

## ***Delegate Support Fund APPLICATION***

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The 2017 World Service Business Conference (WSBC) will be held May 1 – 6, 2017 in Albuquerque, New Mexico, USA. Intergroups and service boards from all regions are able 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 and virtual services.

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 May 2017, please complete the attached Delegate Support Fund application. **The completed application, including financial statement, must be received at the World Service Office by November 1, 2016. Each application must be signed on page 3 by an intergroup or service board officer other than the delegate.** Incomplete applications and those received after this date will not be considered. Applications may be mailed, faxed or emailed to the address given at the bottom of page four. 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.

Notification of Delegate Support Fund awards will be sent in December 2016. An e-mail will be sent to the delegate e-mail 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 will be awarded to other intergroups and service boards on the waiting list. **Funds will be disbursed in early 2017, 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-16 – Delegate Support Fund Allocation**

- 1) Contributions to the Delegate Support Fund (DSF) will be accumulated on an annual basis. If the amount of this fund does not reach \$5,000, the amount will be augmented to at least \$5,000 by the World Service budget.
- 2) Awards will be given only to intergroups or service boards that require financial assistance in order to send a delegate to the WSBC.
- 3) Requests for delegate fund assistance will be prioritized as follows:
  - a. Intergroups or service boards anywhere that have never sent a delegate to WSBC.
  - b. Intergroups or service boards that have not been represented other than at one previous World Service Business Conference, provided this allows the *same* delegate to attend the WSBC a second time.
  - c. Intergroups or service boards that have not sent a delegate to the WSBC for the longest period of time. Preference will be given to intergroups or service boards that have not previously been awarded delegate support.
- 4) Delegates receiving DSF assistance will be allocated as much funding as is available to a maximum of the estimated room/board costs (shared room basis) plus the cost of transportation to the WSBC 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 service board may provide a letter with their application requesting suspension of normal priority guidelines. The letter should clearly outline why they feel the need 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 WSBC 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 Delegate Support Fund. The DSF is committed to bringing as many delegates to WSBC 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) Non-allocated delegate support funds shall be rolled-over to the subsequent 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*

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

**SUPPORT FUND TABULATION TABLE**

Expenses: Airfare	\$ _____
Round trip Mileage to airport @ \$.14	\$ _____
Long-term parking	\$ _____
Transportation to hotel	\$ _____
Hotel Room (maximum \$395)*	\$ _____
Food (maximum \$245)*	\$ _____
Registration fee (\$119)	\$ _____
Other: (please itemize expenses by attaching a separate sheet)	\$ _____
<b>TOTAL EXPENSES:</b>	\$ _____
Less amount contributed by intergroup/service board:	\$ (_____)
Less amount contributed by other sources: (neighboring intergroups, region, fundraising, SB, etc.)	\$ (_____)
<b>Amount of money requested from Delegate Support Fund:</b>	\$ _____

\*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 \$395 per person. Estimated meals for five days are \$245.

(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

Has delegate applied for funds from their region?  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 and current abstinence?  Yes  No

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<p><b>FOR WSO USE ONLY</b></p> <p>Years intergroup/service board represented at Conference: -- _____</p> <p>Years Funded: - _____</p> <p>Years this delegate has attended WSBC? _____</p>
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**Completed Application must be received at WSO no later than November 1, 2016.**

World Service Office – Sarah Armstrong  
Delegate Support Fund  
PO Box 44020, Rio Rancho, New Mexico 87174-4020 USA  
T (505) 891-2664 F (505) 891-4320  
sarmstrong@oa.org

**INTERGROUP/SERVICE BOARD'S FINANCIAL STATEMENT**

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A financial statement for the period January 1, 2016 through September 30, 2016 must be included with your application for funds. The format below may be used.

Cash on hand January 1, 2016			\$ _____
Plus	Income received:	Contributions	\$ _____
		Fundraisers	\$ _____
		Assemblies	\$ _____
		Sales	\$ _____
		Other	\$ _____
Less	Expenses paid:	Rent	\$ _____
		Utilities	\$ _____
		Newsletter	\$ _____
		Travel	\$ _____
		Literature	\$ _____
		Other	\$ _____
Cash on hand September 30, 2016			\$ _____
Minus amount of Prudent Reserve:			\$ _____
Please list any other outstanding and/or upcoming financial commitments and subtract from cash on hand:			\$ _____
			\$ _____
			\$ _____
Total Available Cash September 30, 2016			\$ _____