**HERDSA Grant Application Form**

**Information for Applicants**

All proposals for a HERDSA Grant must use this form and be submitted to the HERDSA office within the advertised timeframe. ([office@herdsa.org.au](mailto:office@hersda.org.au))

Successful applicants will be notified and announced through HERDSA communications and acknowledged at the annual HERDSA conference.

Projects must be directly related to the work of HERDSA to be eligible for a HERDSA Grant (see Grant Application Scheme for further information).

Project outcomes must be of direct relevance to HERDSA members and must be disseminated through HERDSA activities e.g. branches, annual conference, publications. Outcomes can also be disseminated in other fora and publications provided that HERDSA is promoted and acknowledged as the funding provider.

Note: Project applications *must not exceed six (6) pages and no attachments* will be accepted.

**HERDSA Grant Application Form**

**Amount of funding sought: $ \_\_\_\_\_\_\_\_\_\_\_\_**

**Project Title**

*Working title of project.*

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**Project Leader**

*Proposed project leader, institution and track record of successful teaching and learning project completions. Include HERDSA membership number.*

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**Other Project Members**

*Proposed additional project member(s), institution(s) and track record of successful teaching and learning project completions, and/or collaborating individuals/institutions. Include HERDSA membership number/s.*

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**Indigenous/First nations engagement (if relevant)**

*Indicate if the project has a focus on Indigenous/First Nations (e.g. Aboriginal, Torres Strait Islander, Māori or Pacific Nations).engagement and/or if the project has an Indigenous/First Nations (e.g. Aboriginal, Torres Strait Islander, Māori or Pacific Nations) project leader/member*

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**The Project Focus**

*The issue/focus that the project will address.*

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**The Significance of the Project and its Contribution to the Work of HERDSA and relationship to a HERDSA portfolio or SIG**

*Why the project is important.*

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**What the literature and/or Experience Tell us about the Project**

*The gap in our knowledge/practice in this area.*

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**The Innovation/Contribution of the Project**

*How this project innovative and why HERDSA is the right organisation to support this project.*

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**Project Methods**

*The main actions and processes of the proposed project (goals; actions; responsibility; timelines; success indicators).*

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**Project Timeline**

*The anticipated starting date and key milestones*

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**Proposed Project Dissemination Activities**

*The expected activities to disseminate the project and outcomes eg Branch activities, publications, workshops etc.*

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**Project Outcomes**

*The expected outcomes and resources that will result from the project.*

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**Project Budget**

*Itemised costing of project activities* *(see Guidelines for permitted expenses). Provide a brief justification. Provide details of additional funding or in-kind support contributed from the institution, other sources if applicable.*

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**Project Evaluation**

*The proposed evaluation processes to be used and reported (See HERDSA Guide ‘Investigating impact in higher education (2018).*

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