



**efsli Special Attendance Fund 2017**  
*Supporting Interpreters to Attend the efsli AGM and Conference*

**GUIDE TO COMPLETING  
THE efsli Special Attendance Fund  
APPLICATION FORM**

*(Please read the information in this guide carefully BEFORE completing the Application Form)*

**I. Background**

- a. The efsli Special Attendance Fund has been set up to provide funds mainly to sign language interpreters from European countries with a GDP (Gross Domestic Product) per capita of € 15,000 (fifteen thousand) or lower to attend an efsli AGM and Conference. These eligible countries are listed on our website. Under special circumstances, applications from interpreters from European countries with a higher GDP may be considered as well.
- b. Applications will be processed by a sub-committee.
- c. The fund will not cover 100 percent of the costs needed to attend the efsli AGM and Conference. The fund can be used to cover parts of travel costs (amount agreed by the committee), accommodation costs (up to 100%), conference fee (up to 100%) or a combination of the above.
- d. The applicant is expected to also make some contribution or seek out other funding opportunities.
- e. Applications will be processed by a **date agreed by the committee** each year and the successful applicants will be informed of how much funding has been approved and how it will be paid. They will also be informed of their obligations as a result of being successful (please refer to section heading “Requirements of Successful Applicant”). Unsuccessful applicants will be informed when their application has been unsuccessful. All applicants will be sent an email advising of the decision made.

## 2. Eligibility Criteria

- a. The applicant must be a working sign language interpreter or, in rare circumstances, another professional working in the field of deafness/interpreting.
- b. The applicant must reside and work in one of the countries listed in the list of eligible countries.
- c. The GDP per capita of the eligible country must be € 15,000 (fifteen thousand) or less at the time of application.
- d. If the applicant is from an eligible country which has a national organisation of sign language interpreters then the application must be submitted by the national organisation on behalf of the applicant.
- e. If the applicant is from an eligible country with **no** national organisation of Sign Language Interpreters, then the application should be submitted with a supporting letter from the National Association of the Deaf.
- f. **The sub-committee may under special circumstances approve applications from applicants from countries who have a GDP per capita of more than € 15,000.**  
(For example, where there are sufficient funds or where the only applications are from countries who have a GDP per capita of more than € 15,000.)
- g. The applicant may not apply for funding if:
  - They are planning to work as an interpreter at the [efsl](#) AGM and Conference in question;
  - They have been convicted of an offence concerning their professional conduct by a judgement, which has the force of res judicata;
  - They have been guilty of grave professional misconduct proven by any means, which the funding authority can justify;
  - They have been the subject of a judgement, which has the force of res judicata for fraud, corruption and involvement in a criminal organization or any other illegal activity detrimental to [efsl](#)'s interests.

### 3. Application Form

#### a. Does your country have a national association of sign language interpreters?

If the applicant is from an eligible country that has a national organisation of sign language interpreters then **all** sections of the application must be completed.

The **national association of sign language interpreters must complete section 7** and provide a **letter of support** on their official letterhead together with the application.

#### b. What happens if your country does not have a national association of sign language interpreters?

If the applicant is from an eligible country that does **not** have a national organisation of sign language interpreters then all sections **except** section 7 must be completed.

The applicant will need to provide a letter of support from a third party. This should be a letter from the national deaf organisation or where this does not exist, from someone who is involved in the field of interpreting who supports the application.

#### c. Letters of Support

These should always be in written form on official letterhead and signed by someone who holds a position if it is the national association of sign language interpreters or - if there is no national association of sign language interpreters - from a representative of the national deaf association. This letter of support is meant to outline why the organisation is supporting the applicant and why it thinks the applicant should be funded by saf.

Please answer EACH question FULLY and PERSONALLY. **The questions in section 2 can also be answered in International Sign.**

Only section 7 has to be filled in by your national association.

Please ensure that the application form is signed and dated and comes with the necessary attachments.

Incomplete and/or late applications will not be accepted.

## 4. Successful Applicant Requirements

- a. Successful applicants will be expected to promote the fund by publicising their success in being granted funding.
- b. The [efqli](#) Membership will also be able to promote the fund by publicising details of the successful applicant.
- c. Successful applicants will be required to provide a report following the conference on how it was a benefit to them. This report will be subject to publication by [efqli](#) on our website and/or published in the [efqli](#) newsletter.
- d. Successful applicants will be asked **to transfer a deposit of € 50.00 to the [efqli](#) bank account** when registering. Once they have handed in the report after the conference as described in 4.c., the deposit will be transferred back to their bank account.

*IMPORTANT: Successful Applicants will be expected to share the experience and what they have learnt with the fellow sign language interpreter colleagues in their country.*

## 5. A Grant is Made But You Cannot Attend

If an applicant is unable to attend after having obtained funding, the following criteria apply:

- a. If the application is from an individual, then any payments made must be returned.
- b. If the application is from a national association of sign language interpreters, then the sub-committee will consider a substitute being sent.
- c. The sub-committee will be responsible for making a decision in all cases where a successful applicant is unable to attend and will consider all circumstances when making their decision.
- d. If the applicant is unable to attend and no substitute or other solution can be found, costs caused to [efqli](#) will be reclaimed from the applicant.

## 6. Contact Information

For any questions and further information, please email to SAF Committe : [saf@efqli.org](mailto:saf@efqli.org)

**EFSLI – European Forum of Sign Language Interpreters**

Visit the [efqli](#) website at [www.efqli.org](http://www.efqli.org)