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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: |

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

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

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

|  |  |
| --- | --- |
| Number of nights | Price per night |
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| Promotion costs (please detail in the comment section on the next page) |  |  |  |  |
| Interpreting (2) |  |  |  |  |
| Moderating (2) |  |  |  |  |
| Author appearance fee |  |  |  |  |
| Meal allowance |  |  |  |  |
| Organisational costs (please detail in the comment section on the next page) |  |  | (cannot be requested) |  |
| Other costs (please detail in the comment section on the next page) |  |  | (cannot be requested) |  |
| **Total (incl. VAT)** |  |  |  |  |

1. The ML – CLC **covers costs up to a maximum of 70% of the planned budget of the event.** **The contract between the successful applicant and ML is in Czech crowns according to the current Czech National Bank exchange rate.** The following costs can be covered:
	1. **Transportation**: 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)
	2. **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)
	3. **Author appearance fee**
	4. **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> (in Czech only). For details in English on meal allowances for specific countries, please email info@czechlit.cz.
	5. **Promotion** of the event
	6. **Interpreting and moderating** of the event
2. The ML – CLC covers only the costs for interpreting and moderation services, not transport and accommodation costs for an interpreter or moderator.

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| **Comment on the budget:**  |

The allocation and amount of support is recommended by the CLC travel committee. **Support can be provided for appearance fees, travel expenses, meal allowances, accommodation, promotion, interpreting and moderation costs based on a co-organisation contract between the ML and the event organizer as well as an invoice.**

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 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 30 days after the end of the event (by 15.12 for events at the end of the calendar year). The final report includes the accounting of the entire event, i.e. **copies of invoices proving the organiser's expenses in the allowed categories (paid for with support from the ML) and a sworn statement proving all other costs paid by the organizer. The ML reserves the right to check the originals of all accounting documents related to the event.**

**Please include the CLC and ML logos in all promotional materials for the event (downloadable** [**here**](http://www.czechlit.cz/wp-content/uploads/2017/11/CLC-ML-logo.zip)**).**

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 e-mail.

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