



## ASF Grants Commission

*A Commission within the Australian Speleological Federation Inc*

### Guidelines for ASF grant applications

ABN 15 169 919 964

## ASF 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 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](mailto: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 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 Treasurer.
  - Payment from the ASF 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
2. an outline of the proposal
3. a statement of the significance of the project (particularly within the broader context of speleology),
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](mailto: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:



**ASF Claim Form for reimbursement of Grant Expenses**

<u>NAME:</u>	
<u>ADDRESS:</u>	
<u>Nature of expense:(please circle)</u>	General Grants    Cave Rescue Grant    Legacy Grant Karst Conservation Fund Grant
<u>Explanation of Expense:</u>	
<u>Receipts attached: YES or NO</u>	Please attach receipts to this form and summarise in table one on P2
<u>Date Expense/s Incurred:</u>	

**Direct Deposit Details**

Name of Financial Institution of claimant: .....

Account Name: .....

BSB: ..... Account Number: .....

I confirm that the above expenses were incurred by me in furthering the objectives of the Australian Speleological Federation Inc & Associated Entities.

Signed by Claimant:		<u>Date:</u>	
Approved by Commissioner Or ASF Treasurer	Signature:  Name:	<u>Date:</u>	
<b>Treasurer USE ONLY</b>			
Cheque number or IMB EFT receipt number			

