

SPEVI Inc, Reg. No. INC9889733

Project Application Form

**Explanatory Notes**

1. Use this form to apply to the SPEVI Committee of Management (Australia) for approval to conduct a project in the name of SPEVI, whether you require SPEVI funding support or not.
2. The headings shown are for guidance, and you should feel free to express your Application is the best way possible. However, if you do not address the major factors outlined below or your application is not expressed clearly, it may limit your application’s chances of being approved.
3. You can expand the form and attach additional pages as necessary.

## SPEVI Member Details

**A). Name of SPEVI person responsible for project: …………………………………**

**B). SPEVI Membership number:** …………………………………

## 2. Your project

**A). Project name: …………………………………**

**B). Project description:**

Use headings as appropriate, for example:

* Background and Significance;
* Target Group;
* persons involved with project design and delivery;
* Description of the project roles and responsibilities of SPEVI member (applicant);
* Location;
* Timeline;
* Aims and Outcomes;
* Methodology;
* Reporting Methods;
* etc.

**C). Start date (approx.): …**

**D). End date (approx.): …**

**E). Geographical Area**

* Australia (which states or territories): YES/NO
* New Zealand: YES/NO
* South Pacific (which countries):YES/NO

## 3. Finances

**A). Total Project Cost**: $…………………………………

**B). Detail of Project Cost:**

* (Description) $………………
* (Description) $………………
* (Description) $………………
* (Description) $………………
* (Description) $………………
* Total $………………

**C). Where will the Funds go?**

Examples include:

* Payment by SPEVI to outside suppliers on receipt of invoice;
* payment by SPEVI to an educational establishment for consultant’s fees;
* payment of a fee to the Applicant on delivery of agreed results;
* etc.

**C). Proposed Sources of Funds:**

* SPEVI Inc. $ …………………………………
* Sponsorship $…………………………………
* \*Fundraising $…………………………………
* Other $…………………………………

**Total** $…………………………………

**\*Note: F**undraising using SPEVI’s name must be approved by the SPEVI Committee of Management.

## 4. Support for your application

**Who will benefit from this project, and how?**

…………………………………

**Alignment with SPEVI Vision, Mission and Aims**

Describe how this Project supports SPEVI’s Vision Mission and Aims as listed at:

 <http://www.spevi.net/vision-mission-aims>

## 5. Submission of your completed form

Please email the completed form to the SPEVI Secretary:

Email: spevisecretary@gmail.com

Your submission will be reviewed by the SPEVI Committee of Management and evaluated on the basis of:

* contribution to the field;
* alignment with SPEVI’s Vision, Mission and Aims;
* feasibility;
* prioritisation with other Project Applications; and
* availability of funds.

**General Notes**

1. The Committee will contact you once a decision has been reached.
2. Funds are not unlimited, and project applications may be rejected despite meeting all required criteria.
3. Funding is generally intended to be used for out-of-pocket expenses necessary to achieve the project’s goals. Funding will not be given for applicant’s time on an “hours worked” basis. Funding can be considered to recognise time put in by an applicant, but only on the basis of an agreed fee on satisfactory completion of agreed deliverables.
4. Required documentation includes:
* A Project Application Form before funding is approved;
* Progress Reports during the course of the Project (to be agreed before the start of the Project - this will vary according to the duration, value and complexity of the project); and
* A Funding Acquittal Form after the project has been completed.

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