



Fair Trade Campaigns National Conference Travel Stipend Application

I, _____, hereby apply for financial assistance in order to attend the Fair Trade Campaigns National Conference in Chicago, IL from March 1-3, 2019. I will be traveling from [city, state] _____, via the mode of transportation selected below and am requesting the total amount indicated to facilitate my attendance.

Fair Trade Campaign Affiliation _____

Number of people to be covered by this stipend: _____

Name(s) of additional applicants: _____

Mode of Transportation: Plane Train Car Bus Other _____

Total amount requested* \$ _____

*The maximum stipend amount available is \$750 per person. Please enter your best estimate of expected transportation costs.

Accommodations

The stipend is intended to cover travel costs only. Fair Trade Campaigns will coordinate accommodations in Chicago for two nights, March 1-3. To ensure that funding can support the greatest number of attendees, we request that stipend recipients agree to share double occupancy rooms whenever possible. Please indicate your rooming preferences below.

I will room with another stipend applicant from my group.

Please provide their name(s) _____

I will room with any other stipend applicant.

Please indicate your gender to support roommate pairings. Female Male Other _____

I require a single room.

Terms & Conditions

Financial assistance is limited and available on a case-by-case basis. Financial assistance is to be used to offset the costs of travel to and from Chicago. Receipts will not be required. Awardees will be notified upon receipt of the request.

By accepting financial assistance, you agree to utilize the funds solely to attend Fair Trade Campaigns National Conference in Chicago, IL, March 1-3, 2019. Should your ability to attend the conference change due to unforeseen circumstances, you agree to immediately alert Fair Trade Campaigns by emailing Kylie Nealis at kylie@fairtradecampaigns.org and to return any unspent funds as instructed.

Payment

Due to the nature of the timing of this opportunity, we would like to disburse payment as soon as possible.

Direct deposit will greatly expedite your receipt of funds awarded, therefore we strongly encourage all applicants to select this option.

Please send payment via direct deposit, to the account indicated below.

Please mail my payment via check, to the address listed below.



Contact Information

Full Name _____

Email _____ Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

Direct Deposit Information

Please provide the following information if you wish for funds to be deposited directly into your bank account.

ABA/Routing number (9-digit number): _____

Bank account number: _____

Recipients may be required to complete a W-9 form in order to receive the travel stipend. Additional details to follow if your application is accepted

Please fill in the Name and Date fields below as an e-signature indicating your agreement to the Terms & Conditions above.

Name

Date

To apply, please submit this completed form to Kylie Nealis, Campus & Community Engagement Manager, at kylie@fairtradecampaigns.org. **Applications must be submitted by 11:59pm PST on Thursday, February 21.**

For Office Use Only

GL	Dept	Project	Product	Source	Sub
6675	170	P-7715			3000

Requester: _____

Approver: _____