

Policy on EYP Sweden's Travel Grant

Background and common grounds

- Through the travel grant policy, the National Board offers financial support for members travelling to EYP related activities.
- The Travel Grant Committee aims to allocate all its funding equitably each year.
- Members currently sitting on the National Board, the Nominating committee, the Auditing committee, or the Travel Grant Committee may not apply for the travel grant.
- Grant applicants can send in their travel documentation and receipts for reimbursement up to 10 weeks after the last day of the session for which they received the travel grant.
- Grants are paid retroactively when the grant applicant has submitted the appropriate receipts and documentation unless agreed otherwise with the Association Secretary or the presidium.
- The travel grant's overall purpose is to offer more opportunities to EYP Sweden's members to participate in sessions or other academic events organised by the organisation in and outside of Sweden.
- Members of the Travel Grant Committee must be members of EYP Sweden.
- The National Board is responsible for setting up the Travel Grant Committee and appointing its members.
- The Travel Grant Committee comprises at least three members with only one of them currently sitting on the National Board.
- With the exception of the National Board representative of the Travel Grant Committee, no member of the Travel Grant Committee may be part of the Nominating or Auditing committees.
- The National Board ensures that this policy is followed.
- The Travel Grant Committee may not give out grants of less than SEK 350 or more than SEK 1250.

Division of work between the National Board and the Travel Grant Committee

The Travel Grant Committee is responsible for:

- Ensuring the relevance of the application questions asked to the candidates.
- Proposing the development and improvement of the concept to the National Board.
- Providing the National Board with a written summary for each selection round of candidates as well as a motivation for each decision.
- Keeping a diligent record of decisions taken.

The National Board is responsible for:

- Appointing a Travel Grant Committee at the beginning of each board term.
- Setting the budget for the travel grant
- Marketing the opportunity for EYP Sweden's members to apply for travel grants during the board term
- Reaching out to travel grant recipients to collaborate with them to highlight the opportunity to participate in EYP events outside of Sweden through EYP Sweden's social media channels and website.
- Making decisions in consultation with the Travel Grant Committee on the development of the concept.

Application

Criteria for eligibility to the travel grant:

- The applicant is **exclusively** a member of EYP Sweden and not a member of any other National Committee.
- The applicant is registered with a Swedish address as a member of EYP Sweden, and is between 6 and 26 years old.
- The travel grant that has been applied to is for attending sessions, trainings, or other academic activities organised by any EYP organisation.
- The applicant submits a proof of their physical participation to the session.
- The application is complete and includes a justification based on personal and academic interests.
- The applicant shares image and/or video material from the event they participated in with the EYP Sweden board, and allows EYP Sweden to use it in their social media channels.
- The session to which the applicant is applying has not yet begun.

Obligatory parts of the application:

- The Travel Grant Committee is responsible for ensuring that the questions asked to candidates provide them with sufficient information to make well-founded decisions. They have the right to choose the method and the majority of the questions asked of candidates. However, the National Board reserves the right to demand that the following points be asked of candidates in the application process:
 - Age of the candidate;
 - Personal statement in which the candidate explains their personal and academic motives for a possible grant;
 - Statement of which session or activity the scholarship is intended to be used for. Should the candidate change session, a new application must be sent in;
 - Statement of the candidate's previous experience within EYP or similar civic activities.

Other provisions:

- A candidate for a travel grant does not need to have previous experience with the organisation's sessions or activities.
- In the event that a close relative (family, partner) of a member of the Travel Grant Committee applies for the grant, the relevant member must abstain from participating in the decision.
- In the event that a close relative (family, partner) of several members of the Travel Grant Committee applies for the grant, the Travel Grant Committee shall communicate this to the National Board, who must ratify the Travel Grant's Board decision on the candidate.
- The National Board's representative on the Travel Grant Committee is responsible for ensuring that each applicant meets the criteria outlined in this policy.
- The National Board has the right to remove any member from the travel grant committee if that member breaks this policy or in any other way abuses or harms the integrity of the travel grant.
- The National Board's representative on the Travel Grant Committee is responsible for ensuring that the announcement of the grant reaches the organisation's members in the most comprehensive and effective way possible.
- Applicants to the travel grant will receive the outcome of their application within 4 weeks of submission of the application.