

## AO Trauma Community Grants: Next steps after project approval

### Step 1: Find third party supplier and organize activity/project

When your project is approved, you may need to work with a local third-party supplier like a hotel, restaurant, service provider which is able to:

- **Organize everything to realize your planned project(s).**  
Please ensure that the activities and expenses match the project that was approved. Only costs for approved projects will be reimbursed.
- **Issue one proper and legal invoice for the whole project to your [AO Trauma Regional Office](#).**  
Multiple invoices are acceptable only if you work with various third parties and/or for different projects. Please provide a detailed invoice(s) as illustrated by our invoice example. The invoice example is not a template for use; it simply explains the necessary details of a proper and legal invoice to be accepted and paid by our accounting department: [Download invoice example in the AO Trauma Officer Center: Community Grants](#)

**IMPORTANT:** The AO is not responsible for any negotiations, contract details, or signing contracts with your preferred partner (third party supplier like hotel, restaurant, service provider).

### Step 2: Check and submit invoice

After the execution of the project, AO Trauma will directly pay your expenses based on the invoices provided by email to your [AO Trauma Regional Office](#). Please note this is the only available payment method.

Please send us an invoice in the currency of the recipient's bank account in order to minimize bank wire transfer fees. Carefully check the details of your invoice provided by your local third-party supplier (hotel, restaurant, service provider) and send the correct and complete document by email to your [AO Trauma Regional Office](#).

#### **Note about payee's bank account and invoice:**

Due to regulations governing business controlling processes, we are no longer permitted to transfer lump sums to accounts with the name of the AO, AO Foundation, AO Trauma, etc. Unless you are an official AO entity, you cannot use the **AO** name in your bank account details (account holder's name). Examples:

- AO Thailand – **not allowed**
- The Union of AO Surgeons France – **not allowed**
- Trauma surgeons Brazil – **allowed**
- Company XY (third party) – **allowed**

Furthermore, your partner payee's company name on the invoice cannot be the AO, or anything related to the AO. Examples include AO Foundation, AO Trauma, AO name of country (i.e., AO Belgium).



### **Step 3: Fill in and submit report form**

Fill in the AO Trauma Community Grants Report Form **for your region:**

[Report Form Europe and Southern Africa](#)

[Report Form Middle East and Northern Africa](#)

[Report Form Asia Pacific](#)

[Report Form Latin America](#)

[Report Form North America](#)

### **Contact**

In case of questions, please reach out to your [AO Trauma Regional Office](#).