



## Advice on writing an application form for seef funding

Filling in an application form may seem a little intimidating, but it is a chance for you to show how important this project for you and ANU wider community.

Firstly, make sure you have read the [seef Guideline](#) for individual/grant or conference application.

Secondly, please complete all the questions. There are set of questions that you need to answer. Applications with incomplete details will be automatically rejected. You may wish to draft your answer in your own file before completing the online form.

Thirdly, please have a look at the [seef sample application](#) to give you an idea of the quality and level of detail that seef panel are looking for.

### Grant Category

Please make sure that you are choosing either individual/ group/ ANU community organisation/ conference attendance/ conference organisation.

### Personal Information

#### 1. Individual/Conference Attendance Application

Please ensure that all of this information is correct and up to date

- Your name – *please fill in with your full name*
- Email address – *please fill in with ANU email address (one of the organisers' ANU email address) that will be used for seef correspondence*
- Your course of study – *please fill in with your current course of study (e.g. Master of International Relations)*
- Your university ID – *please fill in with your university ID (e.g. u6298357)*
- Your mobile number – *please fill in with your current mobile number*



## 2. Group Application/ ANU Community Organisation/ Conference Organisation

Please ensure that all of this information is correct and up to date

- Your group's name – *please fill in with the name of group applying for funding*
- Number of organisers – *please fill in with the number of organisers of the project, event, or activity*
- Email address – *please fill in with ANU email address (one of the organisers' ANU email address) that will be used for seef correspondence*
- Name of applicant #1 -
- Your course of study – *please fill in with your current course of study (e.g. Master of International Relations)*
- Your mobile number – *please fill in with your current mobile number*

## SEEF Grants Checklist

### 1. Do you receive Clubs Council (CC) funding for this project?

- Tick 'No'. Applicants can only receive for CC or seef funding, not both

### 2. Has this project been funded by seef before?

- Please tick 'Yes' if you have received seef funding before, and provide us with the information on your previous seef Grant number and Grant amount
- Please tick 'No' if you never receive seef funding

### 3. Do you or your group/group members have any seef outstanding acquittals?

- Please tick 'Yes' if you have any outstanding acquittals. Note that you or your group/group members must not have an outstanding acquittal for a seef grant.
- Please tick 'No' if you do not have any outstanding acquittals

## Project Proposal

### 4. Project Title

- Provide title of your project, event, or activity in approximately 7 words or less.
- Example:
  - Participation in the 2018 XYZ Conference



- Indonesian Cultural Night
- Workshop: Mathematics for All

## 5. Project Areas

- Choose one/or more category of your project, event, or activity from following categories: community, culture, environment, humanitarian, indigenous, intellectual, pastoral, social, or sporting.

## 6. Start Date

- Provide estimated start date for your project, event, or activity
- **Important note:** seef funding is not available retrospectively. You must apply before [the round closing date](#).

## 7. End date

- Provide estimated end date for your project, event, or activity
- **Important note:** Funding will only be granted to activities undertaken and acquitted while the applicants are enrolled at ANU. The end of activity cannot be the date after you have finished your study/coursework/research.

## 8. Project Description (400 words)

- Provide a detailed description of your project, event, or activity.
- When you are writing the description, please have in mind the following questions:
  - What is your project, event, or activity about?
  - Who will be involved in the project, event, or activity?
  - How will the project, event, or activity be implemented?
  - Do you have tentative schedule for your project, event, or activity?
  - What is your project, event, or activity timeframe?
  - Who will be the benefitting from your project, event, or activity?
  - How will you promote your project, event, or activity?
  - Is there any post-project activities?
- **Important note:**
  - Funding that connected to an existing ANU Department must include details for the relevant ANU Staff member
  - Funding will be automatically rejected if contributes to a course content requirement



- Application will be assessed according to the selection criteria outlined on the seef guideline 6.2
- Please upload relevant documents for your proposed project, event, or activity. This may include a proposed program plan, supporting letters from relevant organisations or stakeholders, risk management, etc.

## 9. Project Outcomes (400 words)

- Provide expected result, impact, or benefits of your project, event, or activity (make sure it is specific, measurable, and realistic)
- When you are writing project, event, or activity outcomes, please have in mind the following questions:
  - What is going to happen after your project, event, or activity is complete?
  - How will the project, event, or activity contribute to other students, your school, and wider ANU community?
- **Important note:**
  - Increasing ANU reputation as the project's outcome is good, but it is not enough. You really need to specify in detail how your project, event, or activity will contribute to the benefit of other students, your school/college, or wider ANU community.

## Financial Plan

You need to provide a detailed estimation for your project's expenditures and income. Please use the seef [financial plan template](#).

Please put the requested amount of seef funding in the application form.



**Financial Plan**

Your financial plan should include a detailed breakdown of the expenditure of your project. It should also include all known and potential income including existing budget allocation, fundraising initiatives, ticketing, funding application, and personal contributions. Only applications which show evidence of diligent planning and preparation will be considered.

Expenditures/Costs

Items*	Amount	Notes (i.e. cost source)
Decorations	\$100.00	SEEF
Food catering for 50 participants	\$1,000.00	SEEF
Venue	\$2,000.00	Residents committee funding
<b>Total cost of project</b>	<b>\$3,100.00</b>	

\* You can add more row if necessary. Make sure that the total cost sums up all the expenditures

List all your expected costs here. You also need to provide us with information your proposed source of funding for these costs

If you are adding more rows, please make sure that you have correct total amount

Income (do not include SEEF funding request)

Source of Funding	Amount	Notes (i.e.funding granted/waiting for approval)
Residents Committee Funding	\$2,000.00	granted
<b>Total income</b>	<b>\$2,000.00</b>	

\* You can add more row if necessary. Make sure that the total income sums up all the funding

You need to list all of your expected income (personal saving, funding from college, residential hall, tickets, merchandise, etc.

You don't need to fill this out. But you need to make sure that the amount here equals the matrix above.  
  
You will need to put the total fund requested from SEEF in the application form

**Financial plan summary (this is an automatic calculation - no need to fill out)**

Financial Plan summary	
Total expenditures	\$3,100.00
Total funding	\$2,000.00
<b>Total fund requested from SEEF</b>	<b>\$1,100.00</b>

## Legal Confirmation & Signature

- Read and tick the legal confirmation box
- You need to put your first and last name as a signature