# **Application form for Catalyst: Influence delegate travel support**

### Fund Information

#### As a New Zealand delegate to an International Scientific Union or Association supported under Catalyst: Influence, you are eligible to apply for funding of up to a maximum of NZ$5,000 (excluding GST) to attend the general meetings of the unions to discharge your delegate roles.

### Eligibility requirement check-list:

I am the New Zealand delegate to an international union identified as supported in Appendix 2: “Schedule of International Unions”. See the full list [here](http://royalsociety.org.nz/what-we-do/funds-and-opportunities/catalyst-fund/catalyst-influence/);

I have consulted on New Zealand’s “stance on issues” prior to attendance of International Union meetings; and

I am attending a meeting funded through, and organised by, the delegate’s International Union. The event has some activity involving the discussion or voting on international union processes.

### Assessment

#### When deciding whether to support an application for delegate travel, the Society may consider the Catalyst: Influence assessment criteria (1 & 2), and an equal distribution of funds over time across all supported Unions.

### Submitting your application

Please email one electronic PDF or Word copy of your application to:

[International.Unions@royalsociety.org.nz](mailto:International.Unions@royalsociety.org.nz)

1. **Applicant’s Details:**

|  |  |
| --- | --- |
| Name |  |
| International Union represented |  |
| Primary Work Organisation |  |
| Telephone number (work) |  |
| Telephone number (mobile) |  |
| Email address |  |

1. **Meeting Details**

|  |  |
| --- | --- |
| Meeting Title |  |
| Meeting Venue |  |
| Host institution(s) |  |
| Host Contact |  |
| Date(s) of Meeting |  |
| Proposed travel dates |  |
| Total funding sought (excl GST)  (*Maximum $NZ5,000)* |  |

1. **Meeting Description**

*Please outline, in* ***200 words*** *or less, the meeting for which you are seeking funding, and how it will contribute to the overall objectives of the International Union.*

*Please delete these instructions*

1. **New Zealand relevance**

*Please outline current International Union issues or opportunities of particular relevance to the New Zealand. Where relevant, discuss New Zealand’s “stand on issues”, and how New Zealand can take advantage of a particular opportunity.*

1. **Consultation process**

*Briefly describe the consultation process that has taken place to answer question 4.*

1. **Budget Details**

*If possible provide details of exact costs in the table below. If exact figures are not available please indicate by an (E) that an estimate has been provided).*

|  |  |
| --- | --- |
|  | **Expected Costs** |
|  | (excl. GST) |
| **Travel Costs** |  |
| **Flights** |  |
| **Mileage** |  |
|  |  |
|  |  |
| Total travel costs (a) |  |
| **Other Costs:** |  |
| **Accommodation** |  |
| **Coordination/Hosting** |  |
| **Other Costs (please specify)** |  |
|  |  |
|  |  |
| Total other costs (b) |  |
| **TOTAL (a) + (b) (excl. GST)** |  |

#### Notes:

* All claims greater than $20.00 (except for mileage) must be supported by the GST invoice (airline tickets, hotels meal receipts etc).
* Motor vehicle expenses incurred are reimbursed at the rate of $0.74/km regardless of car size.