**SPECIAL PROJECT FORM**

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| **Name of Special Project** |  |
| **Association (or group), lead of this Special Project** |  |
| **Name, e-mail address and position in Association of the person making the request**  |  |
| **DETAILS OF SPECIAL PROJECT**  |
|  **The aim of Special Project** (e.g. Development of new TA field in your country) |  |
| **Potential obstacles to realization of Special Project** |  |
| **Number of participants expected** |  |
| **Number of TSTAs, PTSTAs in your country** |  |
| **Reasons for inviting non-national TSTAs, PTSTAs as presenters****(**e.g. They are important for Special Project, because in our country, we don’t have TSTA, PTSTA in field of educational TA) |  |
| **Expected outcome from the Special project** (e.g. Development in the field of education TA) |  |
| **Dates** | **Titles** |
|  |  |
|  |  |
|  |  |
| **BUDGET SUMMARY/INCOME AND COSTS (AS DETAILED IN ATTACHED SHEETS)** |
| Estimated expenditure |  |
| Estimated usable income (i.e. less discounts and taxes) |  |
| What were the total outgoings of the Special Project? |  |
| Amount of EATA funding requested*(if less than shortfall, please attach note of how rest of funding will be obtained)* |  |
| If there were differences between the estimated budget and the real figures – what was the reason? |  |
| We hereby request an EATA Subsidy as detailed below and in the attached sheets and contract that:[ ]  the subsidy will be used for the organization of the Special Project[ ]  detailed records of income and expenditure will be maintained, and a final set of accounts submitted to EATA as soon as the event has been run[ ]  Special Project feedback will be sent when it is done. |
| Date and Signature of contact |  |

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| **BUDGET FORM** |
| **Category** | **Details/ Calculations (attach more pages if necessary)** | **Amount** |
| **Income** |  |  |
| e.g. Training |  |  |
| e.g. Supervision |  |  |
| Conference fees |  |  |
|  |  |  |
| **Expenditure** |  |  |
| **Travel for presenter(s)** |  |  |
| Airfares |  |  |
| train |  |  |
| bus |  |  |
| taxis |  |  |
| other |  |  |
|  |  |  |
| **Presenter(s) accommodation** |  |  |
| hotel |  |  |
| apartment |  |  |
| local home |  |  |
| other |  |  |
|  |  |  |
| **Presenters(s) meals** |  |  |
| restaurants |  |  |
| local homes |  |  |
| self catering |  |  |
|  |  |  |
| **Venue Costs** |  |  |
| main room |  |  |
| breakout rooms |  |  |
| equipment hire |  |  |
| refreshments |  |  |
|  |  |  |
| **Local organizers costs** |  |  |
| travel |  |  |
| refreshments |  |  |
| meals |  |  |
| other |  |  |
|  |  |  |
| **Colloquium materials** |  |  |
| printing |  |  |
| copying |  |  |
| paper |  |  |
| printer supplies |  |  |
| folders |  |  |
| other |  |  |
|  |  |  |
| **Interpreters** |  |  |
| translation of materials |  |  |
| translation of workshops |  |  |
|  |  |  |
| **Communications** |  |  |
| telephone |  |  |
| fax |  |  |
| emails |  |  |
| postage |  |  |
| other |  |  |
|  |  |  |
| **Publicity** |  |  |
| leaflets |  |  |
| advertisements |  |  |
| mailing costs |  |  |
| **Other costs (specify)** |  |  |
| Trainer's fees |  |  |
|  |  |  |
| **Total estimated usable income**  |  |  |
| **Total Estimated Expenditure**  |  |  |
| **Total Estimated shortfall in funding (expenditure - income)** |  |  |

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| **FEEDBACK SPECIAL PROJECT** (Please describe how the course has been delivered, how many participants attended, any issues and comments, etc.)  **Max 300 words** |
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