BUDGET BIDS / FUNDING REQUESTS

Initiative: Name of the initiative

Author: Author's name

Date: Date

Notes:

This template should be used for all funding requests or budget bids.   We asked that you attempt to address each of the 10 headings, but detailed questions listed below are included as prompts only, and you do not necessarily have to address all questions.   The more information you provide to justify your request and to demonstrate you have consider other alternatives, the risks, etc., the more likely your request will be successful, given funds are available.

Applications for funding requests from the Development Fund may be made any time during the year. Submissions for major funding bids that are likely to require a specific budget allocation should be submitted by the 1st May each year so they can be reviewed and included in the planning process for the next year's budget.

Please submit this form to the Executive Director (**jvabounader@iaati.org**) who will forward it to the Finance Committee for consideration.

1. **Project Title / Name**

2. **Committee(s) / Individual(s) submitting the request**

3. **Purpose**
    - What is the problem being addressed?
    - Why is the funding needed?

4. **Solution**
    - What is your proposed solution?
    - What alternatives solutions, if any, exists or have been considered?
    - Why have you chosen your preferred solution?
    - Are you suggesting a pilot or do you intend it will be rolled out to everyone?

5. **Benefits**
    - What will be the benefits if funded?
    - Who benefits?
    - How will you know if your project is successful?

- Can you and do you intend to measure of the outcomes of your project?

6. **Timeframe**
   - What is the proposed timeframes for you initiative? (include a breakdown of stage milestones if appropriate)
   - What are your anticipated start and end dates assuming funding provided
   - Is there a critical deadline for the approval of funding? i.e. is the price of equipment, materials or services subject to increase after a certain date?

7. **Risks**
   - What are the risks associate with this initiative?
   - What do you rate the level of each risk? (High, medium or low)
   - What can be done to mitigate these risks?

8. **Consultation**
   - Have you consulted with any other IAATI committees or any other parties about this initiative?
   - Does it impact on any other committee i.e. Are there any IT or website changes required? Is so have you consulted with the IT committee to determine the costs of these changes.
   - Think about how you can work with the Marketing committee / social media subcommittee/ membership committee, training committee, etc.?
   - Does your proposal link to our 2021-26 Strategic Plan? If so how?

9. **Costs**
   - Please provide a breakdown of all costs, i.e.
     - hardware, software, equipment and materials, consultant fees, travel etc.
     - initial purchase costs as well as any ongoing maintenance or licensing costs
   - Please include any taxes that may apply?
   - Will your initiative generate any income or result in any savings for IAATI?
   - Estimated Return on Investment (if applicable)

10. **Total Funding sought**
    - Total amount of funding sought in first year and
    - Amounts required for any subsequent years