



EuroSpeleo Projects Easy Guideline



Step	What	When
Application preparation	Download the application form from FSE webpage (http://eurospeleo.eu/en/eurospeleo-projects-fundings.html). Minimum requirements are 4 FSE countries or 3 countries with one eligible FSE partner country from Africa, Middle East, Asia or America. Please read the explanatory notes!	4 month before activity
Submission to the National Speleological Organisation	Submit the application to your national FSE delegate. It will be reviewed for national support and send by the delegate to the FSE.	3-4 month prior activity, 2 month if grant only
Review by the FSE	The FSE bureau reviews the application and votes by majority. An attestation letter is issued at approval.	3 weeks after application
Shipment of sponsoring items	The sponsoring items are shipped, preferred within the EU for avoiding customs issues.	1-2 month prior activity
Expedition/Congress/Activity	The FSE logo has to be used on webpages and reports. Please mention the support of the FSE. The use of sponsor items is documented with photos. Do not forget group pictures.	During the activity
Equipment Sponsor Report	A half page report with 8 high resolution pictures, 2 of them with the equipment for sponsors use.	3 weeks after activity
Final Report	The final expedition report is send to the FSE. It contains objective, results, participant list, group photos and the financial budget . It must include FSE and Sponsor logo.	3 month after activity
FSE review of final report	The final report is reviewed and compared to the initial application. It must contain FSE and Sponsor logo. The FSE bureau votes by majority on it. If applicable, the financial grant is transferred after approval.	4 month after activity
Publication of expedition report	The expedition report is published on the FSE Webpage and mentioned in the newsletter.	During regular updates.

Please note for fair play:

- Changes in expedition members that affect the number of countries shall be reported immediately.
- The FSE reserves the right to audit activities for compliance to the regulations. Please keep proof of participation.
- Sponsor and Final Reports have to be delivered within the timelines. A severe delay can result in the reduction of the grant amount or excluding projects or associations.

We are looking forward receiving your application for international speleological expedition, congresses and events. It is an important contribution to European speleology!

Yours FSE Bureau

Contact us at contact@eurospeleo.eu

