

Delegate Support Fund APPLICATION

To: Intergroups and Service Boards
From: World Service Office
Subject: Delegate Support Fund Application for the 2020 World Service Business Conference

The 2020 World Service Business Conference (WSBC) will be held April 20-25, 2020 in Albuquerque, New Mexico, USA. Intergroups and service boards from all regions are invited to apply for assistance to send delegates to the Conference through the Delegate Support Fund.

The Delegate Support Fund was formed to administer the funds which, as per WSBC Policy 1993c (Revised 1994, 2001, and 2002), helps to pay some of the costs incurred by delegates who attend World Service Business Conferences. Delegates selected to receive this financial support will be from OA intergroups and service boards in all regions.

In the spirit of unity, we encourage your service body to send delegates to the annual World Service Business Conference. It is critically important for the strength of OA worldwide that the voice of OA's entire community is heard at Conference. Decisions affecting OA for years to come are made each year at Conference, and input is needed from all intergroups and service boards so that these decisions truly represent OA as a whole.

If your intergroup or service board is interested in receiving assistance in order to send a delegate to the Business Conference in April 2020, please complete the attached Delegate Support Fund application. **Each application must be signed on page 3 by an intergroup or service board officer other than the delegate. This form is then sent to your region for review and preliminary action. The completed application, including financial statement, must be received by your region board by October 1, 2019, or a date specified by your region bylaws.**

Applications may be mailed, or electronically transferred (fax/email) to your region. **Their review shall be completed, including funding available from the region. The form(s) must then be received by the World Service Office by November 1, 2019.** Incomplete applications and those received after this date will not be considered. Priority will be given to those intergroups and service boards that have not been able to send delegates to previous WSBCs. For detailed funding guidelines, please refer to page 2. **For delegates who receive funding, please complete "actual" expense column within 30 days of attending WSBC and return a completed copy of page 3 with receipts to the World Service Office.**

Notification of Delegate Support Fund awards will be sent in November 2019. An email will be sent to the delegate email address listed on the application. As fund requests sometimes exceed fund availability, a waiting list is created. It is imperative that each recipient notify the WSO of its intention to accept the award by the date given on the award letter. If the WSO does not have a response, the funds may be awarded to other intergroups and service boards on the waiting list. **Funds will be disbursed in early 2020, after the delegate's Conference registration has been received.** Please contact the World Service Office if you have any questions. We look forward to receiving your Delegate Support Fund application, and to seeing your delegate at Conference in Albuquerque.

Delegate Support Fund Allocation

Board Reference Manual, Section VI – World Service Events, Subpart C-15 – Delegate Support Fund (DSF) Allocation

1. Contributions to the DSF will be accumulated on an annual basis. If the amount of this fund does not reach \$5,000 in any given year, the amount will be augmented to at least \$5,000 by the World Service budget.
2. Only intergroups or service boards that demonstrate need for assistance will be considered, as per WSBC Policy 1993c.
3. Requests for assistance will be prioritized as follows:
 - a. Intergroups or service boards that have never sent a delegate to Conference.
 - b. Intergroups or service boards that have only been represented at one previous Conference, provided the *same* delegate will be attending for their second time.
 - c. Intergroups or service boards that have not been recently represented, priority will be determined by the length of absence. Secondary preference will be given to intergroups or service boards that have not previously received support.
4. DSF assistance will be a maximum of the registration fee, estimated room/board costs (shared room basis) plus the cost of transportation to the Conference site.
5. Both the Service Body Financial Report and the “Amount contributed by Service Body” will be used in allocation considerations.
6. In the event of extenuating circumstances, the intergroup/service board may provide a letter with their application requesting suspension of normal priority guidelines. The letter should clearly explain the reason for special consideration.
7. DSF monies will not be awarded to fund a second delegate from an attending intergroup or service board.
8. In the spirit of Seventh Tradition self-support, it is requested that – where feasible – each applicant intergroup or service board provide *some* portion of the delegate expenses from their available treasury, and/or offer to conduct a fundraising event within their larger service body to help defray their Conference delegate expenses.
9. Each intergroup or service board should also request financial assistance from within its region or parent service body, before and besides requesting assistance from the Fund. The DSF is committed to bringing as many delegates to Conference from intergroups and service boards as is financially feasible. This is most effectively done when financial aid and fundraising support are provided from multiple levels within the Fellowship.
10. Unused funds will be rolled-over to the next year.

Delegate Support Committee Considerations

When reviewing applications, the Delegate Support Committee also takes into consideration the following:

- 1) Delegate registration fee
- 2) Reasonable cost of transportation to/from WSBC site
- 3) Deadline date for applications

Please note that OA does not fund for tours, spousal expenses/activities or other types of extracurricular activities during WSBC.

DELEGATE SUPPORT FUND APPLICATION

Our intergroup/service board requests assistance from the Delegate Support Fund in order to send a delegate to the Annual World Service Business Conference in Albuquerque, New Mexico, USA.

Please – Print Legibly

Intergroup/Service Board Name	Intergroup/Service Board #
Address	Region #
City	State/Province
Country	Postal Code
Contact Name	Telephone #
Address	Email Address
City	State/Province
Country	Postal Code
Delegate Name	Delegate Telephone #
Intergroup/Service Board Officer Signature/Title	Delegate Email Address

SUPPORT FUND TABULATION TABLE	US dollars only, please Projected Costs:	Note after WSBC** Actual Costs
Expenses: Airfare	\$ _____	\$ _____
Round trip Mileage to airport @ US\$.14	\$ _____	\$ _____
Long-term parking	\$ _____	\$ _____
Transportation to hotel	\$ _____	\$ _____
Hotel Room (maximum US\$407)*	\$ _____	\$ _____
Food (maximum US\$230)	\$ _____	\$ _____
Registration Fee US\$149	\$ _____	\$ _____
Other: (please itemize expenses by attaching a separate sheet)	\$ _____	\$ _____
TOTAL EXPENSES	\$ _____	\$ _____
Less amount contributed by intergroup/service board	(\$ _____)	\$ _____
Less amount contributed by other sources: (neighboring intergroups, region, fundraising, service board)	(\$ _____)	\$ _____
Amount of money requested from Delegate Support Fund	\$ _____	\$ _____

*Funding is based on the delegate sharing a room with at least one other delegate. If the delegate chooses to room alone, he/she is responsible to pay the difference between the cost of a single room and half of a shared room. Estimated lodging for five nights, Tuesday through Saturday, double occupancy (including taxes) is \$407 per person. Estimated meals for five days are \$230.

****Within 30 days of attending WSBC, please complete the actual costs, returning a copy of page 3 with receipts.**

(NOTE: Intergroup/service board must attach the latest financial statement in order for the application to be considered. The form provided on page 5 may be helpful.)

Will applying delegate be your only WSBC delegate this year? Yes No

Does delegate understand that they will participate in committee work beginning on Wednesday and stay through the final business meeting on Saturday morning? Yes No

Is delegate aware that committee commitment continues for the entire year through to the next WSBC? Yes No

Does delegate meet the requirements of two years of service beyond the group level and one year of continuous abstinence? Yes No

FOR Region USE ONLY Region name: _____

Does your Region provide financial support for WSBC delegates ? _____

Does this service body participate in your region?: _____

Years funded by region to WSBC: _____

Amount funded by region for WSBC 2020: _____

FOR WSO USE ONLY

Years intergroup/service board represented at Conference: _____

Years funded: _____

Years this delegate has attended WSBC? _____

Completed Application must be received at WSO no later than November 1, 2019.

World Service Office – Sarah Armstrong
Delegate Support Fund
PO Box 44727, Rio Rancho, New Mexico 87174-4727 USA
T (505) 891-2664 F (505) 891-4320
sarmstrong@oa.org

INTERGROUP/SERVICE BOARD'S FINANCIAL STATEMENT

A financial statement for the period January 1, 2019 through August 31, 2019 must be included with your application for funds. **Please use this form – US currency only.**

Cash on hand January 1, 2019		USD	\$ _____
Plus	Income received:	Contributions	\$ _____
		Fundraisers	\$ _____
		Assemblies	\$ _____
		Sales	\$ _____
		Other	\$ _____
Less	Expenses paid:	Rent	\$ _____
		Utilities	\$ _____
		Newsletter	\$ _____
		Travel	\$ _____
		Literature	\$ _____
		Other	\$ _____
Cash on hand August 31, 2019		USD	\$ _____
Minus amount of Prudent Reserve:			\$ _____
Please list any other outstanding financial commitments:			\$ _____
			\$ _____
			\$ _____
Total Available Cash on hand August 31, 2019		USD	\$ _____