| **Adresse**  ***Adress*** |  |
| **Telefon**  ***Phone number*** |  |

**Dokumentation for afholdte udgifter skal indsættes i ansøgningen.**

***Documentation for already held expenses shall be attached this application form.***

**FN-medlemsdokumentation skal indsættes. Gyldig dokumentation er f.eks. kvittering for betaling af sidste kontingentregning til JA.**

***Documentation of FN-membership must be attached. Valid documentation is for example a receipt of the last quota paid to JA.***