

# ELSA DEVELOPMENT FOUNDATION GUIDELINES

---

EDF BOARD OF DIRECTORS  
2020/2021



*elsa*

The European Law Students' Association

---

## Foreword

Dear Network,

The ELSA Development Foundation (EDF) is essential to show the unity of the ELSA Network and allows for common effort to finance projects and events. It compensates for losses occurring when organising projects and events ensuring the development and relevance of ELSA Groups regardless of their financial status.

ELSA's welfare and development is the one and only focus of EDF - they are a perfect match. EDF has much to offer to ELSA Groups across the network and will remain a vital tool to ensure quality projects and events in ELSA.

These EDF Guidelines are the result of the hard work of the Financial Management team of ELSA International 2020/2021. Together with the implementation of the new EDF Statutes and Standing Orders, the EDF Guidelines form the basis to improve the quality and quantity of applications from the network to the ELSA Development Foundation.

Created by: (2021)

**Carlos Eduardo Pereira**

Treasurer

International Board of ELSA 2020/2021

**Adéla Chloupková**

Director for ELSA Development Foundation

ELSA International 2020/2021

**Ainoa Ordoñez**

Assistant for FM Toolkit

ELSA International 2020/2021

## Table of Contents:

<b>Introduction</b> .....	<b>3</b>
What is EDF? .....	3
Members of the Board .....	3
EDF Yearly Contribution .....	4
<b>EDF Modes of Support</b> .....	<b>5</b>
Mode A. Project support .....	5
Mode B. Training support .....	6
Mode C. Structural support .....	6
Mode D. General support .....	7
<b>EDF Cycles</b> .....	<b>7</b>
<b>When to Apply?</b> .....	<b>8</b>
Ordinary Cycle .....	8
Exceptional Cycle .....	10
<b>Application Procedure</b> .....	<b>10</b>
Mode of Support A, B and C .....	10
Mode of Support D .....	11
Templates .....	11
<b>Reporting Procedure</b> .....	<b>12</b>
<b>Crediting Procedure</b> .....	<b>13</b>
<b>Evaluation of the applications. Point rating system</b> .....	<b>14</b>
<b>Take it to practice!</b> .....	<b>17</b>
Very good EDF application .....	17
Activity Description .....	23
Budget .....	25
Additional Documents .....	29

## Introduction

### What is the EDF?

The ELSA Development Foundation (EDF) was first established in 2009. Yet ELSA had offered financial support to ELSA Groups since 2000 in the form of the ELSA Development Fund which operated similarly as the EDF does now.

The EDF provides financial support to ELSA Groups (both National and Local Groups, and even a combination of both), to overcome structural difficulties or challenges when organising a project or event, and is designed to compensate losses.

It is structured in four different modes of support:

- A. Project Support**
- B. Training Support**
- C. Structural Support**
- D. General Support**

The amount awarded by the foundation depends on each application, but it cannot exceed 1.000€ per application.

Additionally, National Groups may only be granted a total of 2.500€ per year, plus an additional 100€ per Local Group, up to an absolute maximum of 4.000€.

### Members of the board

The EDF is governed by a board of directors, usually composed of the President, Secretary General and Treasurer of the International Board of ELSA, who appoint a Chairman out of its members at the beginning of each term. Additionally, the International Board of ELSA may open a call for an International Team, composed by Directors or Assistants for the EDF, in order to help with the activities and development of the foundation.

---

## EDF yearly contribution

The foundation is financed through yearly contributions by all Member National Groups of ELSA. This contribution is calculated as follows at the beginning of each term:

- 6% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as international;
- 2.5% of all money fundraised in one financial year as a general sponsorship from external relations that are classified as national;
- the Member National Groups shall pay a minimum of EUR 100,00 and a maximum of 3.000,00 per financial year.

National Treasurers **must submit the EDF Annual Report before the 31st of August of each year**, containing information about their general sponsors during the previous financial year. The information submitted through the EDF Annual Report is used to calculate the contribution of each Member National Group. The report can be found by following this link:

⇒ <https://elsa.org/elsa-development-foundation-report-2020/>

It is important to fulfill this obligation as the failure to submit the EDF Annual Report is penalised as follows:

If the report is not submitted before the above mentioned deadline, the International Board shall invoice the National Group with a **fixed penalty of 100€ for Non Favoured Countries and 50€ for Favoured Countries** in addition to the EDF contribution amount invoiced during the previous financial year.

National Groups may submit the EDF Annual Report until 28 days before the opening of an International Council Meeting to fulfil this financial obligation towards ELSA International.

This penalty may be avoided by submitting the EDF Annual Report within the financial year. The Treasurer of the International Board will then issue a new invoice which must be paid within some days (according to the deadline established).

Additionally, the EDF may obtain income from general sponsorships from companies or other associations, as well as donations and grants provided by corporations, foundations, nonprofit entities, or educational institutions.

## EDF Modes of support

The EDF has four different modes of support, each of them for certain types of activities:

- A. Project Support**
- B. Training Support**
- C. Structural Support**
- D. General Support**

As stated before, National Groups, Local Groups or a combination of both may apply for the EDF Support. Below, you can find a table which explains which modes of support can be requested by each of these:

<b>National Groups</b>	<b>Local Groups</b>	<b>Cooperation of Local/ National Groups</b>
Mode A	Mode A	Mode A
Mode B	Mode B	Mode B
Mode C	X	X
Mode D	X	X

### Mode A. Project support

Mode A of support considers all support related to projects. It is divided into the following:

#### **A.1. Financial assistance for groups that are organising events constituting a core activity of ELSA**

This core activity relates to any activity or project connected to the Key Areas according to the Decision Book (i.e. ELSA Law Schools, Moot Court Competitions, Study Visits, Institutional Visits, Law Reviews, Essay Competitions...)

#### **A.2. Financial assistance for regional cooperation events gathering more than one Member country**

---

## Mode B. Training support

This mode B of support is designed to support trainings within our network, and it is divided into three modes of support as follow:

**B.1. Financial assistance for international training events, or international events incorporating training sessions,** organised to increase awareness of ELSA, or dealing in specific ELSA areas. To qualify as international, at least half of the participants shall not be from the country of the organising National or Local Group.

**B.2. Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.**

**B.3. Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International and National Groups.**

It is important to take into account that in order to be eligible to apply for this mode B of support, all training must be conducted in English.

## Mode C. Structural support

Mode C of support is divided into three types as follows:

**C.1. Financial assistance for organising International Council Meetings and International Strategy Meetings**

**C.2. Financial assistance for internal events aimed at developing Officers' Skills and knowledge.**

**C.3. Financial assistance for the participation of the National Board members to Statutory Meetings.** *(The contribution shall only cover travel and/or accommodation expenses.)*

## Mode D. General support

The last mode of support, Mode D, is designed in a more general way, and it is divided into two types of support, which are the following:

**D.1. Financial assistance for a National Group that is in danger of insolvency due to a force majeure event if all other options have been exhausted.**

**D.2. Financial assistance for the Network wherein the EDF can buy off the debts of a National Group towards ELSA International.**

## EDF Cycles

The EDF's yearly activity is divided into four ordinary cycles you can apply to, as well as two exceptional cycles for mode of support C3 (financial assistance for the participation of the National Board members to Statutory Meetings).

These four cycles are established at the beginning of our operational year by the Board of Directors, within the first week of their term. In case the dates are not announced during this period, the cycle application periods end on the last day of October, January, April and July by default.

Currently the EDF cycles are divided as follows:

- 1st July - 31st September
- 1st October - 31st December
- 1st January - 31st March
- 1st April - 30th June

If we go back to our different modes of support, we can see that each one of them is related to a specific type of cycle:

- Ordinary cycles: modes A, B, C1, C2 and D of support
- Exceptional cycles: mode C3 of support



## When to apply?

Having established the different cycles of the EDF, below you will find explanations regarding the different timelines for submitting applications, which differ in case of ordinary and extraordinary cycles.

### Ordinary cycles

As it has been explained, the EDF's activity is divided into four cycles. Now, within these cycles, the applicants may apply for EDF support taking into account that the application has to be submitted:

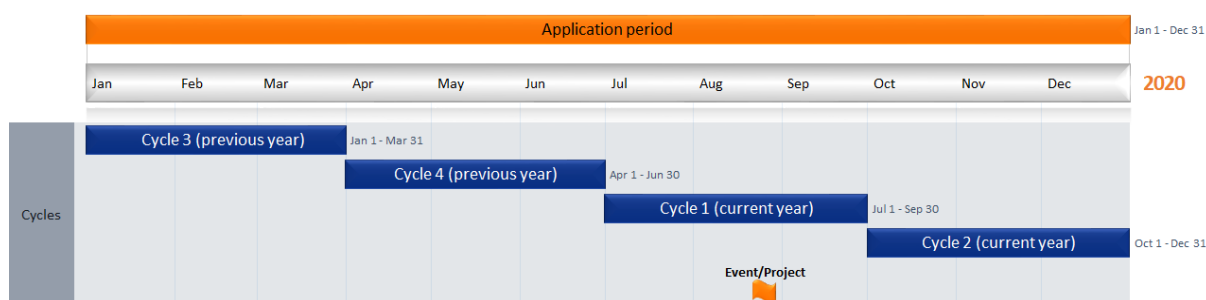
- during the cycle in which the event or activity is opened,
- at the earliest within the two cycles before the event or activity is opened, and
- at the latest within the cycle, after the event or activity is opened.

Examples:

#### If the project takes place during the 1st cycle

If your project takes place during the first EDF cycle, it is possible for you to apply:

- During that first cycle;
- Within two cycles before the event is opened (cycles 3 and 4 of the previous year);
- Within the cycle after the event is opened (cycle 2 of the current year).

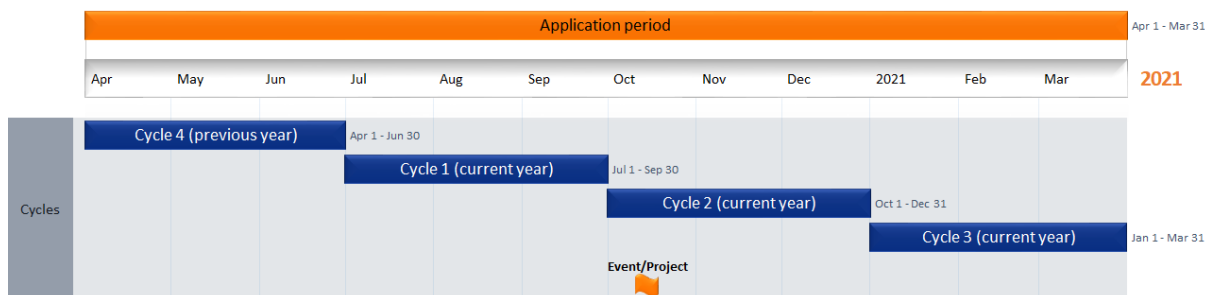


#### If the project takes place during the 2nd cycle

If your project takes place during the second EDF cycle, it is possible for you to apply:

- During that second cycle;

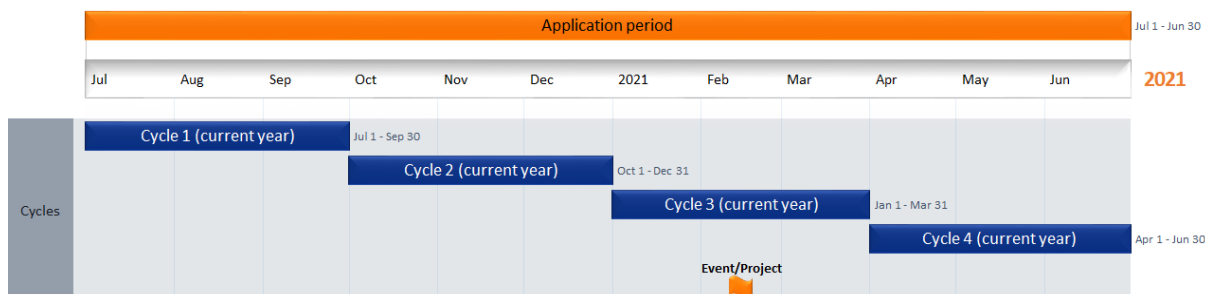
- Within two cycles before the event is opened (cycle 4 of the previous year or cycle 1 of the current year);
- Within the cycle after the event is opened (cycle 3 of the current year).



### If the project takes place during the 3rd cycle

If your project takes place during the third EDF cycle, it is possible for you to apply:

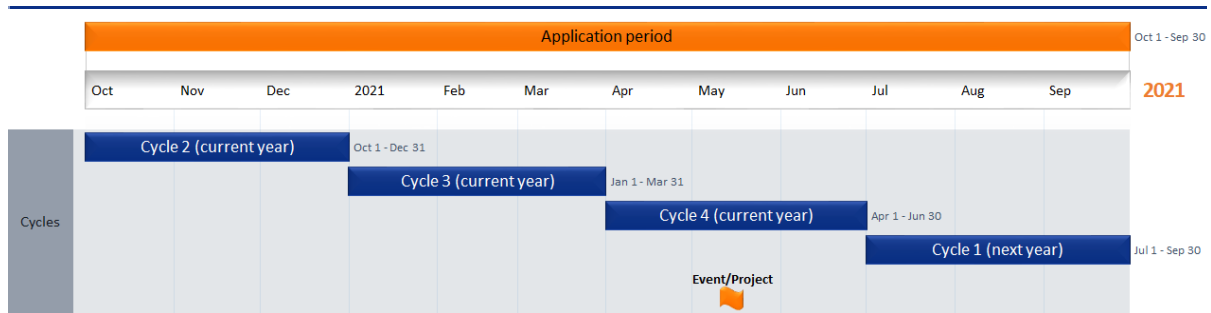
- During that third cycle;
- Within two cycles before the event is opened (cycles 1 and 2 of the current);
- Within the cycle after the event is opened (cycle 4 of the current year).



### If the project takes place during the 4th cycle

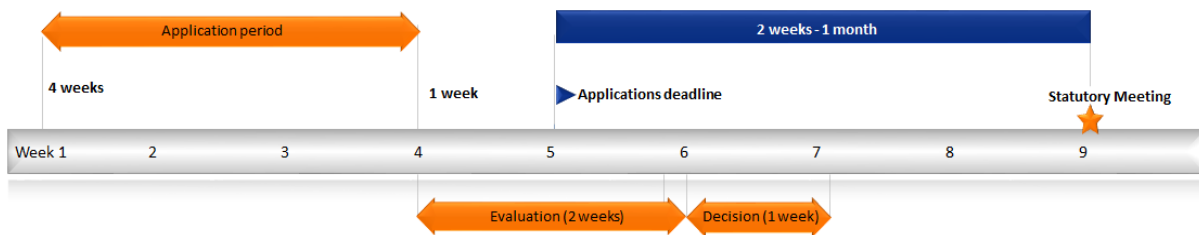
If your project takes place during the first EDF cycle, it is possible for you to apply:

- During that fourth cycle;
- Within two cycles before the event is opened (cycles 2 and 3 of the current year);
- Within the cycle after the event is opened (cycle 1 of next year).



### Exceptional cycle

The application period for the exceptional cycles are set between four and one week before the application period of the Statutory Meeting closes, at the discretion of the Board of Directors, and it shall be announced in the 'Treasurers' mailing list at least one week before its opening.



### Application procedure

In this chapter, we will discuss the information required for a successful application:

### Mode of Support A, B and C

Any application to the EDF shall be submitted through the following link:

⇒ <https://elsa.org/cdf-application/>

The application shall be submitted by the National Board, and it can only be submitted by a Local Board if there is no active National Group in their country or their National Group has persistently refused to offer their administrative support to the Local Group, proven to the

---

satisfaction of the Board of Directors. This is done for reasons of supervision and coordination, and to ensure the maximum quality of the EDF applications.

The application for Project (A) or Training (B) modes of support shall include the following:

1. General and financial information about the applicant;
2. description of the project;
3. estimation of the impact of the grant on the situation of the applicant group; and
4. detailed budget of the project.

The application for Structural (C) mode of support shall include the following

1. General information about the applicant,
2. detailed financial information about the applicant,
3. the available final or interim accounts approved for the previous financial year and the approved budget for the term;
4. impact of the financial support on the National Group and on the Network;
5. detailed description of the activity; and
6. the detailed budget of the activity

## Mode of Support D

The application for the EDF shall be submitted through the following link:

⇒ <https://elsa.org/edf-application-general-mode-of-support-d/>

This specific application for General Mode of Support or Mode of Support D is only available for National Groups.

The application for General (D) support shall include the following:

1. General information about the applicant;
2. detailed financial information about the applicant;
3. the available final or interim accounts approved for the previous financial year and the approved budget for the term; and
4. the main goal of the financial support; e. an action plan to ensure financial stability in the future.

As already mentioned, applications may be submitted either before or after the project or event. It is important to take into account that if you apply before the project has started, you will have to complete the reporting within four weeks from the conclusion of the project or event. If you apply to the EDF after the project has concluded, you will submit the reports together with your application. However, these reports will be studied in the next section.

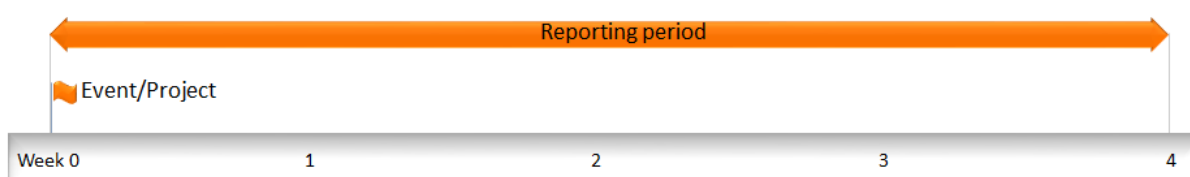
## Templates

In order to help you prepare your applications to the EDF, you may find useful templates in our Officers' Portal. Templates are available for any type of project or event you are developing. You may find all the different templates by following this link:

⇒ <https://officers.elsa.org/fm/>

## Reporting procedure

Next, we will analyse the reporting procedure of EDF applications, a phase that is essential to the whole success of the application. As it has been stated in the previous section it is important to take into account that if you apply before the project has started, you will have to report within four weeks from the conclusion of the project or event. In those cases, in which you apply for the EDF after the project has concluded, you will submit the reports together with your application.



In this stage, applicants must submit activity and financial reports, as well as receipts relating to the event or project.

The **activity reports** must include information about number of participants, testimonials or appreciations of the participants, information about the venue(s), the impact of the project, the expected multiplier effect from the organisation or attendance of such activity or event, as well as information regarding the measures that were taken concerning the search for sponsors and partners for the respective event.

The **financial report** shall clearly state the different incomes and expenses of the project, and determine the profit and loss statement of the event or project, all of it supported by the **receipts**. This must be submitted with clear legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. Additionally, receipts that are not in English shall be accompanied by a brief **translation**, and those which are not in Euro currency shall be supported with a **conversion into Euro**, with the exchange rate at the date of the payment, as proven by the relevant receipt.

## Crediting procedure

Once the EDF support has been granted, the Board of Directors shall directly credit the relevant amount to the bank account of the applicant within four weeks of accepting the application. If the reporting materials have not been submitted to the Board of Directors by the applicant in due time, the grant awarded shall expire.

As stated before, the maximum amount of the awarded grant which will be transferred shall be limited to the loss made by the applicant. However, this amount shall not exceed 1.000€ per application, an amount that is raised to 2.000€ in case of mode of support C1.

A National Group may only be granted a base amount of 2.500€ per year, plus an additional 100€ per Local Group, up to an absolute Maximum of 4.000€.

In addition to this, there is an **exceptional crediting procedure** in which the applicant may request the payment of up to 75% of the granted amount in advance. In this case, the application shall justify this need, and will only be accepted if receiving the grant beforehand is essential for the existence of the project; the financial situation of the group justifies such demand; and the National or Local Group requesting the exceptional procedure have no history of bad reporting or pending reports.

## Evaluation of the applications. Point rating system

The applications are evaluated using a Point Rating System. Each member of the Board of Directors rates each criterium from 0 to 10, representing a maximum of 30 points per criterium with a maximum rating of 210 points per application.

An application is considered to be approved when it scores at least 105 points. The criteria used under the Point Rating System are:

- i. Quality of the Application Form
- ii. Quality of the Action Plan
- iii. Quality of the draft Budget
- iv. Quality of the event/ activity
- v. Multiplier effect
- vi. Impact on EDF resources
- vii. Link to the priorities

BD2	Content Evaluation	National Group	Preliminary Evaluation	Comments		
				C	BD 1	BD 2
First Cycle (1st July - 30th September)	0101 - 5643	ELSA HOGWARTS	Clarification	We need to have clear financial report	More information about accomodation expenses	More informations for financial sustainability; a concrete action plan
	0102 - 6785	ELSA NARNIA	Approved	Nice plan	Activity will have a significant effect in the Group	Financial Report was clear
Second Cycle (1st October - 31st December)	<a href="#">0103 - 7601</a>	ELSA WESTEROS	Disaproved	Project doesn't represent the scope of ELSA	Project outside from the goals of the Foundation	A party should not be a project financed by EDF
Third Cycle (1st of January - 31st of March)	0104 - 7897	ELSA NEVERLAND	Disaproved	Not enough information about the organisation of this Moot Court	Week application form without enough information of the event	Event with low quality standards
	0105 - 7982	ELSA SPRINGFIELD	Disaproved	Wrong mode of Support, Application text is confusing	Wrong mode of support, goals of the event are blurry	Action Plan without enough content
	0106 - 8237	ELSA TOYLAND	Approved	Good SELS event, the Financial documentation is really clear	Really nice Academic Programme	The event will have an important impact in the Group
Fourth Cycle (1st of April - 30th of June)	0107 - 8430	ELSA ESSOS	Clarification	This training event is interesting, but it is necessary to clarify the budget part	Accomodation cost is higher than it should be,	Need more information about the impact of the event in the Group
	0108 - 8476	ELSA QUAHOG	Disaproved	Event is not solid.	The event doesn't represent an impact in the Group	Not linked to the priorities of the Foundation
	0109 - 8560	ELSA MADAGASCAR	Approved	This International Conference of ELSA will have a fantastic impact in the group	Really ambitious project	Covering this loss is essential to help the group reaching the goal of organising this activity.
Exceptional Cycle 2 (ICM Brno)	0210 - 856	Stewart Richards	Approved	Participation in ICM will have an impact in the development of this officer	Financial documents are really clear	Good Application
	0211 - 856	Rita Sampaio	Approved	It's the first international event of the officer, it will represent a really important impact in her development	This support is really necessary for the participant to attend to the event	Application show the real importance of attending to this event for the officer
	0112 - 856	Ewa Svenson	Disaproved	Application form with some mistakes	Participant will attend only 3 days of the ICM	Participant have a week action plan
	113 - 856	Jean Pierre Lloris	Disaproved	Big effect in EDF financial balance	Big impact in EDF Resources	Application with low quality standards



C	Quality of the application form		Quality of the Action Plan			Quality of the draft budget			Quality of the event/activity			Multiplier Effect			Impact on EDF Resources			Link to the priorities			TOTAL						
	BD 1	BD 2	Tot.	C	BD 1	BD 2	Tot.	C	BD 1	BD 2	Tot.	C	BD 1	BD 2	Tot.	C	BD 1	BD 2	Tot.								
5	5	5	15	6	5	6	17	7	8	7	22	/	/	0	10	10	10	30	10	10	10	30	2	3	0	5	119
6	8	9	23	8	8	8	24	6	7	6	19	10	10	30	10	10	10	30	8	9	10	27	10	10	10	30	183
3	1	3	7	0	0	0	0	5	6	5	16	0	0	0	0	0	0	0	10	9	10	29	0	0	0	0	52
2	3	3	8	3	3	3	9	4	5	5	14	5	6	6	5	5	5	15	5	5	6	16	4	2	5	11	90
1	1	1	3	1	1	2	4	1	2	2	5	0	0	1	0	0	0	0	5	5	5	15	0	0	0	0	28
8	9	8	25	9	7	8	24	8	7	8	23	9	8	9	7	6	7	20	7	7	7	21	10	10	10	30	169
7	7	7	21	7	7	7	21	1	1	2	4	7	6	6	8	8	5	21	7	7	6	20	6	6	6	18	124
4	4	4	12	3	4	4	11	5	6	6	17	5	5	5	5	4	3	12	8	8	8	24	0	0	0	0	91
10	10	10	30	10	10	10	30	10	10	10	30	10	10	30	8	9	8	25	5	5	5	15	5	5	5	15	175
9	9	9	27	9	9	9	27	8	8	8	24	9	9	9	7	7	7	21	3	3	3	9	0	0	0	0	135
10	10	10	30	9	9	9	27	8	8	8	24	9	9	9	7	7	7	21	8	8	8	24	0	0	0	0	153
4	4	4	12	4	4	5	13	4	4	3	11	9	9	9	7	7	7	21	2	1	2	5	0	0	0	0	89
3	2	1	6	4	3	2	9	7	5	6	18	9	9	9	7	7	7	21	0	0	0	0	0	0	0	0	81

## Practical Example!

### Very good EDF application

#### Link for the application form:

⇒ <https://elsa.org/edf-application/>

The application shall be submitted by the National Board, and it can only be submitted by a Local Board if there is no active National Group in their country or their National Group has persistently refused to offer their administrative support to the Local Group, proven to the satisfaction of the Board of Directors.

#### EDF APPLICATION FORM - MODES OF SUPPORT (A, B AND C)

##### APPLICANT'S DETAILS

According to the Decision Book, all applications from Local Groups shall be submitted by their respective National Group. Local Groups can apply on their own only if there is no National Group in their respective country, or if their respective National Group has persistently refused to offer their administrative support to the Local Group.

##### Applicant ELSA Group \*

ELSA Hogwarts

##### Contact person \*

Albus

First name

Dumbledore

Last name

Usually the contact person for EDF Applications should be the Treasurer.

##### Contact person's position \*

Treasurer

#### Contact Person

The Treasurer of the National Group shall be responsible for the application. In case there is no Treasurer, the President of the National Group shall be responsible for the application.

Usually the contact person for EDF Applications should be the Treasurer.

**Contact person's position \***

Treasurer

**Email address \***

treasurer@hogwarts.elsa.org

Enter email address

treasurer@hogwarts.elsa.org

Confirm email address

**Financial situation of the Applicant Group \***

ELSA Hogwarts is a stable national group with a number of permanent partnerships. Every year, we set aside some money to support our local groups and their members. As a result of this, ELSA Gryffindor was granted support for the organization of the flagship project of ELSA International, John H. Jackson Moot Court Competition, in the amount of €588.93 (the maximum amount possible for such support).

Unfortunately, we are not able to support this local group more, mostly due to the fact that we lost a significant amount of money due to the Covid-19

Please describe the financial situation of the Applicant Group. Also describe the overall situation of the Group. In case the Applicant Group is also the Beneficiary Group, describe what other means of fundraising have been undertaken.

**Is the Beneficiary ELSA Group the same as the Applicant ELSA Group? \***

Yes

No

If the applicant ELSA Group is the same as the beneficiary ELSA Group click **Yes** and continue. In this case, you will have to expand more than shown above on the previous question (on the financial situation of the applicant ELSA Group) as this example is for applications where the beneficiary ELSA Group is not the same as the applicant ELSA Group.

Is the Beneficiary ELSA Group the same as the Applicant ELSA Group? \*

- Yes
- No

**BENEFICIARY'S DETAILS**

Beneficiary ELSA Group \*

ELSA Gryffindor

Beneficiary ELSA Group status \*

- Member
- Observer
- Initiative



If the applicant ELSA Group is not the same as the beneficiary ELSA Group click **No** and complete the following part.

Financial situation of the Beneficiary Group \*

Please describe the financial situation of the Beneficiary Group. Also describe the overall situation of the Group. Describe what other means of fundraising have been undertaken.

The **Financial report** shall clearly state the different incomes and expenses of the project, and determine the profit and loss statement of the event or project.

---

## Example of the description regarding the financial situation of the Beneficiary ELSA Group

*“The financial situation of the local group ELSA Gryffindor is normally displayed in positive numbers. We have a certain financial base, and we also try to create reserves for the next term, but there is always room for improvement.*

*As a standard, we finish projects in the mutual balance of expenditures and revenues. However, the JHJMCC project, which we decided to organise due to the financial stability of our local ELSA Gryffindor group, ended in a larger loss than we expected. Therefore, we would like to apply for EDF.*

*For the fundraising in Hogwarts, we chose some companies which would help us to improve this project, for example, e-law, Dermacol, law firms, catering agency...*

*We have used their services mainly for welcome packages. Some partnerships were good for the whole project; for example, the catering agency did a free coffee break for the final pleading.*

*We also contacted ELSA Hogwarts and asked them for support from the Best Advocacy fund. They complied with the request and provided us with EUR 588,93.*

*We tried to organise this project as best as we could (we hope we were successful since there were such good responses) and to have an amazing project; you need enough money.*

*The JHJMCC is a really large project, and it is obvious that there might be some obstacles during the organisation, which would make the work more difficult. Unfortunately, we did not know how many Panelists would come (we booked a room for 16 Panelists, but in the end, there were just 11 of them). We also had a problem with one team that has not come at all and was not willing to pay the whole fee.*

*Finally, we would like to mention that ELSA Gryffindor has entered into the Memorandum of Understanding about the organisation of JHJMCC with ELSA International in which we have agreed to apply for the EDF Grant.”*

## Requested amount (EUR)

The maximum amount which will be paid out from the awarded grant shall be limited to the loss occurred by the applicant. An event or activity may never become profitable due to the receipt of the awarded grant.

→ The limit of the amount credited per application is 1.000 EUR per application.

### GRANT DETAILS

#### Requested amount (EUR) \*

1.000,00 €

Please note that it is highly unlikely that the granted amount will exceed 1,000.00 EUR.

#### Mode of Support \*

- A.1 Financial assistance for events constituting a core activity of ELSA. Core activity is any activity or project connected to the Key Areas according to the Decision Book.
- A.2 Financial assistance for regional cooperation events gathering more than one Member country.
- B.1 Financial assistance for international training events, or international events incorporating training sessions, organised to increase awareness of ELSA, or dealing in specific ELSA areas to qualify as international, at least half of the participants shall not be from the country of the organising National or Local Group.
- B.2 Travel and/or accommodation expenses of trainers for training events or sessions organised by National Groups or Local Groups.
- B.3 Travel and/or accommodation expenses of National Board members for training sessions organised by ELSA International and National Groups.
- C.1 Financial assistance for organising International Council Meetings, International Strategy Meeting and International Training Meeting
- C.2 Financial assistance for internal events aimed at developing Officers' Skills and knowledge.
- C.3 Financial assistance for the participation of the National Board members to Statutory Meetings. The contribution shall only cover travel and/or accommodation expenses.

#### Name of the event \*

John H. Jackson Moot Court Competition

## Mode of support

Find the most suitable mode of support for your group

## Event information

### Name of the event \*

### Number of participants \*

Excluding speakers, trainers etc.

### Dates of the event \*

If the event is held on multiple days, please select the starting date.

### Activity description \*

 Soubor nevybrán

Please describe the activity. In the description pay attention to the benefits this particular measure or activity will have for the participants, organising ELSA Group and the ELSA Network in general. Should you organize a relatively common event, aim for particularities that bring something innovative and fresh to the network – try to make it unique and competitive in comparison with, for example, other hundreds of other study visits.

Describe what multiplication effect the event or activity will have within the ELSA Network.

### Budget \*

 Soubor nevybrán

Please use the budget template that can be found on the officers' portal. Exception: in case you are applying for EDF support for organising an International Internal Meeting, it is understandable that it is not feasible to use the template.

### Additional Documents

Drop files here or

SELECT FILES

Please add here the receipts related to the event or activity for which the grant was awarded for the Financial Report. In the case the event or activity has concluded before the application was submitted, please add the supporting documents together with the application.

### Additional comments

---

## Activity Description

The **activity report** must include information about the number of participants, testimonials or appreciations of the participants, information about the venue(s), the impact of the project, the expected multiplier effect from the organisation or attendance of such activity or event, as well as information regarding the measures that were taken concerning the search for sponsors and partners for the respective event.

### Example:

*“John H. Jackson Moot Court competition – regional round in Hogwarts*

*The John H. Jackson Moot Court Competition is a competition based on a simulation of proceedings before the WTO Dispute Settlement Body. The participants' task is to analyse and prepare for the pleading of a fictitious case, then negotiate and present their arguments against other teams, both as complainants and opponents, in front of a panel of evaluators composed of World Trade Organization experts and other prominent figures from the field of international trade law.*

*Every year at least 90 teams from 86 universities and 34 countries around the world participate in the competition as well as about 50 experts from the World Trade Organization. The competition consists of 6 regional rounds on 5 continents and the final one takes place in Geneva.*

*The second European Regional round was held in Hogwarts between the 2nd – 6th of March. It was organised by the local group ELSA Gryffindor. There were many people who took part in the organisation, but the organising team itself consisted of 10 people – each in charge of their own department.*

*The whole organisation was led by our Director for JHJMCC – Harry Potter. He had to make sure everything was in order, up to date and each team member was doing his job. It was also his job to communicate with Panelists.*

*Another important person is the President of ELSA Gryffindor – Katie Bell. Due to the fact the regional round was organized under the name of ELSA Gryffindor, she had to make sure everything is working out as it's supposed to be, and the organisation will meet the standards of ELSA Gryffindor.*

*Lavender Brown was elected as a Head of Participants – her main responsibility was to communicate with participants and sort out their requests. During the event, she remained in touch with everyone and made sure every team was taken care of. Angelina Johnson held the position of Head of Accommodation. Her job was to find the most suitable and convenient places for our competition. This included booking hotels, restaurants, pleading rooms etc.*

*Neville Longbottom was elected as a Head of Timekeepers. He had his own team consisting of many timekeepers. It was his responsibility to make sure everyone is obeying the rules during pleadings. He organized workshops in advance to make sure every timekeeper knows the rules and their role in pleadings.*

*There were two people taking care of logistics. The first one – Seamus Finnigan – took care of all the*



---

*participants, panellists, and OCs. His job was to transfer people from one place to another, from lunches to pleadings etc. Lee Jordan then had to make sure all the equipment we needed was being transported as well.*

*Although JHJMCC is mainly about the academic programme, we wanted to make sure participants and Panelists had the opportunity to have fun, get to know Hogwarts a bit more, and make unforgettable memories. This was the responsibility of the Head of Social Programme – Parvati Patilov. She arranged sightseeing, wine tasting etc.*

*Last but not least, there were two supporting members of the organising team. The Vice President in charge of Marketing, Alice Spinnetová, made sure everyone knows about our Regional round. She also took care of administration and photography. Treasurer – Hermione Granger - created the budget and made sure no one is spending more money than necessary. She also took care of the entire catering (lunches, dinners, andceremonies).*

*The organisation itself started half a year before the event was held. The team had regular meetings to make sure every problem was solved, everything was going smoothly, and was up to date. The Head of each department also arranged a special meeting with their own team consisting of many OCs. Overall more than 40 people took part in the organisation.*

*Now please allow me to walk you through the competition schedule day by day. The competition commenced on Monday. The participants and Panelists arrived, and we welcomed everyone to the Opening ceremony. Partners of the JHJMCC and organisers walked participants through the schedule of the competition, then we moved onto the dinner.*

*Tuesday was the first day of pleadings. They took place both in the morning and afternoon, with a lunch break in between. We also provided coffee breaks to make sure everyone gets the much-needed energy and rest. In the evening Panelists had a chance to experience wine tasting and participants were preparing for the upcoming pleadings.*

*Wednesday was another day full of pleadings. In the evening, the Sponsorship ceremony was held. It took place at the famous Wizards Low-Beer in Hogwarts. This was also where the semi-finalists were announced. The teams that were not moving forward in the competition had a chance to get to know the nightlife in Hogwarts a bit more. Thursday was the final day of the competition. In the morning, the semi-finals were held at the Supreme administrative court. After lunch, we moved onto the finals. We organized sightseeing for the teams that were not pleading anymore. In the evening the moment that we all had been waiting for finally came – the Award ceremony. Organisers shared some kind words with everyone, and the winners were announced. Everyone had a chance to join a goodbye party afterward.*

*On Friday we had to make sure everyone was provided the transport they needed.”*

## Budget

In order to help you prepare your applications for the EDF, you may find useful templates on our Officers' Portal. There are templates available depending on the type of project or event you are developing, all of which shall be used as part of the application. You may find all the different templates by following this link:

⇒ <https://officers.elsa.org/fm/>

Example:

	A	B	C	D	E	F	G	H	I
1	<b>Expenses</b>			<b>Income</b>			<b>Final Account</b>		
2									
3	Expense 1 - Accommodation	15,899.60		Income 1 - Fees	22,522.45		Income without EDF		23,111.38
4	Expense 2 - Pleadings	1,541.96		Income 2 - Grant	588.93		Expenses		25,093.59
5	Expense 3 - Ceremonies	5,057.84		Income 3	0.00				
6	Expense 4 - Transport	2,072.30		Income 4	0.00				
7	Expense 5 - Social programme	334.50		EDF contribution	1,982.21		Total income before EDF		-1,982.21
8	Expense 6 - Administration	187.39		Other	0.00		<b>EDF Application</b>		<b>1,982.21</b>
9	Expense 7	0.00					<b>Total Outcome</b>		<b>0.00</b>
10	Other	0.00							
11				<b>Total income</b>	<b>25,093.59</b>				
12									
13	<b>Total expenses</b>	<b>25,093.59</b>							
14							<b>Accounting Comparison</b>		
15									
16								Budget	Cash basis accounting
17									
18							Income	23,111.38	23,111.38
19							Expenses	25,093.59	25,093.59
20									
21									
22							<b>Saldo</b>	<b>-1,982.21</b>	<b>-1,982.21</b>
23									

	A	B	C
1	<b>Expenses 1 - Accommodation</b>		
2			
3	Accommodation		15899.60
4			0.00
5			0.00
6			
7			0.00
8			
9	<b>Expense 1</b>		<b>15899.60</b>
10			
11			
12	<b>Detailed expenses</b>		<b>15899.60</b>
13	Participants		9336.47
14	Panelists		1531.21
15	Coaches		2661.96
16	VP MCC		141.34
17	Food		2228.62
18	...		0.00
19	...		0.00
20			

	A	B	C
1	<b>Expense 2 - Pleadings</b>		
2			
3	Conference room		1036.51
4	Coffeebreaks		505.45
5	...		0.00
6	...		0.00
7	...		0.00
8	...		0.00
9	...		0.00
10	...		0.00
11	...		0.00
12			
13	<b>Expense 2</b>		<b>1541.96</b>
14			

	A	B	C
1	<b>Expense 3 - ceremonies</b>		
2			
3	Sponsors reception venue		1994.74
4	Opening ceremony		1592.19
5	Award ceremony		1470.91
6	...		0.00
7	...		0.00
8	...		0.00
9			
10	<b>Expense 3</b>		<b>5057.84</b>
11			
12			

	A	B	C	D
1	<b>Expense 4 - Transport</b>			
2				
3	Transportation for Panelists		1284.14	
4	Šalinkarty		256.97	
5	Benzine		508.22	
6	Parking		22.97	
7	...		0.00	
8				
9	<b>Expense 4</b>		<b>2072.30</b>	
10				

	A	B	C
1	<b>Expense 5 - Social programme</b>		
2			
3	Wine tasting for panelists		334.50
4	...		0.00
5	...		0.00
6	...		0.00
7	...		0.00
8	...		0.00
9			
10	<b>Expense 5</b>		<b>334.50</b>
11			

	A	B	C
1	<b>Expense 6 - Administration</b>		
2			
3	Certificates		15.70
4	Welcome packages		39.26
5	Printings		30.74
6	Promotion		42.76
7	Fees		6.14
8	Roll up		42.76
9	Calling abroad		10.03
10	...		0.00
11			
12	<b>Expense 6</b>		<b>187.39</b>
13			

	A	B	C	D
1	<b>Income 1 - Fees</b>			
2				
3	Participants fee		15450.12	
4	Coaches fee		6294.73	
5	Trasport fee		777.60	
6	...		0.00	
7				
8	<b>Income 1</b>		<b>22522.45</b>	
9				

	A	B	C
1	<b>Income 2 - Grant</b>		
2			
3	ELSA Hogwarts - project support		588.93
4	...		0.00
5	...		0.00
6	...		0.00
7			
8	<b>Income 2</b>		<b>588.93</b>
9			

	A	B	C	D	E	F	G	H	I
1	<b>Cash basis accounting</b>								
2									
3	<b>Nr.</b>	<b>Invoice Date</b>	<b>Booking Date</b>	<b>Income</b>	<b>Expenses</b>		<b>Budget item</b>	<b>Description</b>	<b>filed</b>
4	1	1/1/2020	31/1/2020	2,456.00	3,498.00		Hotel	Example	☺
5	2	1/2/2020	29/2/2020	11,765.00	13,987.00		Gala	Example	
6	3	1/3/2020	31/3/2020	6,904.38	2,743.59		Hotel	Example	☺
7	4	1/4/2020	40.4.2020	1,986.00	4,865.00		Transportation	Example	☺
8							Meals	Example	
9							Food & Beverage	Example	
10							Gala	Example	☺
11							Academic Programme	Example	
12							Marketing	Example	
13							Social Programme	Example	
14							Organising Committee	Example	
15							Other	Example	
16									
17				23,111.38	25,093.59				
18									
19									
20		Income			23,111.38				
21		Expenses			25,093.59				
22		<b>Saldo:</b>			<b>-1,982.21</b>				

## Additional documents

The **financial report** shall clearly state the different incomes and expenses of the project, and determine the profit and loss statement of the event or project, all of it supported by the **receipts**. This must be submitted with clear legible dates, details of transactions and amounts, and must be issued by entities with the legal capacity to issue such receipts. Additionally, receipts that are not in English shall be accompanied by a brief **translation**, and those which are not in Euro currency shall be supported with a **conversion into Euro**, with the exchange rate at the date of the payment, as proved by the relevant receipt.

## Do you have everything?

The application for Project (A) or Training (B) modes of support shall include the following:

1. General and financial information about the applicant;
2. description of the project;
3. estimation of the impact of the grant on the situation of the applicant group; and
4. detailed budget of the project.

The application for Structural (C) mode of support shall include the following

1. General information about the applicant,
2. detailed financial information about the applicant,
3. the available final or interim accounts approved for the previous financial year and the approved budget for the term;
4. impact of the financial support on the National Group and on the Network;
5. detailed description of the activity; and
6. the detailed budget of the activity

---

## Contacts

In case of any question do not hesitate to contact:

### ELSA DEVELOPMENT FOUNDATION

Chairman of the ELSA Development Foundation

Email: [treasurer@elsa.org](mailto:treasurer@elsa.org)

Director for the ELSA Development Foundation

Email: [edf@elsa.org](mailto:edf@elsa.org)

### ELSA INTERNATIONAL

Email: [elsa@elsa.org](mailto:elsa@elsa.org)

FM mailing list: [ELSA-FM@LISTSERV.ELSA.ORG](mailto:ELSA-FM@LISTSERV.ELSA.ORG)

Facebook: <https://www.facebook.com/elsa.org/>

LinkedIn: [https://www.linkedin.com/company/elsa\\_org/](https://www.linkedin.com/company/elsa_org/)

Instagram: <https://www.instagram.com/elsainternational/>

Officers Portal: <http://elsa.org/>

**Telephone: +32 2 646 2626**

**Address: Boulevard Général Jacques 239, 1050 Brussels, Belgium**