

# Y'S MEN INTERNATIONAL

## IMPORTANT INFORMATION FOR ALL APPLICANTS FOR BF GRANTS

This Memo to be sent together with Form BF 2 to all applicants for BF grants.

1. Re BF point criteria [Form BF 2 Line 2 A].

If your club did not receive the "Alf Reynolds Award" last year, your application will normally not be considered by the Brotherhood Fund Expenditure Committee.

However, the BF Expenditure Committee is authorized to waive this criteria if "other factors are deemed to greater importance" [[BF Policy item 8.2.3.1.]. Such factors may be:

- a] The club is a new one,
- b] The club is in a country where it is prohibited to send money and/or stamps out of the country.

If your club has not met the BF point criteria, you should send a letter together with the application stating the reasons:

2. A BF grant is limited to:

- a] International travel costs based on APEX or other round trip air fare
- b] Premium of ordinary travel insurance, up to CHF 200.

**NB. Y's Men International pays for the cost of the insurance, but it is the responsibility of the BF delegate to take out such insurance.**

- c] Other necessary expenses as approved in advance by BFECC [Brotherhood Fund Expenditure Committee Chairman]

3. Planning of travel

Travel will be planned by the Travel Coordinators according to the BF Delegate Plan.

**NB. The BF Delegate shall make all necessary arrangements concerning visas before leaving home country. Y's Men International will provide official invitation letters as requested by the BF Delegate.**

A BF Delegate shall follow the itinerary as presented by the Travel Coordinators, and must be willing to travel for at least three weeks [see Form BF2 Line 3, at the time as indicated in the BF Delegate Plan.

4. Where to send the BF Application Form [Form BF 2]

The BF Application Form [BF 2] is to be filled in by the applicant in triplicate, who shall:

- send one copy to Regional Director
- send one copy to Area President for information
- send one copy directly to BFECC as indicated on the Form BF- 2.

5. Be aware of: **your address must be readable for international mailing.**