

Sample application 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](#).

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

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| Applicant: Testing company |
| Contact person in IDA*: |
| Date of event: 16 September 2024 |
| Title and content of the event: The title of the event is 'Well-being in teams' with an external presentation by business psychologist Hanne Hansen. |
| Purpose of the event: We have a desire to strengthen well-being in the workplace, with a focus on improving collaboration between employees from different professional groups. To this end, we want to organise an event centred around a lecture with Hanne Hansen, an occupational psychologist with expert knowledge of how to strengthen good working conditions and collaboration in workplaces with great professional diversity. We are a group of IDA members who are organising the event together, and we will invite colleagues across departments. Many are members of IDA, but there are also some who are not. |
| Is the event being held together with other organisations? ** No, there are no other organisations involved in the event. |
| Number of participants by organisation: Expected number of participants is 40-50 people |
| Budget: 1) Venue costs: No venue costs associated with the event 2) Catering: DKK 4,000 3) External speakers: DKK 17,000 4) Internal speakers: No internal speakers 5) Transport: No transport costs |

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| 6) Other: I would like to receive information materials about IDA in Danish and English and IDA notepads for the event. |
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| The total amount applied for: DKK 21,000. |
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*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](#) 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 or on direct tel. no. 33 18 46 03