

## Corporate Registers Forum

### Conference Assistance Scheme - Application for Funding

The Executive Committee are pleased to announce a new Conference Assistance Scheme. CRF members can apply for a bursary to help fund conference attendance fees at the annual CRF conference and any CRF related events during the year. The scheme can also be used to assist host jurisdictions in covering costs for speakers at these events. The annual budget will be up to USD 2,000 per annum.

One of the main purposes of CRF is to promote cooperation and networking between registries across the world. The annual CRF conference provides a great opportunity to do this and also help member development but the committee recognises that for some members attendance at the conference can present budget difficulties and so have introduced the assistance scheme.

The basic principle is to assist in increasing attendance at the conference and any other CRF events from member countries who would otherwise not be able to do so due to financial constraints.

The scheme is also designed to help the conference host country to finance speakers at the conference if without assistance attendance would not happen.

The scheme will cover:

- members who require financial assistance to attend a CRF conference or technical workshop – assistance is intended to cover attendance fees but the Exco has discretion to extend this to help with travel and accommodation costs.
- hosting countries who require financial assistance to help cover the conference entry fee or part thereof for CRF members speaking/presenting at the conference;
- hosting countries who require financial assistance to cover the fees of part thereof (including travel and accommodation costs) for keynote speakers (non CRF Members) invited to present at the Annual Conference or a Technical Workshop.

As a valued member of CRF, applicants can request funding, by completing a simple application form, stating the amount of assistance they require and by including the justification to support your application.

Applications must be submitted to the Secretariat no later than 2 months prior to the event that the funding request relates too, all applications will then be reviewed by the Executive Committee and applicants will be duly informed of the decision within 1 month after receipt of the funding request.

The Executive Committee will review your application against the following criteria:

- the reasons why the jurisdictions or organisations who cannot fund the payment of the conference attendance fee;
- In particular if the application will help fund attendance from members where it will assist with the individual and or registry development.
- a maximum of 2 members are eligible to apply from the same organisation (only 1 application will need to be completed);
- if hosting a conference, and financial assistance is required to cover the costs of an external (non CRF member) keynote speaker (including their attendance at the conference, travel and accommodation), an application will need to be completed by the organisers.

If successful, you will be informed of the approved reimbursement amount and required to provide items (a) to (e) listed below to the CRF Treasurer for processing the reimbursement via bank transfer -

- (a) Name and address of beneficiary bank
- (b) SWIFT BIC of beneficiary bank

- (c) Beneficiary account name
- (d) Beneficiary account number / IBAN
- (e) Copy of invoices together with supporting documents showing the amount for reimbursement