

Travel Grant Information Pack

WAZA Institution, Association and Affiliate Members in good standing are eligible to apply for travel grants to attend the **81st WAZA Annual Conference**, which will take place in Cologne, Germany from **25 to 29 October 2026**, hosted by **Cologne Zoo**.

These grants are funded by WAZA and are intended to support members with demonstrated financial need. Funding may be used to assist with accommodation, flights, visa applications, and other travel-related expenses.

Applications will be reviewed by representatives from the WAZA Executive, Finance, and Membership Committees, and evaluated based on need, potential impact, and regional representation.

Eligibility Criteria

Applicants must:

- Be from a WAZA Institution, Association or Affiliate Member in good standing at the time of application and not currently serving on the WAZA Council.
- Demonstrate financial need and explain how the grant will enable their attendance.
- Ensure that their organisation submits only one application. If more than one submission is received, the committee will select a maximum of one grantee per organisation.
- Submit a complete application with all supporting documents by the deadline.
- Commit to attending the full conference if selected.

Application Process

1. Complete the online [Travel Grant Application Form](#)
2. Submit the following documents to conference@waza.org after the Travel Grant Application Form is submitted:
 - a. Estimated budget for the entire trip ([template](#))
 - b. Signed authorisation form from your organisation ([authorisation form](#))

All the above documents must be completed and submitted by Friday 22 May 2026, 17:00 CEST (GMT+2). Late submissions or missing documents will not be considered. Grantees will be notified in June 2026.

Terms and Conditions

1. Travel grants are intended solely to assist with costs directly related to attending the WAZA Annual Conference, not personal or leisure expenses.
2. The maximum grant amount is EUR 4000 per individual. The awarded amount will be determined based on the estimated budget, membership fee tier, and other application details. It is not guaranteed that the full estimated budget will be granted.
3. It is expected that any additional costs required for attendance will be covered by the applicant's employing organisation.
4. Funds will be transferred to the grantee's organisation (not to individuals), and only after:
 - a. The grantee has registered and paid for the conference, and;
 - b. WAZA has received the required legal and banking documentation. All transfers will be made in Euros (EUR).
5. The employing organisation should ensure that the grantee submits receipts of all expenditure covered by the travel grant within 60 days after the conference, otherwise the grantee and employing organisation will not be eligible to apply for travel grant next year.
6. In the event of cancellation, WAZA will request the employing organisation to return any unspent or recoverable funds.
7. If a grantee cancels their travel plans or fails to attend, the organisation is responsible for returning the full grant amount to WAZA.

Please direct any questions related to the 81st WAZA Annual Conference Travel Grant application to conference@waza.org.