



ASF Inc Grants Commission

A Commission within the Australian Speleological Federation Inc

Guidelines for ASF Inc grant applications

ABN 15 169 919 964

ASF Inc Grant Application Procedure

Please complete and submit the application well in advance of your project commencing to allow for the approval process to be undertaken and realise that funding may not be granted for your project.

Grant evaluation and payment process

1. Download and read the Grants information from the ASF Inc Website if you have not already done so.
2. The Grants Commissioner will endeavour to assist the Member/ club/s with the application before submission.
3. Complete the application statement attached.
4. Email to the Grants Commissioner at asf.caves.grants@gmail.com.
5. The Grants Commissioner will acknowledge receipt of your application via email or text message.
6. The Application process should take no more than 4 weeks from receipt of the application for evaluation by the Grants Commission members. If the application is delayed, the applicant will be contacted as to the nature of this delay within the timeframe.
7. The Grants Commission will determine the amount of any successful grant and the applicant notified of such amount and any stipulations of the successful grant.
8. To receive payment of a successful grant:
 - Email the ASF Inc Claim Form for reimbursement of Grant Expenses to the Grants Commissioner, with a copy of all receipt/s for proof of payments.
 - Receipts for expenses should be dated after the date you are advised the grant is approved. However, in special cases approval may be sought for grants to cover expenses made earlier. In such cases, you should specify this in your grant application and justify your request.
 - Claims for expenses will be approved by the Grants Commissioner, who will then forward to the ASF Inc Treasurer.
 - Payment from the ASF Inc should be made directly to your nominated bank account within one week by the Treasurer of receiving receipts from the Grants Commissioner.

Proposal for a project grant

Please make sure your application doesn't exceed 2-3 pages, and includes:

Name of proponent(s)

Contact Details

1. The Area of interest
 - A. CONSERVATION AND ENVIRONMENTAL GRANTS
 - B. EDUCATION AND ADVICE GRANTS
 - C. RESEARCH GRANTS
 - D. CONFERENCE ATTENDANCE GRANTS
 - E. EXPLORATION GRANTS
 - F. CLUB MARKETING/PROMOTIONAL GRANTS (include draft layout of promotion)
2. an outline of the proposal
3. a statement of the significance of the project (particularly within the broader context of speleology where appropriate),
4. a brief statements of capability based on experience,
5. proposed project time lines,
6. and (for individuals) a short curriculum vitae.

I note that any expenses over the approved amount that I receive will be borne by me or my club.

Signature:

Date:

Send your application to: asf.caves.grants@gmail.com

**Grants use only:
Application received:**

Date: _____

Application received by: _____

Application acknowledged by email or text on this date: _____

Circulated to:	Comments	Approval:
1		
2		
3		
4		

Does the application meet requirements? Y/N

Application approved by Commission/er: Y/N Date _____

Successful or Unsuccessful Notification to applicant/s: Y/N Date _____

Amount approved: _____

Application sent to ASF Treasurer for financial authorisation after Commissioner Approval:

Y/N Date _____

Discharge of funds:

Evidence of any in-kind support by applicant/s received: Y/N Date _____

Approval of Commissioner on expense claim form Y/N date

Funds made available: Y/N Date _____

Any further tasks to be undertaken:



Australian Speleological Federation Inc
& Associated Entities
ABN 15 169 919 964

ASF Inc authorisation of expenses or
Claim Form for reimbursement of expenses form

<u>NAME:</u>	
<u>ADDRESS:</u>	
<u>Nature of expense:</u> (please circle)	Grants: A. CONSERVATION AND ENVIRONMENTAL GRANTS B. EDUCATION AND ADVICE GRANTS C. RESEARCH GRANTS D. CONFERENCE ATTENDANCE GRANTS E. EXPLORATION GRANTS F. CLUB MARKETING/PROMOTIONAL GRANTS
<u>Explanation of nature of Expense:</u>	
<u>Invoice/ Receipts attached:</u>	Please attach invoice/receipts to this form and summarise in table one on P2 if not invoiced *If receipts are not available give detailed description of times, dates, places etc in Table 2 on page 2
<u>Date Expense Incurred:</u>	

Direct Deposit Details

Name of Financial Institution of business or claimant:

Account Name:
.....

BSB: Account Number:.....

I confirm that the above is approved by me as Commissioner or the expenses were incurred by me as claimant in furthering the objectives of the Australian Speleological Federation Inc & Associated Entities.

Signed by Claimant:	Signature: Name:	Date:	
Approved by Commissioner	Signature: Name:	Date:	

ASF Treasurer USE ONLY - Signature Name	Date: Robert Kershaw
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