**UDRH VISITING STAFF PROGRAM**

**APPLICATION FORM**

**Instructions**

* This template is to be used when applying for funding under the ARHEN UDRH Visiting Staff Program. Applicants may attach supplementary information if needed.
* Proposals must align with the UDRH Visiting Staff Program Guidelines and address the proposal requirements.
* Sponsoring and/or host UDRHs are expected to make a financial and/or in-kind contribution of at least equal value to the funding sought from ARHEN.
* Applications must be endorsed by the relevant directors of the participating UDRHs.
* Applications should be emailed to the ARHEN National Office at [admin@arhen.org.au](mailto:admin@arhen.org.au) and include ‘UDRH Visiting Staff Program’ in the email subject line. Please cc in the relevant UDRH directors in the email as proof of endorsement.

**Proposal Details**

1. **Please provide an outline of the proposed project including its:**

* **purpose and objectives**
* **the UDRHs involved**
* **timeframes**
* **key deliverables**
* **and any other relevant information that will assist ARHEN to understand the proposal.**

1. **How does the project align with ARHEN’s strategic priorities?**
2. **What are the expected benefits from the project for ARHEN and the wider UDRH network?**
3. **How much funding is being sought from ARHEN? (Note: a maximum of $5,000 (GST exclusive) per project is available from ARHEN).**
4. **Please outline any financial or in-kind support being provided by the sponsoring and/or host UDRHs. (Note: projects must include an equal amount of financial or in-kind resourcing to the amount sought from ARHEN).**
5. **Please provide an estimate of the project’s total costs.**

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| **Item** | **Amount $ (GST exclusive)** |
| Travel costs (include any flights and on-ground transport) |  |
| Accommodation |  |
| Meals and incidentals |  |
| Project specific costs (please list) |  |
| Other expected costs (please list) |  |