APPLICATION FORM

To be completed and returned with supporting documents to Trina Soulos, SSI Community Engagement and Capacity Manager: tsoulos@ssi.org.au.

Applicants should refer to the **Project Proposal Submission Guidelines** when completing this form.

1.   Project description

1.1   Name of the project.

1.2   Project objectives.

1.3   Brief description including what it involves, activities planned, how it will be promoted and implemented.

1.4   Beneficiaries of the project and the intended outcomes.

1.5   Project duration.

1.6   Budget: Please provide details in the format provided below.

SSI Community Innovation Fund (CIF): Project Budget	
Income	
Total amount of SSI CIF grant funding sought	
Applicant's contribution (including in-kind*)	
Budget items	Amount ($)
Incentives for volunteers	
Travel costs	
Venue Hire	
Catering / Refreshments	
Stationaries / Consumables	
Equipment	
Documentation	
Others	
Total	

*Please include any in-kind contribution that you make to the project, including voluntary hours calculated at standard wages for such activity.

2.   Applicant details and presence in the local community.

2.1   Name of applicant/organisation (include ABN if applicable).

2.2   Contact address, phone number and email.

2.3 Contact person (name, phone number, email and position in the organisation, if applicable).

2.4 Alternate contact person (name, phone number, email and position in the organisation, if applicable).

2.5 Demonstrate your organisation's or group's presence in the local community including local knowledge.

2.6 Who are the people likely to take part in the project? Show you will involve and engage them as well as other stakeholders within the target communities.

2.7 State how the project will link in with or complement existing services.

2.8 How will the project continue to have an impact in the community after the project is completed? Suggest any plans that you have to sustain the activities initiated through the project.

3. Operational capability

3.1 State how the project will be managed and demonstrate your organisations or group's capability to successfully deliver the project.

3.2 Specify key people involved to deliver the project and their experience.

4. Letter(s) of support

You should include from at least one organisation or group a letter of support that clearly shows the supporting organisation's or group's contact details and states reasons for supporting the project. Letters of support can also be from organisations or groups that are collaborating, either formally or informally, to support and/or deliver the project.

Applications that do not provide at least one letter of support will be deemed non-compliant and will not proceed to assessment.