**

**REQUEST FOR FUNDING FROM AARE FOR SIG GRANTS**

**Please note: This form is for use by SIGs applying for annual funding and competitive grants. If applying for more than one, please submit a separate application for each. Please indicate whether this application is for**

🞎 $800 SIG Annual Funding

🞎 $5000 SIG Competitive Grant (6 available per annum)

**\*Ensure you have referred to the** [**grant funding guidelines**](http://www.aare.edu.au/data/AFGuidelines.pdf) **prior to completing this application.**

Name of SIG: …………………………………………………………………………………

Convenor Contact details: Name………………………………….

Address……………………………………………………………………….

………………………………………….P/Code………………….…………..

 Phone…………………………… Fax……………………….…………

 Email…………………………………………………………………………..

Co-convenor details: Name………………………………….

Address……………………………………………………………………….

………………………………………….P/Code………………………………

 Phone…………………………… Fax…………………………………

 Email………………………………………………………………..…………

Are all members of this SIG current financial members of the AARE? ☐ Yes ☐ No

Is the registration of this SIG current with the AARE? ☐ Yes ☐ No

Date/Venue of proposed activity: ……………………………………………………………………..

Name of proposed activity: ……………………………………………………………………..

Proposed activity – details should include type of activity, details of speakers (if relevant), likely audience, outcomes etc. (Please attach additional sheet if insufficient space below.)

Number of AARE members who might potentially participate in the activity: ………………………

Funding support requested: $ ..............................

Breakdown of expenses to be covered by the funding support:

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Will other sources of funding be sought for the activity? ☐ Yes ☐ No

If yes, please give details (for example attendance fee to be paid by participants/co-sponsorship):

How will AARE be acknowledged at the event?

How will the event be publicised?

Signature ………………………………………………………… Date ………………………

If you have any questions about applying for the annual SIG grant please contact sigs@aare.edu.au

Please forward this form, together with any relevant supporting documentation to sigs@aare.edu.au

**Office use only**

Date received ………………… Approved ………………… Correspondence to SIG ……….………

**NOTES TO ASSIST SIGS IN APPLYING FOR ANNUAL GRANT**

1. Grants must be used for activities that promote the aims of AARE and of SIGs. These include:
	1. Addressing the research needs of education researchers at all career stages;
	2. Advancing high quality educational research in Australia and internationally;
	3. Promoting understandings of educational issues;
	4. Informing education policy;
	5. Providing a research forum for education researchers to debate current problems and issues.
2. An application for the expenditure of the annual SIG grant must be made prior to finalising any commitments to ensure that funds are available for the planned activities.
3. For the purposes of funding the ‘year’ runs from July 1 to June 30. Only one annual SIG grant will be awarded per SIG in this period.
4. Competitive grants should be used for building research capacity, and are not to be used for social events that would normally be covered by SIG annual funds.
5. For accountability reasons AARE cannot provide funds to individuals on behalf of SIGs. Funding will be provided in the form of reimbursement for expenses incurred, and will require submission of receipts for expenses claimed.
6. All claims for reimbursement must be received before 15 June so that AARE can pay the reimbursement before 30 June in the relevant year.
7. If you have any questions about applying for the annual SIG grant please contact sigs@aare.edu.au .