

**National Assembly [Year]**  
**Group/Intergroup Application to the Delegate Assistance Fund**

This form should be completed by a service officer of the group or Intergroup to claim funding on behalf of the delegate.  
 When applying, please bear in mind that OAGB funds are limited, and every effort needs to be made by groups to be self-supporting.  
 Priority will be given to groups with the furthest distance to travel and/or groups who have not previously received funding from OAGB.

Please do not apply to both OAGB and your local Intergroup for funding at the same time - if your local IG has a delegate fund then please apply to them in the first instance.

**Deadlines for receipt of forms: [Date]**

*Late applications may be considered, if there are any remaining funds.*

Group or Intergroup name and/or location	
Group or Intergroup WSO registration number	
Name, email and phone number of the service officer completing this form, eg Chair, Secretary or Treasurer (to contact in case of any queries)	
Delegate name (as it appears on bank account)	
Delegate home postcode (for calculating travel distance)	
Delegate email address	
Delegate phone number	
Delegate Bank details: sort code	
Delegate Bank details: account No.	
<b>Cost of travel</b> by cheapest method – plane/train/bus and/or cost of petrol at 50p per mile (or 33p per mile for electric vehicles) - please give a detailed list.	
<b>Cost of Accommodation</b> this should be the cost of dinner, bed and breakfast in a shared/twin room – please give a detailed list. (Delegates travelling more than 25 miles can request funding for two nights, delegates travelling less than 25 miles can request funding for one night)	
<b>Delegate Registration Fee</b> (For Assembly only, not Convention)	
Total cost of travel, accommodation and registration:	
Amount that the group/Intergroup will pay towards these costs:	
Amount requested from the Delegate Assistance Fund (total cost, minus group/Intergroup contribution)	
Has the group received delegate assistance funding before and when?	
Has the group sent a NA delegate previously and when?	

Please confirm that this application has been agreed by your group by signing below:-

Chair, Secretary, or Treasurer .....

Delegate.....

Please send completed form, or any queries, to the OAGB Treasurer at [treasurer@oagb.org.uk](mailto:treasurer@oagb.org.uk)

**Note: The information you provide on this form will be processed by OAGB, stored securely and deleted/destroyed within 1 month after National Assembly has ended.**