



## Application to access VUIF Membership Fund

### Conditions

1. Sub group proposals must be from a financial member where membership is paid each year to the VUIF Committee fund held by the Secretariat.
2. Funds could be used for a professional development opportunity to benefit all members.
3. Submission of a funding proposal should be submitted to the Secretariat VUIF for ratification at the quarterly VUIF meeting scheduled for March, June, September and December.
4. Proposal must:
  - a. benefit all member institutions equally
  - b. be relevant to the group role/responsibility
5. Where a proposal is accepted, it is expected that funds will cover participation by staff of financial member institutions only. Non-financial member institution staff will be required to cover their own costs of participation at a rate to be set by VUIF.
6. Recipients of the funds should share their experience with their group and provide a brief report (email VUIF Secretariat) to VUIF on the benefit of the funded activity

Please complete and submit application to the Secretariat, Julita Cheung, [jcheung@swin.edu.au](mailto:jcheung@swin.edu.au)

If space is insufficient, please attach a separate proposal.

Date of application			
Name of sub-group			
Contact Person			Email & Tel #:
Amount of fund Requested including GST	\$	Date required	
Purpose of funding			
How is payment going to be made?			
Benefit/outcome of activity			
Date of Activity			