

# Conference Speaker & Facilitator Grant Application



## Grant Application Guidelines

Conference Speaker and Facilitator grants are made to global, regional or country conferences to either facilitate a session or sponsor a key note or plenary speaker.

The first type of grant, session grant, is given in support of a particular session/workshop at a congress. The theme of the session should be in line with Sight and Life's mission and values and our focus on the eradication of micronutrient malnutrition. The second, speaker support, is given towards the support of a keynote/plenary speaker that would add value to the broad congress objectives and whose presentation would be in line with Sight and Life's mission and values and our focus on the eradication of micronutrient malnutrition.

Sight and Life will review the applications once per month. If the grant is awarded, the grantee will be required to send an article on the congress/session (no more than 1500 words) and picture for possible publication in the Sight and Life Magazine.

Note: All articles for the Sight and Life magazine go through a review process and so not all articles submitted are printed.

## Grant Application Process

The following documents are required to be submitted with the grant application:

Session facilitation request:

1. Letter of intent including a commitment to submit an article and photograph within 14 days of the event
2. The total cost of the session. Each item included (e.g. room hire, technical support etc.) must be shown separately in both the local currency and in Euros. The portion of the costs you are requesting from Sight and Life.

Speaker sponsor request:

1. Letter of intent including a commitment to submit an article and photograph within 14 days of the event
2. The total costs of the speakers' sponsorship. Each item included (e.g. flight, accommodation, per diem etc.) must be shown separately in both the local currency and in Euros
3. The portion of the costs you are requesting from Sight and Life.

Submissions must be addressed to [info@sightandlife.org](mailto:info@sightandlife.org)

## **Conference Speaker & Facilitator Grant Application**



Note; Sight and Life will give preference to grant applications where co-funding has been secured. Once the grant applications have been reviewed, a decision letter with the Committee's comments will be sent to the applicant. If your application is successful you will be required to send an invoice to the address below. It is important to note that payment only takes place 90 days after receipt of the invoice.

### **Invoice to:**

**Sight and Life  
PO Box 2116  
4002 Basel  
Switzerland**