# Request for EATA Subsidy for the organisation of COC exams

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| --- | --- |
| Association (or group) | Name of the Project COC exams |
| Name of person making request: | Status (President, Chairperson, Co-ordinator, other) |
| Address: | Tel: |
| Fax: |
| Email: |
| We hereby request an EATA Subsidy as detailed below and in the attached sheets and contract that:* the subsidy will be used for the organisation of the exams.
* detailed records of income and expenditure will be maintained and a final set of accounts submitted to EATA as soon as the exams have been run.
 |
| Signature of contact |  |
| **Details of event(s) to be run** |
| Dates | Expected number of candidates | Exp. number of examiners | Total |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Budget Summary (as detailed in attached sheets)** |
| Total Estimated expenditure |  |
|  |  |

# EATA : Budget Form

| **Category** | **Details/ Calculations (attach more pages if necessary)** | **Budget** | **Actual Expense** |
| --- | --- | --- | --- |
| **Expenditure** |  |
| **Travel for exam supervisors, if paid locally** |  |
| airfares |  |  |  |
| train |  |  |  |
| bus |  |  |  |
| taxis |  |  |  |
| other |  |  |  |
| **Exam supervisor’s accommodation, if contracted for and paid locally** |  |
| hotel |  |  |  |
| apartment |  |  |  |
| local home |  |  |  |
| other |  |  |  |
| **Examiners’ dinners** |  |
| restaurants | Max € 30.- per examiner, including drinking |  |  |
|  |  |  |  |
|  |  |  |  |
| **Venue Costs** |  |
| headquarters room(s) |  |  |  |
| exam rooms |  |  |  |
| equipment hire |  |  |  |
| refreshments |  |  |  |
| **Local organizers costs, if contracted for** |  |
| travel |  |  |  |
| refreshments |  |  |  |
| meals |  |  |  |
| other |  |  |  |
| **total expenditure carried forward to top of next page** |  |  |

| **Category** | **Details/ Calculations (attach more pages if necessary)** | **Budget** | **Actual Expense** |
| --- | --- | --- | --- |
| **total expenditure brought forward from foot of previous page** |  |  |
| **Materials** |  |
| printing |  |  |  |
| copying |  |  |  |
| paper |  |  |  |
| printer supplies |  |  |  |
| folders |  |  |  |
| other |  |  |  |
| **Interpreters, if paid by EATA – e.g. separate contracts** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Communications** |  |
| telephone |  |  |  |
| fax |  |  |  |
| emails |  |  |  |
| postage |  |  |  |
| other |  |  |  |
|  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Other costs (specify)** |  |
|  |  |  |  |
|  |  |
| **Total Estimated Expenditure (brought forward from previous page plus this page)**  |  |  |
| **Total ACTUAL cost to be reimbursed** |  |  |
| **FOR OFFICE USE ONLY: EXPENSE REPORT NUMBER** |  |

# Contractual commitments to be undertaken for the organization of COC exams

Please detail below the contractual commitments your organization will be taking on for the payment of fees in the event of cancellation of the exams. Please give specific details about the notice periods for cancellation that are required and the costs that could occur in the event of a cancellation.

|  |  |  |
| --- | --- | --- |
| **Details of costs** | **Timeframe for Cancellations** | **Costs potentially incurred** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Contract for EATA Subsidy for the organisation of COC exams

The undersigned agree the budget for the examinations named on p.1. With this agreement EATA agrees to fully reimburse the costs as described on the previous pages. EATA will only reimburse costs that have been detailed on the previous pages and only up to the total estimated expenditure detailed at the end of the final page of the budget. Any changes to the budget must be agreed by all parties, a revised budget agreed and a new contract for subsidy completed.

|  |  |
| --- | --- |
| **Signed on behalf of COC and EATA** | **Date** |
| Name: |  |
| Signature: |  |
| **Signed on behalf of the association requesting the subsidy** | **Date** |
| Name: |  |
| Signature: |  |