**Pro-forma for Requesting SEDA Involvement in Externally Funded Projects**

If SEDA plans to get involved in a bid for project funding (this could be as the lead organisation or as a partner organisation), then prior to SEDA’s involvement being authorised, the main SEDA contact for the project should complete this form in as much detail as possible and submit it to the SEDA Co-Chairs and Treasurer. The form will then be lodged with the Services and Enterprise Committee who will monitor the project. This is to ensure that the SEDA Executive is aware of what SEDA is committing itself to in advance.

Name of individual in SEDA who has acted as the main contact for the project:

Project title:

Brief outline of the project:

Who is funding the project?

What is SEDA’s role?

When will it run from and to?

How much will SEDA receive?

What support will be required from the SEDA Office?

Budget for how SEDA’s funding allocation to be spent (this must include an allocation for office time)

Reporting requirements?