

# Clean energy for EU islands **FORUM 2025**



European  
Commission | 14-15 May 2025  
São Miguel Island, Azores



## Application for travel grants

### CLEAN ENERGY FOR EU ISLANDS FORUM 2025

The secretariat will offer travel grants for the Clean energy for EU islands forum 2025. The grants are aimed to support the least resourced participants from EU islands to participate in the #CE4EUI forum 2025 on-site in São Miguel, Azores, Portugal, 14-15 May 2025. 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 CE4EUI forum 2025 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 CE4EUI forum 2025 on the Azores
- you are part of a non-commercial organisation or student of a relevant degree programme
- you are an Island representative
- 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

Only one person per organisation can claim funding. Members of the CE4EUI secretariat and regional partners or members of the transition teams which already receive funding from the secretariat are not eligible for the travel grant.

If you are part of the 30 for 30 islands or island groups and want to claim reimbursement for your participation in the workshops, please use the [dedicated reimbursement form](#).

##### Application

Apply until 29 April 2025 through 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 CE4EUI secretariat.

All applicants will be notified by 30 April 2025 about whether they have been awarded a grant or not.

## 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 1.000 € we grant full cost coverage as reimbursement. For all expenses over 1.000€ we subsidise with a travel grant of 1.000€.

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, please consult with the CE4EUI secretariat before booking. An additional accommodation allowance may exceptionally be granted 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 based on the most appropriate means of transport and trying to benefit from the most economical travel rates.

The service in charge of reimbursements from the CE4EUI 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 during their journey to or stay in the place where the forum is held, unless such harm is directly attributable to the CE4EUI 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](mailto: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 receipts by e-mail to [hanna.schaefer@euislands.eu](mailto:hanna.schaefer@euislands.eu).

Please submit your invoice or form plus receipts **no later than 30 calendar days after the final day of conference**. This includes stamped all receipts such as 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.

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Please contact for any queries Hanna Schaefer ([hanna.schaefer@euislands.eu](mailto:hanna.schaefer@euislands.eu)).