



## OUT OF SESSION APPLICATION 2018

Applicants must read the *SAGIT Project Funding Guidelines 2018* prior to completing this form. These guidelines can be downloaded from [www.sagit.com.au](http://www.sagit.com.au)

Proposals must be submitted by email to [admin@sagit.com.au](mailto:admin@sagit.com.au) as a Microsoft Word document in the format shown below.

|   |
|---|
| <b>Project Title:</b>   |
| <b>Previous Project(s)</b><br>(If this application is on a similar theme to a previous SAGIT project please provide code, title years and investment details) |

### PROJECT SUPERVISOR CONTACT DETAILS

*The project supervisor is the person responsible for the overall project*

|                         |                    |                 |               |
|-------------------------|--------------------|-----------------|---------------|
| <b>Title:</b>           | <b>First Name:</b> | <b>Surname:</b> |               |
| <b>Organisation:</b>    |                    |                 |               |
| <b>Mailing address:</b> |                    |                 |               |
| <b>Telephone:</b>       | <b>Facsimile:</b>  | <b>Mobile:</b>  | <b>Email:</b> |

### ADMINISTRATION CONTACT DETAILS

*The Administration Contact is the person responsible for all administrative matters relating to the project*

|                         |                    |                 |               |
|-------------------------|--------------------|-----------------|---------------|
| <b>Title:</b>           | <b>First Name:</b> | <b>Surname:</b> |               |
| <b>Organisation:</b>    |                    |                 |               |
| <b>Mailing address:</b> |                    |                 |               |
| <b>Telephone:</b>       | <b>Facsimile:</b>  | <b>Mobile:</b>  | <b>Email:</b> |

## 1. BUDGET

*(Please include a brief description of the main items required within each category for the extraordinary request.)*

| <b>BUDGET</b>                               |           |           |
|---|-----------|-----------|
| Category                                    | \$        | \$        |
|   | 2017/2018 | 2018/2019 |
| Salaries                                    |           |           |
| Travel                                      |           |           |
| Operating                                   |           |           |
| Capital                                     |           |           |
| <b>TOTAL SAGIT CONTRIBUTION</b>             |           |           |
| Host organisation cash contribution         |           |           |
| Host organisation in-kind contribution*     |           |           |
| <b>TOTAL HOST ORGANISATION CONTRIBUTION</b> |           |           |
| Other funding bodies contribution           |           |           |
| Other third parties contribution**          |           |           |
| <b>TOTAL NON-SAGIT CONTRIBUTION</b>         |           |           |

\* If it is not possible to specify amounts, then a description of the nature of the contribution should be given.

\*\* Indicate amount and whether funding has been granted or is awaiting decision.

## 2. PROJECT EXPLANATION

| Reason for extraordinary request |
|----------------------------------|
|                                  |

### 3. PROJECT SUMMARY

| <b>Project aims</b><br><i>A concise statement of the aims of the project in outcome terms should be provided. Particular note should be made of the criteria under Section 1.3 of the Funding Guidelines</i>  |     |                      |                      |  |  |  |  |  |  |
|---|-----|----------------------|----------------------|--|--|--|--|--|--|
| <b>Key Performance Indicators</b><br>The proposal should have Key Performance Indicators. There should be at least two and no more than four per year. Each indicator is a significant achievement against which SAGIT can assess your progress to your project's outcomes. For travel a copy of the applicant's itinerary should be included.                    |     |                      |                      |  |  |  |  |  |  |
| <table border="1"><thead><tr><th>No.</th><th>KPI</th><th>Date to be completed</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>  | No. | KPI                  | Date to be completed |  |  |  |  |  |  |
| No.   | KPI | Date to be completed |                      |  |  |  |  |  |  |
|   |     |                      |                      |  |  |  |  |  |  |
|   |     |                      |                      |  |  |  |  |  |  |
| <b>Communication of Results</b><br>A concise statement describing the proposed path to market strategy for communicating the results of the project to the grains industry and a communication strategy. SAGIT may extend information from Progress reports or Final reports to growers. This should include, where appropriate, the likely barriers to adoption. |     |                      |                      |  |  |  |  |  |  |

### 4. DURATION AND AUTHORISATION OF THE PROJECT

|                                |
|--------------------------------|
| <b>Commencement date:</b>      |
| <b>Completion date:</b>        |
| <b>First payment required:</b> |

|                      |
|----------------------|
| <b>AUTHORISATION</b> |
| Name:                |
| Position:            |
| Signature:           |
| Date:                |

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