

European Green Academy 2024 | Financial Conditions & Guidelines

By registering and taking part in the European Green Academy organised by GEF, it is assumed that you have read and agree with these financial conditions.

The following guidelines set out the fees and funding applicable to each category of participants at the European Green Academy. Please refer to them when you register to the Academy, in order to determine which category of funding and fees are applicable to you.

Funding

The European Green Academy aims to be as inclusive as possible. Therefore, we give the opportunity to participants to apply for GEF funding to cover their travel and/or accommodation costs.

We strongly encourage participation from underrepresented groups such as participants between 18-30 years; LGBTQIA+; racialised minorities; women, non-binary, trans-gender; participants with a migrant/refugee background; people with a disability; participants from towns of less than 100,000; participants coming from southern and eastern Europe. GEF funding is limited, and these participants will be given priority when it comes to allocation of funds, as well as a few highly motivated individuals.

If you would like to apply for partial or full funding to attend the academy, the deadline to apply is **15 September 2024**. All funding applications must be made through the [registration platform](#).

Participation fees

If you are selected for the Academy, we will also ask you for a participation fee based on available means. This fee helps us cover catering costs for the duration of the programme, as well as support those from underrepresented backgrounds to attend the academy. Participation fee waivers will be offered for those without means. In addition, we are introducing a solidarity fee for participants who can contribute a bit more in solidarity with others, if they have the means. This allows GEF to offer the basic participation fee and even allow exceptions in case the participation fee is an obstacle for some participants. Payment of the participation fee will be required to confirm registration.

Funding and fee table

	Travel costs (up to 250 EUR roundtrip costs)	Accommodation (3- 4 nights' accommodation including breakfast)	Participation fee*	Solidarity fee	Registration deadline
GEF General Assembly & Board members	Yes, 1 person/ foundation	Yes, 1 person/ foundation	n/a	80 EUR	15 September
Training Day Activists under the age of 30 (50 spots) **	Yes	Yes	n/a	60 EUR	15 September
Fully funded participants (30 spots) **	Yes	Yes	80 EUR	100 EUR	15 September
Partially funded participants (limited spots) **	Yes	No	60 EUR	100 EUR	15 September
Self-funded participants	No	No	40 EUR	60 EUR	11 November

*Please note, as per the Regulation 1141/2014, GEF cannot receive participation fees from the European Green Party or Greens Group staff/members.

** Pending selection: we will confirm with you via email if we are able to provide you with financial support (deadline to apply is 15 September).

Travel information

We encourage all participants to choose the most environmentally friendly and economical means of travel.

Travel reimbursement limit: Please keep your roundtrip travel costs under 250 EUR. If your travel exceeds this amount, send an explanation and seek approval from GEF before booking (we understand that this might be the case for participants coming from further afield or more rural areas).

Deadline for booking travels: We kindly ask you to book your travels by or before **13 October 2024**. Booking in advance helps minimise costs.

Means of travel: When choosing a travel option which will be reimbursed by GEF, one of the following rules need to be taken into account:

- **Distance-based rule:** For destinations under 500 km one way, use trains, buses, or cars.
- **Time-based rule:** If one-way travel by land takes less than 6 hours, use trains, buses, or cars.
- The use of night trains is highly encouraged when possible.

Exceptions when air travel is acceptable:

- If land transport options are unavailable.
- If one-way travel exceeds 500 km.
- If one-way travel by land takes more than 6 hours.

Exceptions for (preferably green) taxis and rented vehicles:

- For shorter trips when public transport is unavailable.
- In case of unreasonable travel timing (e.g., early morning or late-night departures/arrivals).

Accommodation

If GEF has agreed to cover your accommodation costs, we will make the booking for you directly for two nights, including breakfast (22 and 23 November 2024) at a hotel no more than 30 minutes travel from Maison de la Poste, where the event will take place. In case you prefer to book your own accommodation and later request reimbursement, please make sure to inform us of your arrangement upon securing your spot at the Academy (up to 140 EUR for a maximum of 2 nights).

Reimbursement procedure

In order to request reimbursement for your travels, please read the following **detailed instructions** regarding reimbursement procedure, and follow these steps:

You will have two weeks after the event to submit your reimbursement claim and send all the required proof, at the latest by **23:59 CET on 8 December**.

Please note that reimbursement will be processed only upon completion of an Evaluation Form for the academy and when full documentation has been submitted.

1. Make sure to keep all original receipts, tickets and boarding passes;
2. Fill out and sign our [reimbursement form](#)
3. Add corresponding proofs (original receipts, tickets, boarding passes, scans of the exchange rate by the [European Commission tool](#));
4. Submit all original receipts via post to **Green European Foundation, Mundo Madou – Avenue des Arts 7-8, 1210 Brussels, Belgium**.

Please understand we will not be able to reimburse you if you send your documents later than the deadline. If we receive all documents in due time, we will aim to process your reimbursement within 4 weeks. Please let us know should you need us to fast-track the payment.

Thank you for reading! We look forward to seeing you in Brussels in November.