

Clean energy for EU islands FORUM 2023

30 FOR 30

30 RENEWABLE ISLANDS FOR 2030



European
Commission

08-09 June 2023
Saaremaa, Estonia



Application for travel grants

CLEAN ENERGY FOR EU ISLANDS FORUM 2023

The secretariat will offer travel grants for the Clean energy for EU islands forum 2023. The grants are aimed to support the least resources participants from EU islands to participate in the Clean energy for EU islands forum 2023 on-site in Saaremaa, 07-08 June 2023. The travel grants are limited to a fixed amount and are awarded as a grant or reimbursement.

Travel planning and booking for your participation in the Clean energy for EU islands forum 2023 lies within your responsibility.

ELIGIBILITY, PROCEDURE AND APPLICATION

Eligibility requirements

Your travel and accommodation costs are reimbursable if the following conditions are fulfilled:

- you are participating on-site in the Clean energy for EU islands forum 2023 on Saaremaa
- you are part of a non-commercial organisation or student of a relevant degree programme
- you are an Island representative or student of a relevant degree programme
- you are an EU citizen
- Your work contributes to the secretariat's objective to achieve fully renewable-energy powered islands and contributes to the energy transition on islands

Members of the Clean energy for EU islands secretariat and regional partners which already receive funding from the secretariat already are not eligible for the travel grant. Only one person per organisation can claim funding.

Application

Apply until 15 May 2023 using the following [application form](#).

The form must include:

- Personal and company details
- A brief explanation about your current work and how your work contributes to the secretariat's objective of fully renewable-energy powered islands.
- A brief explanation of how participation will affect your current work/ your company's vision.
- A realistic cost estimation for travel and accommodation if the real costs have not yet been determined

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Award and selection procedure

The awarding and selection is carried out by the Clean energy for EU islands secretariat.

All applicants will be notified by 19 May 2023 at the latest whether they have been awarded a grant.

RULES OF REIMBURSEMENT

You shall be entitled to the reimbursement of your travel and accommodation expenses to the place of the forum.

For all expenses of travel plus accommodation with total cost up to 800€ we grant full cost coverage as reimbursement. For all expenses over 800€ we subsidise with a travel grant of 800€.

We will not cover any per diems or further associated costs.

Please find below the rules of reimbursement to follow.

Accommodation allowance

Accommodation for three nights is comprised within the reimbursable expenses. If you have to spend more than three nights at the place where the forum is held because the times of meetings are incompatible with the times of flights or trains, you shall also be entitled to an accommodation allowance for a fourth night. The number of nights may not exceed the number of event days + 1. In case of doubt in relation to the number of forum days do consult the Islands secretariat before booking. An additional accommodation allowance may exceptionally be paid if prolonging the stay would enable you to obtain a reduction in the cost of transport worth more than the amount of these allowances.

Travel Expenses

Travel must be organised on the basis of the most appropriate means of transport and trying to benefit from the most economical travel rates.

The service in charge of reimbursements from the Islands secretariat shall have the right to carry out any checks that might be needed and to request any proof required for this purpose.

They shall also have the right, where it appears to be justified, to restrict reimbursement to the rates normally applied to the usual journey from the traveller's place of work or residence to the forum place. Please be sensible when organising your trip.

The Islands secretariat shall not be liable for any material, non-material or physical damage suffered by the travellers or those responsible for accompanying a disabled traveller in the course of their journey to or stay in the place where the forum is held, unless such harm is directly attributable to the Islands secretariat.

In particular, invited travellers who use their own means of transport for travelling to the forum shall be entirely liable for any accidents that they might cause.

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Procedure to follow

After the forum, depending on how you choose to claim your expenses, you must:

1. Send the invoice from your organisation by mail to hanna.schaefer@euislands.eu. Invoicing address must be: **Steinbeis 2i GmbH, Leuschnerstrasse 43, 70176 Stuttgart, Germany**. Add a copy of the train tickets, boarding passes, bus tickets, hotel invoices, etc. We will then check and reimburse the eligible costs.
- or
2. Complete the following travel cost reimbursement form **and send it together with the original receipts via post** to **Steinbeis 2i GmbH, Leuschnerstrasse 43, 70176 Stuttgart, Germany**

Please submit your invoice or form plus receipts **no later than 30 calendar days after the final day of conference**. This includes stamped train tickets, boarding passes, bus tickets, hotel invoices, etc). We will then check and reimburse the eligible costs.

Beyond the 30 day deadline, the Islands secretariat is absolved from any obligation to reimburse travel or accommodation expenses. Reimbursements shall be made in euros, where appropriate at the rate of exchange applying on the day of the meeting.

All reimbursements shall be made to one single bank account.

Please contact for any queries Hanna Schaefer (hanna.schaefer@euislands.eu).