



INTERNATIONAL ASSOCIATION OF STUDENTS IN AGRICULTURAL AND RELATED SCIENCES

IAAS World Development Fund (DF) Application Instructions 2022/2023

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How does DF work?

According to the Constitution by Law (CBL) IAAS World has the possibility to support up to 80% of the travel expenses and participation fee of the beneficiaries attending a statutory IAAS event or official events hosted by UN bodies and other international partners. Because of the budget of the Development Fund is limited, there is a limit of €1000 per beneficiary. Be aware, however, that this does not mean you will get a refund of €1000 if your application gets accepted. The VPF reserves the right to only refund an amount lower than **this limit, or 80%** of your travel expenses.

After the collection of the complete applications, the Executive Board and the Control Board of IAAS World will select the beneficiaries of the DF. To do so, they use all the application documents. They can also ask for advice from the Regional Boards and the Quality Board of Finance of IAAS World.

Application requirements

- Be an active IAAS member, meaning that you are enrolled as a student in agricultural or related sciences or have graduated no longer than 1 year ago at the time of application and during the award period and that you are enrolled in a university where an IAAS Committee is located that is part of a full member country or a country that has already sent its application for full membership.
- Be willing to actively participate in a statutory event of IAAS for which a call for DF has been made. You will only get the refund of your expenses after you participated in the whole event and after you send us the report (confer beneath).
- Students of A and B category countries (according to the IAAS World Financial Categories document available on the [downloads section of our website](#)) are prioritised. However, the fact that you live in such a country does not necessarily mean that you are poor and the fact that you live in another country does not necessarily mean you are rich, so applications from all countries are welcome.
- Be able to fund at least 20% of your expenses to attend the event you're applying for (as stated in the constitution, you need to prove this point).

Application instructions

Application documents are to be scanned in sufficient resolution or sent as a pdf and **submitted via email** to the IAAS Vice-President of Finance (vpfinance@iaasworld.org) as well as the IAAS President (president@iaasworld.org) the **latest 30 days after the launch of the DF applications**. All the documents are to be sent in **English**.

An application consists of the following five items in the following order:





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1. Signed application form

The application form can be found in annex in the email. All information must be filled in correctly and the form must be signed before being sent.

2. Motivational letter

The letter should include a personal statement that explains your motivation to attend the event, the goals that you want to achieve and the reasons why the DF should support your application.

The motivational letter must not exceed one(1) single-spaced, 12-font page.

3. CV in English

The CV should include Personal details; Education, Work and Volunteering experience; **History of involvement* with IAAS**; Trainings and Accomplishments; Skills and a Portrait photo.

*The history of involvement must include all IAAS projects and events (international, national and local) that the student was or is part of. It should also include all official IAAS functions the student has successfully conducted or is conducting (from the local to the world level).

4. Letter from your National Director certifying your active participation and history in IAAS

The letter must be sent by the current National Director and it should include the applicant's history in IAAS and his abilities to represent his country and committee. The sender's address **must be** the official address of the Local or National IAAS committee.

In case the applicant is a National Director, the Regional Director shall write and send the letter of recommendation. The letter must be sent with the official email of the IAAS.

5. Screenshot of travel options

A screenshot (or more than one) of the travel options that you have found. You can send it as JPG.

Additional details

All application documents **except for the letter from the National Director (ND)** must be sent as an attachment in a single email from the email account provided by the student's university (if possible). The letter from the ND must be handed in via the official National IAAS committee email address. Deadline **30 days after the launch of the DF applications**. The application has to be sent to vpfinance@iaasworld.org and president@iaasworld.org.

Applications will be reviewed and award selections made by the IAAS World Executive Board and Control





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Board. The Vice-President of Finance has 30 days to approve or refuse the applicants after the applications close and inform the bursaries about the maximum amount that will be refunded. Nevertheless, attempts are made to announce the results of the selection as fast as possible to give people enough time to prepare their trip.

The amount of refund will be based on the cheapest possible (but still convenient) travel route found by the Vice President of Finance.

The bursaries are made to individuals and are not to be considered compensation for employment. The student awardee should contact the Internal Revenue Service (IRS), its country's equivalent or a tax accountant to determine what needs to be reported on a tax return since IAAS World personnel may not be qualified to answer all questions in this regard.

Reporting

At the end of the award period, the beneficiary must submit a detailed report to the IAAS World Executive (vpfinance@iaasworld.org) and Control Board (controlboard@iaasworld.org), summarizing his/her experience and accomplishments. This report has to be sent the **latest 1 month** after the end of the event.

The report should include (in the following order):

1. A report of the event

This document should include your feedback of your accomplishments and failures during the event and what this event provided to you when it comes to personal and professional gain (One(1) single-spaced, 12-font page). Additionally, proof should be included as a separate attachment that you attended the event (scan/photo of participation certificate done by the OC for example).

2. A financial report

This document (one(1) PDF document) is reporting all the costs eligible for support from the DF (travel expenses, visa costs and participation fee) in a chart but also with all explanations judged necessary. This document must be done in the **beneficiary's local currency**, as the VP of Finance of IAAS World will do the transfer based on the exchange rate in Euros during the event period.

All the **receipts** of the eligible costs must be included (as scans or photos) in this document, in a visible and readable size and quality. The receipts must include the name of the beneficiary.

3. Promotional material for the DF

In order to promote the DF to our members and to potential sponsors, we need testimonials from previous beneficiaries of the DF. To do so, you must attach **a quote** summarising your experience with DF (2 sentences maximum) to the report.

Precise if you authorise IAAS World to use your name and/or country/committee of origin and/or picture together with your quote for future promotional materials. If you authorise IAAS World to use your picture, please attach a portrait photo of yourself that IAAS World can use.





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If applicable, attach any publications published or planned for publication on the basis of the DF activity or your participation in the event.

All this information should be included in one(1) document.

Acknowledgement

All presentations or publications that the student develops as a result of his/her IAAS supported project must acknowledge the support provided by IAAS World.

Inquires

Questions concerning the preparation and submission of applications and the administration of this program should be addressed to the Vice-President of Finance of IAAS world at the following address:
vpfinance@iaasworld.org.





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Summary of the application process

