



# IDDS Participant Ex. Worksheet

## Financial Assistance

### Overview

For Westerners, the cost of IDDS can be fairly minimal (typically less than what they would pay for food and housing if they stayed at home for the summer). However, for participants coming from some contexts, it can be a great challenge to pay participant fees. While you may not have funding to cover all participants, we want to be mindful of the financial challenges each person may face and try to provide support to as many participants as possible with the limited resources we have. For this reason, we have a very special set of goals and underlying principles when it comes to financial assistance.

### Goals

- To use our limited funding to support as many participants as possible who need it
- That invited participants know the ways they can raise resources to help support their participation in a summit
- That the financial support process would be clear, personal, equal, and helpful for all invited participants
- That the financial support process would be clear, simple, and not overwhelming for organizers on the front end nor at the summit

### Underlying Principles

- All of the accepted participants should be able to participate in IDDS (regardless of their financial situation).
- Participants should not be passive recipients of financial support, but active contributors to seeking funding to invest in their IDDS experience and professional and personal development
- It is very difficult to accurately determine a person's financial ability based on income alone. Some people tend to overestimate their financial ability, while some underestimate their ability. To more accurately determine a person's ability, **it is recommended they not only complete a [financial assistance form](#), but that the form is followed up with a personal phone call and conversations with the applicant.** Very personal questions must be asked with both **honesty and sensitivity.**

1 year

9 mo

6 mo

3 mo

1 mo

During

1 mo  
after

## Process Recommendations + Questions

In terms of process, we have found it is helpful to:

- Delegate a person or committee to respond to the financial assistance inquiries
- Before deciding on each of the applications, make sure to call each person applying for resources. Have an honest and sensitive conversation with them about their financial situation. It's helpful to know not only what they do and how much they make, but what their financial responsibilities are as well as their financial capabilities. It's helpful to outline IDDS as an educational investment for professional development and an entry point into the IDIN network of resources - just as you invest in university or any other form of higher education, you can do the same with IDDS. It's helpful to ask how their culture handles investment in general and investment in professional development and what resources are available locally to assist with that. Remind participants that our goal is to support as many people as possible with their needs, but it is relative to all participants and we need everyone's support.
- After having a conversation with each applicant, it is good for the committee to gather, inform, and decide on the allocation of resources.
- Applicants who will receive financial support should receive a letter confirming the exact amount of support that is being provided, how that funding will be transferred and when, what (if any) receipts and documentation they need to bring with them to the summit, what amount of funds are due upon arrival at the summit (and in what currency). Applicants will be required to send an acceptance of offer note to confirm the financial support.
- Applicants who do not receive financial support should also receive a letter expressing regret and reasoning as well as what are other resources they can explore. It may be helpful to also include a date and time for them to discuss with former organizers and participants Skype call or Google hangout to discuss other ways of funding. The amount they will be expected to pay and in what currency should be clearly outlined and they should send an acceptance note to confirm they will still be attending.
- All applicants should be reminded by their buddies one month to two weeks before the summit of the amount of funds they are expected to pay, when, and how as well as to bring a copy of their financial support letter. If the participant does not have those funds by the beginning of the summit, they are not allowed to participate.
- The first day of the summit, funds and documentation (receipts, letters, etc.) will be collected as a part of registration. If participants have not received letters of support, they will be expected to pay the cost in full.
- **All money taken in and out needs to be documented and sent to the summit accountant.**

## Participant Fundraising Info + Examples



It is helpful to [post these resources](#) on your summits blog and guide participants to visit the link in your response letter to them.

## Scholarships Awarded

Please share with us below the list of participants who were selected to receive a scholarship, what type, and from what funding it is being awarded.

Name	Type of Award (transport, food/housing, incidentals, both)	Estimated Cost	From which funding source (IDIN or other)

