**Local Funding Program Application Form**

(Fill out this form digitally, not by hand)

 **Organizing candidate information**

* Full Name:
* Address:
* Telephone:
* Email:
* Years of Training:
* Are you current IPSO member:

**Other candidate(s’) Information (when present)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Full name** | **Address** | **Mobile** | **Email** | **Name of home Institute, City, Country** | **Year of training** | **Are you a current IPSO member?** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Organizing candidate’s Training Institute Information**

* Name of home Institute:
* Address:
* Email:
* Institute Director:

**Initiative, Event or Project you wish Local Funding Program to fund:**

* Name:
* Date:
* Title of the project:
* Abstract (short description, 150-200 words)

**Financial Support Requested:**

* Sum requested:
* Itemized list of how funds will be spent:
* Person responsible for the management of the funds:
* Estimates, whenever available (please add them in attachment)

**Documents you must add to this Application Form**

* Letter(s) of Good Standing from your home society/institute that attests that you are in good standing in your training program at the time of request
* Your CV(s) – it should include your activities (as applicable), involving scientific, institutional and clinical meetings, and publications in local, regional and international congresses
* Local Funding Programstatement– it should be a detailed description of the Initiative, Event or Project you wish us to fund, specifying what the funds will be used for.

**By signing below, you agree to have fully understood all the conditions for the Local Funding Program:**

Date: Signature(s) of all the listed candidates:

*Fill out this application form and email it to your home Region IPSO Regional Vice-President AND to the President Elect AND to the Treasurer. To find more information about the current IPSO officers including their names you can go to* [*https://www.ipso.world/*](https://www.ipso.world/) *under the menu* About us *in the section* Executive Committee*.*

President Elect: Ipso-presidentElect@ipso-candidates.org.uk

European Vice-President and Elect: IPSO-Europe@ipso-candidates.org.uk

Latin American Vice-President and Elect: IPSO-LatinAmerica@ipso-candidates.org.uk

North American Vice-President and Elect: IPSO-NorthAmerica@ipso-candidates.org.uk

Treasurer: IPSO-Treasurer@ipso-candidates.org.uk

**Local Funding Program Report Guidelines**

If you wish the **Local Funding Program** to fund your initiative, event or project, once the event is completed you must submit a Report.

IPSO aims at supporting candidates in their initiatives. Our goal is to consistently improve and finetune what we have to offer –– your report is valuable as it provides us with information to help us to achieve this and will be an inspiration for future projects.

We thank you in advance for taking the time to share your experience with us in some detail.

*Please read these guidelines carefully and apply them when writing your report*

1. The Report must be written in English
2. The Report must be publishable on the website and at least 2,000 words long
3. The Report must be sent to your Regional IPSO Vice-President within 30 days of having finished your event
4. Begin your Report stating your name(s), the name of your home Institute, the name of the event that you applied for funding for, and the dates during which it took place
5. Tell us why you chose to ask for Local Funding Programfor that particular event
6. Tell us in some detail what you learned or the thoughts you had during and after the Event
7. Give us a personal and free account of your experience where readers can get a feeling of what it was like for you as an individual or as a group –– social and cultural commentary are welcome in this section
8. If you would like to finish the Report with acknowledgements, that is welcome