



# Travel Support Grant Application

## Grant Application Guidelines

The Sight and Life travel support grant is designed to assist students or young professionals to travel to, and attend a relevant meeting, conference, or workshop. The focus will be on conferences that are in line with the Sight and Life mission, vision and strategic focus.

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 meeting / conference / workshop (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 for the Travel Grant application:

- Current Curriculum Vitae
- Letter of motivation
- Letter of acceptance from the conference organization, in case of a presentation (oral or poster)
- The total costs separately indicating travel fees, accommodation and per diem in both the local currency in the country of the meeting/conference/workshop and in Euros
- The portion of the costs you are requesting from Sight and Life and who will be funding the other associated costs
- Full banking details for foreign payments as per Annex 1 together with the reference that must be quoted when the payment is made.

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

Note: Sight and Life will give preference to grant fund 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. In the case that your application is successful it is important to note that payment will only take place 90 days after receiving confirmation of your success.



## Travel Support Grant Application

### Annex 1: Grantee bank details

Bill to:  
Sight and Life  
PO Box 2116  
4002 Basel  
Switzerland

Date (Day/Month/Year)	
Invoice number (i.e. 001)	

### Company / Institution Information

Name of individual or institution to be paid	
Individual or institution address	
Post Code + City	
Country	
Reference to be used when the payment is made	
Amount in local currency	Travel :
	Accommodation :
	Registration:
Total amount in EUR	

### Bank information

Account holder name	
Address of the account holder	
Postcode + City:	
Country	
Bank name	
Branch name	
Address of the bank:	
Postcode + City	
Country	
Account n° or IBAN	
Swift or BIC	
ABA or Routing n° (for US only)	