**DION e-Grant Application: Spring 2020**

Rules:

1. The deadline for sending the application is 23:59 CET 02 April, 2020. Applications will be

evaluated by DION board members. You can apply via this form filling out all mandatory fields.

2. Funding should be used during the confinement period, i.e. until 13.04.2020 23:59 CET.

3. **The event must take place online** **and should NOT imply physical attendance of the participants.**

4. The organizers are expected initially to cover the costs related to the organization of the event (if any, e.g. ingredients for online cooking class) and then seek reimbursement of the costs from DION. No a priori funding is given.

Please note that the receipts and all reimbursement documents should be submitted to DION at the LATEST two weeks after the event, but before the 28.04.2020. Otherwise, reimbursement of the costs is not guaranteed.

5. If the grant is approved and the event takes place, the organizers will receive a **gift card** worth of 500 NOK. The gift card is a motivating incentive for their contribution and initiative, and is NOT related to reimbursement of the event costs. One gift card per event is given regardless the number of organizers of the particular event.

6. In case of approval of the grant, the organizers should promote DION by making it a co-host of the Facebook event.

7. Please note that the maximum amount DION can reimburse is 1000 (one thousand) NOK. If overall cost of the event exceeds 1000 NOK, it is organizer’s sole responsibility to get extra funding from other sources. Any requests for more than 1000 NOK from DION will be automatically declined.

\* Required

1. **Email address \***
2. **Event title \***
3. **Event description \* (max. 200 words)**
4. **Date of event \* (Month, Day, Year)**
5. **Start of event (ex. 8.30 am)**
6. **End of event (ex. 8.30 pm)**
7. **Estimated participant group size \***
8. **Requested budget from DION grant (max. 1000 NOK) \***
9. **Estimated budget for the whole event**
10. **Online platforms/tools/software used for organizing/streaming the event:**
11. **The event will be organized \*** Please tick off one of the boxes

[ ] by my alone

[ ] In a group (min. 2 people)

1. **Name/s of organizer/s\***
2. **Affiliation (Faculty/ Department) of main organizer \***
3. **I have understood the terms and conditions of the DION grant and assure the correctness**

**of the information provided on this form \***

**[ ] yes**

1. **Comments**