# IATEFL Projects for Associates
# Application form

Name of teaching association:

Name of key contact for this application: (name and contact information)

Groups involved in the project: (e.g. IATEFL SIGs, other Teaching Associations, other organisations etc.)

Title of the project:

Aims of the project:

Who will be involved in running the project? (name, role, responsibility)

How will the local teaching and learning community benefit from this project?

How will the project outcomes be measured? (please give specific examples)

What is the timeframe for the project? (stages, length of time per stage)

How will the project be disseminated?

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## Your project budget

Please show how you would spend the project award if you were to be successful in your bid. You should be as detailed as possible with the budget. You should also show the contributions that would be made from local resources. These might include actual funds as well as for example, contributions of work, free local accommodation and food for meetings, provision of a room for a workshop, printing of local materials etc. **Please put costs in British pounds sterling**.

| | Cost per day or unit cost | Number of days or units | Total cost |
|---|---|---|---|
| **Venue costs** | | | |
| Room hire | | | |
| Technical equipment | | | |
| Catering | | | |
| **Organisation costs** | | | |
| Travel | | | |
| Food and subsistence | | | |
| Accommodation | | | |
| Speaker fees | | | |
| **Event administration costs** | | | |
| Printing and photocopying | | | |
| Internet / telephone | | | |
| Certificates | | | |
| Badges | | | |
| **Other costs (please specify what these are)** | | | |
| | | | |
| | | | |
| | | | |

| | |
|---|---|
| **Amount to be requested from IATEFL Projects** (in British pounds sterling - £) | £ |

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|---|
| **Amount to be funded by others** (please tell us who) |
| |

Please return the completed form to IATEFL Head Office via email: membership@iatefl.org