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| **Financial support application for an author to travel to literary events** |
| **Organiser** |
| Name of institution: |
| Address: |
| Company and/or tax number or similar if available: |
| Payer of VAT (please tick): yes, amount …..% no |
| Email:  |
| Telephone:  |
| Bank account owner: |
| Bank name: |
| Bank address: |
| Account number / IBAN/SWIFT: |
| Bank account currency: |

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| **Author** |
| Name and surname: |
| Permanent residence address: |
| Date of birth: |
| Passport or identity card number: |
| Bank account number / IBAN/SWIFT: |
| Email:  |

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| **Event** |
| Event name: |
| Date: |
| Co-organisers:  |
| Brief description of event:  |
| Reason for inviting the author: |
| Schedule of the visit:  |

**Budget (1)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget item | Total costs of the event | Paid by the organiser/co-organiser or partner | Amount requested from MLB – CLC | Amount approved (to be completed by MLB – CLC) |
| Travel |  |  |  |  |
| Accommodation

|  |  |
| --- | --- |
| Number of nights | Price per night |
|  |  |

 |  |  |  |  |
| Promotion |  |  |  |  |
| Interpreting (2) |  |  |  |  |
| Moderating (2) |  |  |  |  |
| Author appearance fee |  |  |  |  |
| Organisational costs |  |  | (cannot be requested) |  |
| Other costs (please add rows if necessary) |  |  | (cannot be requested) |  |
| **Total (incl. VAT)** |  |  |  |  |

1. The MLB – CLC covers costs up to a maximum of 70% of the planned budget of the event. The following costs are covered: 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, when traveling by car a maximum of 3,90 czk/km can be claimed), accommodation (in the class of pension, hostel, bed and breakfast, hotel (maximum \*\*\* or Comfort classification) or Airbnb type accommodation (with a maximum price equivalent to a \*\*\* or Comfort hotel in the given place and time), promotion, interpreting and moderating of the event.
2. The MLB – CLC covers only the costs for interpreting and moderation services, not transport and accommodation costs for an interpreter or moderator.

**The approved funds will be provided for:**

a) the appearance fee on the basis of an **agreement with the author directly between the author and the CLC section of the MLB**

b) other costs associated with the event, excluding the appearance fee on the basis of an invoice and an agreement on the co-organisation of the event between the MLB and the event organiser.

Up to 40% of the total awarded support will be paid on the basis of a partial invoice within 15 days after the presentation of the planned event in the organiser's promotional materials (based on an invoice 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 60% will be paid on the basis of an invoice within 15 days after submitting the final report.

Please send the final report within 14 days after the end of the event. **Copies of invoices proving the organiser's expenses for the entire event are part of the final report.**

**Please include the CLC logo (downloadable** [**here**](http://www.czechlit.cz/wp-content/uploads/2017/09/CLC_logo.zip)**) in print and other promotional materials mentioning the event.**

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 e-mail.

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**with the subject line: 'Request for travel support: *name of author (name of applying institution)*'.