



# Scholarship Support Fund Grants

## Application form

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Please review this checklist to ensure that you have fully completed the application:

1.	You have read the Scholarship Support Funds ('SSF') grant 'Guidelines for Applications' (via <a href="http://www.scl.org.au">www.scl.org.au</a> )	
2.	Where the funding is sought outside of the usual timing parameters in section 4 of the Guidelines, you have consulted with the Chair of the Academic Subcommittee about the application	
3.	All questions have been completed	
4.	The budget has been completed and supporting quotes provided (where applicable)	
5.	The relevant person has signed the declaration below	

### *How to apply*

Applicants should submit the application form for the attention of the Secretary via [secretary@scl.org.au](mailto:secretary@scl.org.au) (scanned copy preferred).

The Society of Construction Law Australia ('SoCLA') will acknowledge the receipt of an application by email within seven days. If you do not receive an email within this time it is your responsibility to contact SoCLA to ensure your application has been received.

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### *Declaration*

The information in this proposal and attachments is to the best of my knowledge true and correct. I consent to SoCLA referring this application to third parties if necessary to assist in assessing this application.

Signature of authorised person*	
Name (please print)	
Position held	
Date	

\* This application must be signed by the applicant or, where the applicant is an organisation, a person with authority or delegated authority to apply.

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## Section 1: Key details

### 1.1 Application summary

Name of organisation/ individual	
Name of project	
Funding to commence	<i>Insert date: see section 4 of the Guidelines</i>
Project summary	<i>Briefly summarise the purpose of your SSF grant – no more than 50 words</i>
Total funding sought (excl GST)	<i>This should match the total under part A of your budget in <b>section 4</b></i>

**1.2 About you** – tell us about yourself (educational background, occupation and any other relevant details) or your organisation (size, services provided etc) as applicable. If this information is available via the web (eg LinkedIn/ organisation website), please provide the web address.

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## Section 2: Applicant and contact details

**2.1 Applicant** – this is the organisation that has the primary responsibility for managing the grant. If the project is collaboration between two organisations the applicant organisation is the organisation that will take overall responsibility for the success of the project and, generally, administers the grant funds.

Organisation name*	
Name of head of the organisation/ individual applicant	
Position title*	
Address	
Direct telephone	
Mobile	
Email	

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Website	
Applicant's ABN	
Is the applicant registered for GST?	

\* Not applicable where the applicant is an individual.

**2.2 Primary contact** – whom at the organisation should we contact to discuss the application? If the primary contact is the same as the applicant, write 'same as above'.

Name of primary contact	
Position title	
Address	
Direct telephone	
Mobile	
Email	

**2.3 Collaborating organisation contact** – if your project involves a collaborating organisation (an organisation that will work jointly on the project), who should we contact to discuss the application or the project if the grant is successful? You may also include details of researchers in this section, if applicable.

Organisation	
Contact	
Position title	
Address	
Telephone	
Email	
Website	

### Section 3: Project details

This section of the application allows us to understand your project. It may be, depending on the nature of the project, that not all parts of this section are applicable. Generally speaking, however, a greater level of information should allow more efficient assessment of your application.

**3.1 Project description** – provide us with a detailed description of your project and **how it meets the Objects described in section 1 of the 'Guidelines for Applications'**

*One to two paragraphs should usually be sufficient.*

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**3.2 Project plan** – provide a brief outline of the stages of your project and some detail about each stage (extend the table if you need to).

Milestone	Description	What will you achieve?
1		
2		
3		

### 3.3 Timelines

When do you plan to start your project?	
How long do you estimate that your project will take?	
When do you plan to complete your project?	

**3.4 Need** – tell us how you have identified the need for this project. For example, what evidence, data or information have you acquired that supports the need for this project? What work will you be completing as part of the project to ensure that the need is met? If you know of a similar project please indicate how your project differs and why this project should be funded.

*One to two paragraphs should usually be sufficient.*

**3.5 Audience** – tell us who the target audience is. Who will benefit directly from this project? Will other groups benefit indirectly?

**3.6 Long-term impact** – what long-term impact will this grant project have after the completion of the grant? Do you intend to continue this project once the grant funds are expended, and if so, how will this project be sustained?

**3.7 'But for' test** – tell us why this project could not proceed 'but for' funding from SoCLA.

*no more than 100 words*

**3.8 Other funding** - Are you or have you previously sought funding from any other foundations or organisations for this project? If yes, which organisation/s?

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**3.9 Additional information** – is there anything else that you think might assist us in assessing your application?

## Section 4: Itemised project budget

### 4.1 Guidelines

When you are developing your itemised project budget, please consider the following:

- make sure that you have allocated an amount for each aspect of your project;
- be realistic, make sure your budget is accurate, don't over or underestimate costs;
- attach quotes from suppliers to this application to support the budget amounts (where applicable);
- be clear about whether amounts you are seeking are inclusive of GST.

**4.2 Application project budget** – please provide us with your itemised project budget. If you are unclear about the information required by SoCLA, please contact the Chair of the Academic Subcommittee for assistance.

Funding sought from SoCLA	Cost	If salary: detail on costs	Total
			\$
			\$
			\$
<b>Total funding sought from SoCLA</b>		<b>A</b>	<b>\$</b>
<b>Applicant organisations' contribution (if applicable)</b>			
			\$
			\$
<b>Total applicant organisations' contribution</b>		<b>B</b>	<b>\$</b>
<b>Total project budget (A + B)</b>			<b>\$</b>