



## GRAFENEGG

## HOW TO APPLY FOR TRAVEL ALLOWANCE

### GENERAL

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Participation at Programmes such as the Grafenegg Academy and the INK STILL WET Composer Conductor-Workshop are fully funded by Grafenegg due to the generous support of the State of Lower Austria, the Friends of the Grafenegg Festival and Grafenegg's Sponsors. Travel expenses will also be partially reimbursed after submitting an «Application for Travel Allowance».

### WHO CAN APPLY?

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All participants of the Grafenegg Academy and the INK STILL WET Composer Conductor-Workshop are eligible to apply for travel allowance.

Participants can only submit an "Application for Travel Allowance" **after** they have received a fixed confirmation and invitation for their participation in the Grafenegg Academy.

### HOW CAN I APPLY?

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If you are invited to participate in the Grafenegg Academy, you will receive detailed information. You will receive an "Application for Travel Allowance" form, which you have to complete, attach all travel receipts and send to [academy@grafenegg.com](mailto:academy@grafenegg.com). **Participants of the Grafenegg Academy must apply no later than May 8<sup>th</sup>, 2024.**

*Can I already apply for a travel allowance during the application process?*

- No, only invited participants can submit an application. The entire application process takes place online - so there will be no costs for you here.

*Will Grafenegg book my journeys?*

- No, Grafenegg will not book your journey. Please do so yourself!

*Can I apply for travel allowance before I book my journey?*

- No, you must hand in the actual receipts with your application for travel allowance.

*Is it granted I will receive a travel allowance, when I apply for it?*

- Yes, if you were admitted to an eligible Grafenegg programme and apply no later than the communicated deadline, your travel costs will be reimbursed up to € 1,500 (depending on the origin of your journey):

- For trips coming from Europe: up to € 250.
- For trips coming from North America or Russia: up to € 1.000.
- For trips coming from Africa, Asia, Australia or South America: up to € 1.500.

*Which costs are eligible for application?*

- All costs for air fares and journeys for train or bus are eligible. Please note that costs for individual journeys by car will only be covered in exceptional cases.

*Can I apply for a stipend for multiple trips to Grafenegg?*

- Yes, you can, if you were accepted for the INK STILL WET Composer Conductor-Workshop.