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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:  |
| Bank account currency: |
| Email:  |
| Payer of VAT (please tick): YES, amount …..% NO |
| **Event organiser** |
| Name of event organiser: |
| Address: |
| Company and/or tax number or similar if available: |
| Email:  |
| Telephone:  |
| **Event** |
| Name of event: |
| Date: |
| Co-organisers: |
| Brief description of event (is the reading / presentation etc. part of a larger event, what is the programme of the event etc.):  |
| Schedule of the visit:  |

Compulsory attachment: invitation letter from the organiser

**Budget (fill in in CZK) (1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget item | Total costs of the event | Paid by the organiser/co-organiser | Amount requested from ML – CLC | Amount approved (to be completed by ML – CLC) |
| Travel |  |  |  | To be filled in by ML – CLC |
| Accommodation

|  |
| --- |
| Number of nights |
|  |

 | X | Paid by the organiser/co-organiser | (Cannot be paid by ML – CLC) | To be filled in by ML – CLC |
| Author appearance fee |  |  |  | To be filled in by ML – CLC |
| Meal allowance |  |  |  | To be filled in by ML – CLC |
| **Total incl. VAT (without accommodation)** |  |  |  | To be filled in by ML – CLC |

The ML – CLC can cover up to 100% of costs for the following items:

* Author appearance fee
* Meal allowance: based on rates set by the Czech Ministry of Finance: [http://www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2016/vyhlaska-c-366-2016-sb-26633](http://www.mfcr.cz/cs/legislativa/legislativni-dokumenty/2016/vyhlaska-c-366-2016-sb-26633%20) (in Czech only). For details in English on meal allowances for specific countries, please email info@czechlit.cz.
* Public transportation tickets (bus, 2nd class rail travel, economy class air travel, using taxis is possible only if there is not adequate public transport to the destination)

**The applicant is required to obtain the organiser's consent to include the CLC and ML logos (downloadable** [**here**](http://www.czechlit.cz/wp-content/uploads/2017/11/CLC-ML-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 ML**, which will include the appearance and travel fees and meal allowance (or those items, for which the author has requested support).

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 within 15 days after 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 ML’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 15 days after the end of the event. **Copies of invoices proving the author's travel expenses are part of the final report.**

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

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

The ML 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 ML 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 info@czechlit.cz with the subject line: ‘Request for travel support: *your name’*.