**The 8th African RCE Meeting**

B

**Zomba, Malawi, 8th - 10th August 2018**

**Form B: Request for Financial Support**

Participants are encouraged to explore and obtain funding from other sources than UNU-IAS where possible to help those without access to funding sources to participate in this conference.

When you are applying for financial support from UNU-IAS, please read the selection criteria and the terms and conditions carefully first. Once you finish filling out the form with required information, please make sure to have it signed by the coordinator of your RCE before submission. **Incomplete and delayed applications will not be considered for selection.**

Please complete this form and send to the Global RCE Service Centre (rceconference@unu.edu) along with **Form C: ESD Project Summary Sheet and RCE Profile Form by 23:59, Friday, 8 June 2018 (JST)**

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| --- | --- | --- | --- |
|  1. First name |  | 2. Last name |  |
|  3. Middle name |  | 4. Date of Birth Day/Month/Year |  / / |
|  5. Title (please circle) | Prof. / Dr. / Mr. / Ms. / Mrs. Other ( ) | 6. Gender | [ ]  Male [ ]  Female |
|  7. Institution |  |
|  8. Name of RCE |  |
|  9. Postal Address |  |
| 10. Nationality  |  | 11. Port of departure (closest airport) |  |
| 12. Do you need visa to enter Malawi? | [ ]  Yes [ ]  NoIf yes, please fill out Section 2 in Form A and submit it along with a copy of your passport as necessary. |
| 13. E-mail |  |
| 14. Telephone & Fax (please include national and local code) |  |
| 15. Additional questions to the youth delegates \*This section is for youth delegates only (35 years old or under) When you are applying for the funding as a youth delegate, **please attach a scanned copy of your passport or official document identifying your date of birth and/or age.**1. Describe your engagement in your RCE projects/ activities; and
2. Explain the contributions you intend to make to your RCE and youth networks after the meeting. (Up to 500 words)
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**Selection Criteria**

Please note that UNU-IAS will provide financial support for selected RCE representatives. A selection will be made based on the following criteria:

1. A participant is a member of acknowledged RCE and nominated by the RCE coordinator in consultation with their key stakeholders;
2. A regional balance and the previous grants of funding will be considered;
3. It is mandatory to submit Form B: ESD Project Summary Sheet;
4. A participant can make a substantial contribution to the conference by taking active roles such as a facilitator, a presenter and a rapporteur during the conference as well as before and after the conference; and
5. A participant must follow the Terms & Conditions for UNU-IAS Funded Participants provided below.

**Terms & Conditions of UNU-IAS’s Financial Support**

1. A UNU-IAS funded participant is required to take an active role during the conference as well as in the preparatory discussions.
2. It is the participant’s responsibility to obtain an appropriate visa to Malawi. Please note that UNU-IAS is authorized to cancel your participation if your visa is not issued **two weeks before your departure date**. Please inform us of your visa status as soon as your visa is secured.
3. A UNU-IAS funded participant must participate in the entire conference. A flight arrangement made by UNU-IAS cannot be changed due to personal preferences of the participant. In case the participant cannot travel with the proposed schedule, UNU-IAS may cancel the funding support for the participant.
4. UNU-IAS will reimburse the expenses only after all the required documents are submitted by the participant after the mission. The necessary documents are:

(1) Original stubs of the boarding pass;

(2) Original Voucher for Reimbursement of Expenses (F10 Form) with signature;

(3) Original receipts for visa processing fee (if applicable); and

(4) Vendor Form (details on bank account)

1. UNU-IAS will **NOT** be responsible for any personal expenses of participants or charges incurred by cancellation. Expenses caused by any cancellation should be covered by the participant.
2. UNU-IAS is **NOT** able to take any responsibility of making arrangements for persons other than the selected participant.
3. Overseas travel insurance shall be covered and arranged by participants. UNU-IAS will **NOT** take any responsibilities for accidents or emergency matters that may occur during the conference.

**I hereby acknowledge that I have read and agreed to the above-mentioned terms and conditions.**

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| **Name of the participant** |  |
| **Name of RCE** |  |
| **Signature** (Typed signature will not be accepted) |  **Date: / /**  |

**[To be filled by RCE coordinator]**
I hereby recommend and nominate the above-mentioned member of our RCE as an appropriate candidate to receive UNU-IAS funding support for the participation to the 8th Africa RCE Meeting in Zomba, Malawi.

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| **Name of the RCE Coordinator** |  |
| **E-mail address of the RCE Coordinator** |  |
| **Name of RCE** |  |
| **Signature**(Typed signature will not be accepted) |  **Date: / /** |