## Application form for funding from IDA Private Sector to organise member events at private companies

*The application form should only be used if the event exceeds the applicable grant rules listed here:* [Get a grant for an event in your workplace | IDA.](https://english.ida.dk/grants-for-activities-ida-private-sector)

Please send the completed application form to Monika Kiss at mok@ida.dk

|  |
| --- |
| **Applicant:**  |
| **Contact person in IDA\*:** |
| **Date of event:**  |
| **Title and content of the event:** |
| **Purpose of the event:** |
| **Is the event being held together with other organisations? \*\*** |
| **Number of participants by organisation:** |
| **Budget:**1) Venue costs: 2) Catering: 3) External speakers: 4) Internal speakers: 5) Transport: 6) Other:  |
| **The total amount applied for:**  |

\*If you are not an IDA elected representative/union rep with an associated contact person, you can skip this field.
\*\* IDA covers expenses for IDA members. For reimbursement for members from other organisations, please contact the respective organisations.

**Need IDA merchandise for the event?**

If you need IDA notepads, pens, sweets or coffee cups, IDA is happy to send them to you. When submitting the application template, please indicate in the email what you need, quantity and delivery address.
NOTE: To order items, you must apply well in advance (approximately one month before the event)

**Response time:**

You will receive a response to your application by email - typically within a few weeks.

**Reimbursement:**

Fill out IDA's [reimbursement form](https://kontakt.ida.dk/Henvendelser/formular/2) and attach a list of participants and expense receipts.
Indicate Monika Kiss in the field ‘Responsible for the meeting (IDA Employee)’.

Please note that the deadline for submitting the reimbursement form is 3 months from the date of the event. After 3 months, reimbursement of expenses will be denied.

**Do you have any questions?**

You are welcome to contact Monika Kiss at [mok@ida.dk](https://ingeniorforeningenidanmark.sharepoint.com/sites/Team-Politiskbetjening/Shared%20Documents/AR%2C%20IDA%20Privat%20og%20IDA%20Offentlig/IDA%20Privat/Ans%C3%B8gninger%20IDA%20Privat/mok%40ida.dk) or on direct tel. no. 33 18 46 03