

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

To: Intergroups and Service Boards  
From: World Service Office  
Subject: Delegate Support Fund Application for the 2024 World Service Business Conference

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The 2024 World Service Business Conference (WSBC) will be held May 7-11, 2024, 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 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 to send a delegate to the Business Conference in May 2024, 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, 2023, 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, 2023**. 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. Funded applicants must complete the "actual" expense column within thirty days of attending WSBC and return a completed copy with receipts along with any unused funds to the World Service Office.

Notification of Delegate Support Fund awards will be sent in November 2023. An email will be sent to the delegate email address listed on the application. As fund requests sometimes exceed fund availability, a delegate waiting list is created. It is imperative that each recipient notify the World Service Office (WSO) of its intention to accept the award by the date given in the award letter. If the WSO does not have your response, the funds may be awarded to other intergroups and service boards on the waiting list. **Funds will be disbursed in early 2024 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 U\$5,000 in any given year, the amount will be augmented to at least US\$5,000 by the World Service budget.
2. Only intergroups or service boards that demonstrate need for assistance using the application form downloadable on oa.org will be considered.
3. Requests for assistance to fund a single delegate from an intergroup or service board 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 include the registration fee, estimated room/board costs (up to seven nights shared room basis), cost of transportation to the Conference site, the nonimmigrant visa (NIV) application processing fee for visitor visas for business or tourism (B1/B2 or BCC) if this is necessary to attend WSBC, and costs for technology needs (appropriate computer device and internet access) for the duration of WSBC. (If purchased, technology devices would become property of the intergroup/service board.)
5. Assistance for interpretation will be the amount of the funding at the discretion of the DSF Committee.
6. Both the Service Body Financial Report and the “Amount contributed by Service Body” will be used in allocation considerations.
7. 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.
8. DSF monies will not be awarded to fund a second delegate from an attending intergroup, language service board, or special focus service board.
9. DSF monies will be awarded to fund a second delegate from an attending national service board (NSB) when that NSB can afford to fund one delegate but are financially unable to send a second when they are entitled to send multiple delegates.
10. 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.
11. 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.
12. 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 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 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>

<b>SUPPORT FUND TABULATION TABLE</b>	<b>In US Dollars Projected Costs:</b>	<b>Within 30 days post WSBC**  Actual Costs</b>
Expenses: Airfare	\$	\$
Round trip Mileage to airport @ US\$.14	\$	\$
Long-term parking	\$	\$
Transportation to hotel	\$	\$
Hotel Room (maximum US\$637)*	\$	\$
Food (maximum US\$230)	\$	\$
Registration Fee US\$200	\$	\$
Nonimmigrant Visa US\$185**	\$	\$
Interpretation Services (please include quote from service provider)	\$	\$
<b>TOTAL EXPENSES</b>	\$	\$
Less amount contributed by intergroup/service board	(\$        )	\$
Less amount contributed by other sources: (neighboring intergroups, region, fundraising, service board)	(\$        )	\$
<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, they are responsible to pay the difference between the cost of a single room and half of a shared room. Estimated lodging for up to seven nights, possible Sunday through Saturday, double occupancy (including taxes) is US\$637 maximum per person. Estimated meals for five days are US\$230.

\*\*Funding is included for a nonimmigrant visa (NIV) application processing fee for visitor visas for business or tourism (B1/B2 or BCC) if this is necessary to attend the World Service Business Conference. The fee is US\$185.

\*\*\***Within 30 days of attending WSBC, please complete the actual costs and return a copy of page 3 with receipts and any excess funds.**

**(NOTE: Intergroup/service board must attach the latest financial statement 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

Will the delegate meet the requirements of two years of service beyond the group level and one year of continuous abstinence before the start of conference?  Yes  No

**FOR Region USE ONLY (circle 1): 1 2 3 4 5 6 7 8 9 10 V**

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 2024: \_\_\_\_\_

**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 the WSO no later than November 1, 2023.**

World Service Office  
Attn: Sandy Zimmerman  
Delegate Support Fund  
PO Box 44727, Rio Rancho, New Mexico 87174-4727 USA T  
(505) 891-2664 szimmerman@oa.org

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

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A financial statement for the period January 1, 2023, through August 31, 2023 must be included with your application for funds. **Please use this form – US currency only.**

Cash on hand January 1, 2023		USD \$ _____
Plus	Income received:	
	Contributions	\$ _____
	Fundraisers	\$ _____
	Assemblies	\$ _____
	Sales	\$ _____
	Other	\$ _____
Less	Expenses paid:	
	Rent	\$ _____
	Utilities	\$ _____
	Newsletter	\$ _____
	Travel	\$ _____
	Literature	\$ _____
	Other	\$ _____
Cash on hand August 31, 2023		USD \$ _____
Minus amount of Prudent Reserve:		\$ _____
Please list any other outstanding financial commitments:		\$ _____
		\$ _____
		\$ _____
Total Available Cash on hand August 31, 2023		USD \$ _____