Sample Letter from Host Institution to confirm what kind of funding is available for the Volunteer Lecturer.

The department which is applying for funding must submit a letter to CDC to confirm

its contribution to the Volunteer Lecturer Course and its own lack of funding.

In case the institution is not able to support any cost of the lecturer due to lack of funding, this has to be stated as well in the letter.

Below is a template for the letter.

[date]

Volunteer Lecturer Program

CDC

Selection Committee

Re: Confirmation of financial contribution for VLP application:   
[course title], [name of invited lecturer]

Dear Sir/Madam,

This letter is to confirm that [Name of University/ Name of department] will support the following cost of the volunteer lecturer:

* Travel expenses of the lecturer (economic flight, bus, train cost) (yes/no)
* Visa, travel health insurance, vaccination for the lecturer (yes/no)
* Accommodation (we suggest a guest house if possible) (yes/no)
* Basic living cost for the time of the course (daily allowance based on living cost of the visiting country/city, see [here](https://www.mathunion.org/fileadmin/CDC/Grants/Daily%20Allowance.pdf)).  (yes/no)

Yours sincerely,

[Authorized Person]

[Position]