

Civil Society Travel Support Guidelines

The Alliance for Affordable Internet (A4AI) strives to ensure all stakeholders contribute to the multi-stakeholder activities in its countries of engagement. Since the start of its country engagements, A4AI has offered financial support to representatives of those civil society organisations that are members of A4AI's various national coalitions. This support enables these representatives to build their capacity and play active roles in their National Coalition's activities, including coalition meetings and capacity building workshops.

The funds will only be made available after the person attends the meeting but must be approved in advance, prior to attending the meeting.

WHAT WE COVER

- Direct travel to and from the host city (e.g. airfare), including airport transfers
- Accommodation for up to two nights in a pre-agreed hotel/guest house
- Meals, only when meals are not provided during the A4AI meeting or activity

In cases when activities last more than two days, A4AI will cover accommodations for additional nights, as needed. You are responsible for other personal expenses.

WHO IS ELIGIBLE

- Active A4AI national coalition members who represent registered civil society organizations
- Participants who reside more than 2.5 hours (by bus or car) from the host city.
- Applicants must demonstrate their contribution to the work of one or more of the national coalition's working groups, and how participation in the upcoming activity will have a positive effect on their contribution to the coalition.
- Applicants must attend the entire event and complete a post-activity report.

HOW TO APPLY

To request support, complete the [online application](#) at least 5 working days before the event. We encourage you to submit a request as soon as the meeting dates are announced.

Please retain receipts for all expenses, as you will need to submit them with your reimbursement request form. Reimbursements will be made via electronic funds transfer upon receipt of all supporting documents.