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| **Applicant details** |
| La Trobe student ID: |       |  |  |
| Family name: |       | Given name(s): |       |
| Department/discipline: |       | School: |       |
| Project Title: |       |
|  |  |
| **Details of other applicants (attach separate sheet if required)** |
| **Name** | **Department** | **Student ID** |
|  |       |       |
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| **Project Details** |
| 1. **Briefly indicate the nature of the activity for which funding is sought: conference, symposium, visual exhibition, seminar, musical recital, other (10 words or less).**
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| 1. **Have you applied for any other funding for this activity? If yes, please give details of source and amount and indicate whether this funding has been secured at time of application.**
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| **Project Rationale** |
| 1. **State what you propose to do and explain how this activity would be of direct benefit to your graduate researcher community (max 200 words).**
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| 1. **List the key objectives of the project (including intended audience, numbers of attendees and desired outcomes) (150 words).**
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| 1. **Give details of a promotion plan. Detail what you will be doing at the department/school/campus level in terms of publicising the activity (in addition to any publicity provided by GRS). If proposing a conference or visiting speaker, indicate the steps you will take to ensure that a diverse audience is made aware of this activity (max 200 words).**
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| **Budget Proforma** |
|  **In the table below please include an outline of the full project budget. In the EXPENDITURE section detail all expenditure items for which you are seeking assistance. In the INCOME section detail any other financial contributions made to this activity by departments/schools or other sources and specify (C) if this contribution is confirmed and (NC) if it is not yet confirmed.** |
| INCOME (confirmed and unconfirmed) | $      | EXPENDITURE(specify items of expenditure, including speaker fees, venue, catering, promotion, printing etc.) | $      |
|  |       |  |       |
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|  |       |  |       |
| TOTAL: |       | TOTAL: |       |

Successful applicants will be notified and funds transferred to your school. Please provide a WBS number for the funds. (You will need to ask your School Graduate Research Coordinator for this. In the case for projects which fall across several schools please nominate the school of the lead applicant for this purpose.)

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| **Administration details** |
| School Name: |       |  |  |
| Cost Centre: |       | WBS: |       |
| SGRC name: |       | SGRC signature: |       |
| Project Title: |       |

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| **Applicant’s declaration** |
| I hereby declare that all of the information I have provided in this application is true and complete. I understand that there are penalties for providing false or misleading information. I also understand that:* + given that the funds are limited, submission of an application does not guarantee the award of funding; - incomplete and/or late applications will not be considered;
	+ should any details related to the activity change after the grant has been approved, GRS should be notified immediately. Funding may be reviewed if changes are made.
	+ written acknowledgement of the receipt of this funding must be included on any promotional material associated with the activity.
	+ a written report must be sent to the GRS at the conclusion of the project.
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| Signature: |  | Date: |       |