

CoDA Service Conference (CSC) Delegate Grants – CSC 2023
North American and International Financial Assistance Program
Instructions and Policy

North American and International Delegate Grants* are intended to assist Voting Entities** (VE) that are financially challenged with sending a delegate to our annual Coda Service Conference (CSC). Grant Award amounts will be determined by the Issues Mediation Committee (IMC) dependent upon funds budgeted and request received. The following guides are what can be expected.

1. International Delegate Grant up to \$1,500 USD (or equivalent) to help cover CSC eligible expenses.
2. North American Delegate Grant (for VEs located within the United States of America, Canada, and Mexico) up to \$750 USD (or equivalent) to help cover CSC eligible expenses.

Eligibility:

1. A VE is eligible to apply for a Delegate Grant. The VE is responsible to notify the Voting Entity Liaison (VEL) at imcvel@codaservice.org with the delegate's name(s) and contact information. Any changes of the delegate(s) shall be reported as soon as possible to the VEL.
2. Priority is given to VEs that have either never attended CSC or have not attended in a significant amount of time.
3. VEs may receive a maximum of two Delegate Grants, not including Host Grants. VEs will not receive Delegate Grants in two consecutive years. Exception is if there is an available unawarded Grant the VE may be awarded their second Grant consecutively.
4. Additional single Delegate Grants may be applied for every six years after they received their initial two Delegate Grants.
5. A VE can apply for one Delegate Grant for the current year's CSC. The VE will determine how they reimburse their delegate(s).

Disbursement of Grants:

1. Before the Delegate Grant is awarded, the Voting Entity (VE) must agree to the disbursement method.
2. Disbursements will be made to the VE and the VE will reimburse the delegate for their expenses to attend CSC. It is the responsibility of the delegate to request reimbursement from the VE that they represent at CSC.
3. If requested, the VE may receive a portion of their Grant before CSC:
 - a) The North American VEs can request up to 50% of the Delegate Grant reimbursement money upon award of the Grant, the rest to be sent to the VE after the delegate attends CSC.
 - b) International VEs can request the cost of airfare up to 80% of the Grant upon submission of paid receipt after being awarded an International Delegate Grant with the balance sent to the VE after the delegate attends CSC.
4. After the delegate from the VE attends CSC, the balance of the award, that was not already disbursed, will be distributed directly to the VE.
5. The VEL will confirm Grant awards and delegate attendance at CSC to the Finance Committee Grant Liaison. After the Grant is awarded, the Grant Liaison will initiate contact with the VE and discuss disbursement(s).
6. It is preferable that the Expense Reimbursement Request (ERR) be submitted to Finance Committee immediately following CSC including all receipts. If you stay for the International CoDA Convention (ICC), please do not claim convention expenses on the Travel Expense Reimbursement. The Delegate Grant award is for CSC expenses only.
7. Every effort possible will be made to reimburse within thirty days of CSC.

Eligible Expenses:

The Delegate Grant is intended to be used to help cover eligible expenses, subject to your VE guidelines. If a VE does not have guidelines in place, we recommend using the CoDA Expense Reimbursement Policy found on the CoDA Website:

1. Travel to and from the CSC from your home.
2. The cost of meals on eligible CSC and travel days which is based on the current per diem determined by the Finance Committee.
3. Half the cost of a hotel room Conference days only. Miscellaneous expenses may be covered but need to be discussed with Finance Liaison.

CoDA is requesting information from you as a delegate from your VE which will assist the VEL in determining your eligibility for a Delegate Grant. We may ask for documentation to include VE meeting minutes or officer contact listing from various meetings so that we can verify delegate election by your Fellowship. If you need more explanation, please contact the VEL at imcvel@codaservice.org. Please use the link below to apply for the Delegate Grant.

Link to SmartSheet Application: <https://app.smartsheet.com/b/form/ba135af82fdb4fa4bc5618b65ed23ce6>

*Note if a visa is required, please allow sufficient time for separate visa application process.

**See the Fellowship Service Manual and Bylaws on codaservice.org for more information about VEs. VE definition: Each State and Territory of the United States of America and each Country is automatically entitled to send two (2) delegates.