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| **Financial support application for an author to travel to literary events**  **– application submitted by author** |
| **Author** |
| Name and surname: |
| Permanent residence address: |
| Date of birth: |
| Passport or identity card number: |
| Bank account number / IBAN/SWIFT: |
| Email: |
| Payer of VAT (please tick): yes, amount …..% no |
| **Event** |
| Name of event: |
| Event organiser: |
| Date: |
| Co-organisers: |
| Brief description of event: |
| Reason for invitation: |
| Schedule of the visit: |

Compulsory attachment: invitation letter from the organiser

**Budget (1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget item | Total costs of the event | Paid by the organiser/  co-organiser | Amount requested from MLB – CLC | Amount approved (to be completed by MLB – CLC) |
| Travel |  |  |  |  |
| Accommodation   |  | | --- | | Number of nights | |  | |  | Paid by the organiser/  co-organiser |  |  |
| Author appearance fee |  |  |  |  |
| **Total incl. VAT (without accommodation)** |  |  |  |  |

1. The MLB – CLC covers up to 100% of costs for the following items:

* author appearance fee
* bus travel, 2nd class rail travel, economy class air travel, using taxis is possible only if there is not adequate public transport to the destination, when traveling by car a maximum of 3,90 czk/km can be claimed

**The author may only request support for travel and appearance fees, adequate accommodation must be provided by the event organiser (not at the expense of the MLB).** The committee recommends whether to provide support and the amount.

**The applicant is required to obtain the organiser's consent to include the CLC logo (downloadable** [**here**](http://www.czechlit.cz/wp-content/uploads/2017/09/CLC_logo.zip)**) in print and other promotional materials for the event.**

The approved funds will be provided through an **agreement between the author and the MLB**, which will include the appearance and travel fees.

Up to 50% of the total awarded support will be paid on the basis of a request for payment of 50% of the awarded amount 15 days before the presentation of the planned event in the organiser's promotional materials (based on a document confirming the amount spent on travel costs and a copy of the promotional materials/a website screenshot or other proof that the author will be taking part in the event).

The remaining 50% will be paid within the MLB’s standard pay period of the month during which the event took place or during the month when the final report is submitted.

Please send the final report within 14 days after the end of the event. **Copies of invoices proving the author's expenses in the permitted categories (appearance and travel fees) are part of the final report.**

By sending the application, the applicant is not entitled to a contract with the MLB.

By submitting the application, the applicant is not entitled to financial support, the MLB reserves the right to evaluate the applications and decide, which applications it will and won't accept. In justified cases, the MLB may disregard the recommendations of the travel committee and decide otherwise. The MLB, via its CLC section, will inform the applicants whose applications they accept in writing or by email.

The MLB reserves the right to unilaterally modify the conditions for providing support while the support is being withdrawn for objective reasons. The announcement of this programme does not bind the MLB to make a contract with the applicant and the applicant does not have any legal claim based on this announcement under § 2884 and et seq. and § 2887 et seq. Act No. 89/2012 Coll., of the Civil Code.

Please send the completed form to [**litcentrum@litcentrum.cz**](mailto:*litcentrum@litcentrum.cz) with the subject line: ‘Request for travel support: *your name’*.