

EDM Funding Guidelines (Approved EDM Wales)

Introduction

This document is to help EDM Communities that wish to apply for Fellowship Development (FD) funding. It contains some general principles we use when deciding on funding requests. Each request is unique, so the Steering Committee (SC) and Fellowship Development (FD) Committee will discuss each one individually. This document also includes some guidelines for funded participants.

Eligibility

All developing EDM communities are eligible to request FD funding. This funding can be to a) receive Fellowship Development visits and/or b) attend EDM meetings.

NB. A developing community is one that meets the following requirements:

1. The community has had a working service structure (to Area level) for at least two years.
2. The community is unable to fund the costs of an FD visit or their attendance at the EDM from their own resources.

Funding Principles

The following general principles apply:

When appropriate, priority will be given to funding FD activity over funding attendance to the EDM.

Priority will be given to requests that include all relevant information, and to those that are received in good time.

Timing

Whenever possible, please make your funding requests within your community report. This gives the FD Committee enough time to research the request and report back to the SC Committee so they can decide together on which requests are to be funded. It also gives enough time for travel to be booked at cheaper rates. With this in mind, any requests that come in during or after the meeting will be given a lower priority than ones received beforehand in a community report. In addition to this, any requests received more than two months after the meeting are unlikely to receive funding in that cycle, and will be passed on to the next six-monthly cycle.

Funding for FD Visits

Communities requesting funding for FD visits are required to go through an assessment process, conducted by the FD Committee, before a decision will be made on funding. This assessment will include the following factors:

1. The actual needs of the community that can be met by a visit.
2. The budget.
3. Visa requirements, if needed.

This process can take up to two months to complete. Once funding has been granted there will usually be a planning period of up to six months before the actual visit takes place.

Funding to attend EDM Meetings

Ideally, all EDM communities will be able to attend all EDM meetings. In practice, we may not always have the resources for this to be possible. This means that communities who are funded to attend the EDM may only receive funding to attend one EDM each year.

Funding provided to all approved communities will be for one delegate and a translator if necessary.

Travel Costs

It is vitally important that travel be booked as early as possible, as this can give savings of up to 50%. ***We remind all funded participants that we all bear responsibility to make prudent use of EDM funds by helping to reduce costs.*** This is one of the reasons that requests for travel to the EDM made less than four months before the meeting are unlikely to be funded.

Funding to attend the EDM includes the following: transfers to/from the airport/station and cost of main travel. Original receipts must be given to the EDM Treasurer in order to be reimbursed.

Accommodation

Unless there are special circumstances, EDM-funded participants will have their accommodation funded from one night before the meeting till the last day of the meeting (a total of four nights). EDM-funded participants should also expect to share a room. You may room with whomever you choose, but EDM will not incur an additional expense as a result of such a choice. If your roommate is not funded by EDM, he or she will be responsible for the expenses exceeding the price of half a double room. If you are an EDM-funded participant and you prefer to room alone, you will be responsible for half of the room expense.

All participants, EDM-funded or not, will be responsible for all room incidentals (telephone calls, room service, films, etc.).

Per Diem

The per diem is a daily allowance for food, tips and other incidental costs to do with being away from home. The current EDM per diem rate is a maximum of €40, and all recipients are required to sign two forms for the treasurer. The first form is for the amount they received from the treasurer at the beginning of the meeting, and the second one is an

expense sheet for the daily amount spent, which is signed and returned to the Treasurer along with any unused funds at the end of the meeting.

Conclusion

Each six-monthly cycle of the EDM has an agreed budget for FD activity, and unfortunately not every request will be able to receive funding. We would like to remind communities that there are many other ways in which the Steering Committee, FD Committee and other Communities can offer help between EDM meetings. There is a wealth of experience available, and many communities have benefited from sending questions to be asked of all EDM delegates via email. We are always glad to help communities network with each other, and we have a database of European contacts that may be able to help in a service effort.