



Finance Guidelines

Got a question?

Contact
finances@diem25.org

Finance - guidelines

If you wish to organise a DiEM25 event, online or offline, here are some simple steps to follow:

The first step is for you to share your idea with your DSC/NC and other members in your area. To engage more members, not necessarily located in your city and/or for more ideas or the skills you will need for the event (designers, translators, photographers...), reach out to [local members](#) and/or [send an email](#) to members in your area.

Maybe your DSC wants to print flyers, flags or t-shirts? Follow the simple procedure described below and receive the funding from DiEM25's central budget.

You can monitor all of the expenditures on our [Transparency page](#).

Importantly, remember that you cannot:

- Raise funds from private entities or apply for grants without the prior consent of the CC. This is to ensure that basic due diligence is carried out on the source of the funding. A relevant form for presenting the CC with such a possibility will be made available to those interested.

How to apply for funds:

1. DiEM25 Spontaneous Collectives (DSCs)/National Collectives (NCs) contact point writes to **finances@diem25.org** with a request for funding from DiEM25's central budget. This request should have details of the gathering/event/workshop being planned together with clear targets and metrics. These should then be reviewed/gauged after the event. There should also be an initiative of the organisers to work on a fundraising campaign – as setting up a DiEM25 donation page for that specific event in collaboration with the CC.
2. The CC evaluates the request (approves or not).
3. CC Financial Coordinator sends approval to the DSC/NC, or suggests what are the other options to fundraise/crowdfund.
4. SC/NC Finances contact point keeps in touch with CC Financial Coordinator regarding the payments of organisational costs when approved:
 - i) For refunds of the costs already paid by members
 - scanned receipts in PDF document accompanied with the Excel refund form are required; This has to be done for every individual payment (name and IBAN needed), matching the receipts and the Excel form.
 - ii) For direct payments for the services
 - invoices issued by the service provider to DiEM25's name are required;

If the invoice was issued to an individual's name - it must be paid by that member in which case he/she will have to follow procedure i) (or have the invoice details changed to DiEM25's name).

5. DSC/NC contact point sends a financial report to the CC Financial Coordinator + the follow-up one week after the end of the event.