

**2018 FINANCIAL ASSISTANCE APPLICATION**

HNMUN Latin America is committed to providing the opportunity for all interested students to participate in our conference. Please refer to our Guide to Fundraising for fundraising ideas, and if your delegation is interested in applying for financial aid, you will be expected to demonstrate previous fundraising efforts. Your application will be processed by the Secretariat of HNMUN Latin America 2018 and evaluated based upon demonstrated need.

Delegations are encouraged to apply for financial assistance if budgetary shortfalls would inhibit their ability to participate in the conference. Financial aid grants may be used to help subsidize conference fees, transportation, and hotel costs. Please keep in mind that financial aid is given as reimbursement to delegations **after the last session of conference**, as delegate attendance at all committee sessions is required in order to receive the reimbursement.

Financial Aid applications will be considered on a rolling basis **until 15 November 2017**, with priority given to applications submitted by **1 August 2017**.Your HNMUN-LA 2018 Financial Assistance application must be submitted by 11:59PM EST of the above deadlines in .doc (Microsoft Word) or PDF format and must include the following:

PART I. Cover Letter with Written Consent to Conference and Financial Assistance Policies

PART II. Typed answers to the application’s Supplemental Response Questions

PART III. Detailed Budget in accordance with our Budget Proposal Guidelines

PART IV. Documentation and Evidence of Fundraising Efforts (including but not limited to any letters or proposals sent out to potential sponsors, correspondence between your delegation and potential sponsors, notice of all pledged sponsorships, and information on all executed and prospective fundraisers)

PART V. Estimates of Travel Costs with Verifiable Sources (e.g. correspondence with an airline representative or bus fares provided from a website)

Please note that incomplete applications will not be eligible for consideration.

**Only ONE application should be submitted for each school.** The application should be signed by either the Faculty Advisor or the Head Delegate. This person will serve as the authorized representative on the delegation’s behalf for any further inquiries.

**All application forms should be submitted by email to finance@hnmunla.org with “2018 Financial Aid Application - <School Name>” as the subject.**

If you have any questions or concerns regarding the 2018 Financial Aid Application, potential ideas for fundraising or money management please contact Arianna Camacho, USG Finance, at: finance@hnmunla.org.

**Financial Assistance Policies**

An application for financial assistance does not guarantee HNMUN Latin America’s provision of any amount of aid, full or partial. Applying delegations will be notified of the Secretariat’s official decisions by early December 2017.

Financial assistance is contingent upon a delegation’s completion of all committee sessions. Delegates receiving financial assistance must attend every HNMUN Latin America 2018 committee session for which they are registered in order to receive their financial aid award. Only the committee staff is authorized to determine attendance.

*Financial assistance is distributed in the form of reimbursements at the end of conference. No advance payments will be made. All delegations must pay their conference dues in accordance with the HNMUN Latin America 2018 Conference Policies.*

Official receipts are a prerequisite for any financial assistance reimbursements. No expenses will be reimbursed without their corresponding receipts. The Secretariat may choose to not reimburse spending for previously endorsed assistance if the expenses made do not qualify for it. The Secretariat has the discretion to determine whether certain expenses qualify for reimbursement.

All reimbursements will be made at the discretion of the Secretariat and the Secretariat reserves the right to refuse to reimburse delegates if any of the above conditions are not met.

Financial assistance decisions are final and may not be appealed.

**Part I: Cover Letter**

Please include:

* Name of University
* Contact Person - Head Delegate or Faculty Advisor
* Contact Information - Email address and phone
* University Address
* Written acknowledgement of 2018 Financial Assistance policies

The inclusion of the following statement, verbatim in the cover, letter signifies your written consent to the Financial Assistance Policies of HNMUN-LA 2018.

*“I certify that the information presented on this form and submitted as part of the HNMUN Latin America 2018 Financial Assistance Application provides the most accurate representation of the financial situation of our school, our delegation, and our individual delegates. I understand that any misrepresentation on our part will automatically render our delegation ineligible for financial assistance and may jeopardize our participation in HNMUN Latin America 2018.*

*I understand the conditions imposed on financial assistant and will comply with all HNMUN Latin America regulations.”*

This year, we are exploring a new option to bolster our financial aid by allowing our corporate partners to directly sponsor delegates. While this does not change the chances of receiving financial aid, please write the following statement in your cover letter if you are also interested in being sponsored by a corporate partner.

“*I hereby authorize the release of information regarding only my first name, country of origin, and supplemental questions to corporate partners to be used for the explicit purpose of soliciting sponsorships.*

**Part II: Supplemental Questions**

Please limit your responses to a total of **4 pages** and be as concise as possible.

1. Why are you interested in participating in HNMUN Latin America 2018? What will you contribute to the conference and what do you hope to gain from the experience?
2. Why is it particularly difficult for your school to attend the conference without financial assistance?
3. Please list or explain any Model UN experience your delegation has and describe how you previously have financed conference expenses.
4. What have you done so far in order to raise the money to finance your conference experience? In your Financial Assistance Application, include documentation and evidence of all your fundraising efforts. These should include, but are not limited to, any letters or proposals sent out to potential sponsors, all correspondence between your delegation and potential sponsors, notice of all pledged sponsorships, and information on all executed and prospective fundraisers. (Note that demonstrated fundraising effort is a key criterion for our determination of financial assistance and that **no delegation will be awarded financial assistance without evidence of independent fundraising.)**

**Part III: Budget Proposal**

Please provide a detailed budget of your anticipated expenses and sources of funding in **US$**. Each budget should have three basic parts: Projected Expenses, Projected Funding, and Requested Financial Assistance. A sample budget template is attached below.

**Projected Expenses:**

Conference Fees

|  |  |  |  |
| --- | --- | --- | --- |
|  | No. of Units | Per Unit Cost | Total |
| No. of Delegations |  | $50 |  |
| No. of Delegates |  | $80 |  |
| No. of Advisors |  | $80 |  |
| Total Conference Fees |  |

Hotel Accommodation

HNMUN Latin America 2018 will be recommending a hotel and arranging special prices. In the past, all financial aid recipients have stayed in our conference venue. However, if your delegation would like to explore alternate accommodations, please provide additional details below.

No. of Singles \_\_\_\_\_ X $\_\_\_\_\_ X \_\_\_\_\_\_ Nights = $\_\_\_\_\_\_\_\_\_\_

No. of Doubles \_\_\_\_\_ X $\_\_\_\_\_ X \_\_\_\_\_\_ Nights = $\_\_\_\_\_\_\_\_\_\_

No. of Triples \_\_\_\_\_ X $\_\_\_\_\_ X \_\_\_\_\_\_ Nights = $\_\_\_\_\_\_\_\_\_\_

No. of Quads \_\_\_\_\_ X $\_\_\_\_\_ X \_\_\_\_\_\_ Nights = $\_\_\_\_\_\_\_\_\_\_

 Total Estimated Hotel Cost = $\_\_\_\_\_\_\_\_\_\_

Transportation Costs

Your School will be traveling to Lima from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will be traveling by: Air Train Bus Car

Please provide details for travel arrangements

|  |  |  |  |
| --- | --- | --- | --- |
| Mode of Transport | Cost per traveler | No. of Travelers | Total |
|  |  |  |  |
|  |  |  |  |
| Total Estimate Transport Cost |  |

Other Costs

Please detail any other necessary conference-related expenses you expect to incur and explain your calculations and explain why these expenses are necessary to your participation in the conference. Be sure to include your projected expenses for food.

Other estimated costs = $\_\_\_\_\_\_\_\_\_\_\_

**Total Projected Expenses:**  US$\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Projected Funding:**

For each funding category, please provide additional details and documentation

University funding

We expect your university to be a source of support for your Model UN activities. Please note how much you currently receive from your university and how much more you may be able to receive. If funding comes from specific organizations or departments, please mention this.

Present Amount of University Funding for your Model UN Team = $\_\_\_\_\_\_\_\_\_\_\_

Present Amount of University Funding for HNMUN-LA 2018 = $\_\_\_\_\_\_\_\_\_\_\_

Additional University Funding you may receive for HNMUN-LA 2018 = $\_\_\_\_\_\_\_\_\_\_\_

Sponsorship and grants

Please mention all the sponsorships and grants you expect to receive and make a note of whether each is current (already pledged, donated, or received) or still prospective. Simply copy and paste blank lines if you need more space in the following questions.

Company/Program/Sponsor Amount Sponsored Pledged/Prospective

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Current Sponsorships $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Prospective Sponsorships $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraising projects

Mention how much you expect to raise from fundraising projects and make note of whether each amount is current (has already been earned) or still prospective. Detailed descriptions of each individual project should be included in your response to supplemental response question #4. Please remember that net amount raised is equal to the amount of money raised from a project minus the amount spent, so that we can accurately assess your financial situation.

Fundraising Project Net Amount Raised Current/Prospective

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Current Fundraising Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Prospective Income $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Donations

Please mention all the donations you expect to receive and make a note of whether each is current (already pledged, donated, or received) or still prospective.

Donor Donation Current/Prospective

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Current Donations $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Prospective Donations $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other

Please describe any additional funding you may have and make a note of whether each is current (already pledged, donated, or received) or still prospective.

Additional Source of Funding Contribution Current/Prospective

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Total Additional Funding $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Prospective Funding $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evidence and supporting documents for all sources of funding must be provided in your completed application.**

**Total Projected Funding**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The **Requested Financial Assistance** portion of your budget should include subsidy requests for specific projected expenses. Include an explanation of how specific subsidies may affect your chances of attending HNMUN-LA 2018 and highlight which subsidies would be most essential to your participation in HNMUN-LA 2018.

**Requested Financial Assistance:**

Item Projected Expense Requested Aid

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Requested Financial Assistance: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**