**JDRF Conference Support**

**APPLICATION FORM**

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| 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](mailto:dpawlak@jdrf.org.au). Call 02 9020 6100 for enquiries.