**JDRF Conference Support**

 **APPLICATION FORM**

|  |
| --- |
| Title of meeting: |
| Date(s) of meeting: |
| Location of meeting: |
| Total amount requested for funding: $ |

|  |
| --- |
| Applicant name: |
| E-mail: | Phone number: |
| Current position: |
| Institution/Organisation: |
| Address: |

Along with this completed form, please ensure your application includes the following:

* Letter of intent (max 2 pages)
* Details of key persons or organisations involved in organising the meeting
* Proposed meeting program/agenda
* Qualifications and current positions of speakers

The letter of intent must address:

* The purpose of meeting, including defining the need for the meeting;
	+ How the meeting relates to JDRF goals;
	+ How information resulting from the meeting will be disseminated; and
	+ The budget for funds requested from JDRF and details of other organisations approached for funding.

Please note - JDRF may reject applications that do not meet the above requirements. Incomplete applications will NOT be accepted without prior discussion with JDRF staff. JDRF will not accept applications for meetings/visits that have already occurred.

Applications should be submitted as a single document in PDF or MS Word format to dpawlak@jdrf.org.au. Call 02 9020 6100 for enquiries.