**Guidelines for applications for FN’s**

**FN-pulje:**

* All documentation, including receipts and membership numbers, must be collected into **one application form** (which can be found on the next page), and it must clearly state what expenses are to be covered by FN (e.g. by creating an Excel table in which partial amounts and totals for the relevant expenses appear).
* Participants must have been members of FN when the event took place to be eligible for support from FN.
* Support can be applied for from 2 months prior to the event until 2 months after the event has taken place.
* FN can cover expenses of up to 200 kr. per member for social events (depending on type and duration).
* FN can cover expenses of up to 250 kr. per member for academically relevant events (depending on type and duration).
* FN **does not** cover expenses to alcohol (with the exception of gifts for presenters).
* The event **does not** have to be shared on FN’s facebook page.
* Applications must be sent to naturstud@gmail.com
The subject of the email must include:
1. FN-puljen.
2. The event (including the date for the event)

**Application to the Union of Natural
Resource Students**

**All that applies for economic support must be a member of FN.**

**Don’t forget to insert receipt(s) for the requested amount.**

**Don’t forget that the application must include all receipts and cannot be processed before these are included in the application.**

|  |  |
| --- | --- |
| **Name of applicant** |  |
| **Account number** | **Reg.:** **Account number:**  |
| **Event the support is to cover (short description)** |  |
| **Participation fee (excluding possible support from FN)** |  |
| **Total amount applied for** |  |
| **Number of participants** |  |
| **Full name(s) and membership numbers for participants** |  |

**Further information about the visited place(s):**

|  |  |
| --- | --- |
| **Name of contact person and company name** |  |
| **Adrdess**  |  |
| **Phone number** |  |

**Documentation for expenses must be inserted the application form.**

**Documentation of FN-membership must be attached. Valid documentation is for example a receipt of the last quota paid to DM.**