

SPEVI Inc, Reg. No. INC9889733

Project Application Form

**Important Information**

1. Use this form to apply to the SPEVI Inc Committee of Management (Australia) for approval to conduct a project in the name of SPEVI Inc, whether you require SPEVI Inc funding support or not.
2. Members of SPEVI Inc who have been a registered member for more than 12 months are eligible to apply for funding.
3. The headings shown in this form are for guidance only, and you should feel free to express your application in 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 the likelihood that the application will be approved. You can expand the form and attach additional pages as necessary.
4. Applicants are required to comply with [SPEVI’s Privacy Policy](https://www.spevi.net/wp-content/uploads/2023/04/SPEVI-Privacy-Policy-March-2023.docx).
5. Funding is generally intended to be used for out-of-pocket expenses necessary to achieve the project’s goals. Funding may be considered for time committed by the applicant, but only on the basis of an agreed fee, paid on satisfactory completion of agreed deliverables.
6. Funding will not support:
* Applicant’s time on an “hours worked” basis;
* Purchase of Laptops, Hardware, Software;
* Mark-ups, administration fees, handling fees, etc.
1. Funds will only be disbursed by SPEVI Inc upon receipt of an agreed invoice, submitted by a party under an ABN.
2. Invoices for expenses charged by a third party must be accompanied by a copy of that third party’s invoice, and must not include any mark-up, administration fee, handling fee, etc.
3. Required documentation includes:
* Initially: a completed Project Application Form;
* Upon approval of project:
A signed agreement; Progress Reports during the course of the Project, timing of which to be agreed before the start of the Project - this will vary according to the duration, value and complexity of the project, but will generally be required within 3 months of the project starting.
* Upon completion of the project: Funding Acquittal Form within 4 weeks after the project has been completed.

Applicants are welcome to contact the SPEVI Inc Secretary with any questions or concerns about the application process or required information, or to discuss the project before starting the application process. Email: spevisecretary@gmail.com

## SPEVI Inc Member Details

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

**B). SPEVI Inc 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;
* Other.

**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?**

Please refer to the Important Information on what can and can’t be requested before completing this section.

Examples include but are not limited to:

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

**D). Proposed Sources of Project Funds:**

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

**Total** $…………………………………

**\*Note:** Fundraising using SPEVI’s name must be approved by the SPEVI Inc 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. Previous applications for SPEVI Inc funds**

A) Have you applied for funding from SPEVI before? Yes/No.
If yes, what was the name of the approved project?

B) Was the acquittal timely and correct?

C) Who was the lead on this project?

## 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.

The Committee will contact you once a decision has been reached.

Funds are not unlimited, and project applications may be rejected despite meeting all required criteria.

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