



## SALTS Action Fund 2020 Project Proposal and Funding Application

Please complete the form and return it in soft copy to SALTS by **29<sup>th</sup> February 2020, 5pm.**  
Incomplete applications will not be considered for funding.

Contact person: Charmaine Ong, Secretary ,SALTS

Email: [secretary@salts.org.sg](mailto:secretary@salts.org.sg)

(I) DETAILS OF APPLICANT(S)		
Type of application		
Type	<input type="checkbox"/> Individual <input type="checkbox"/> Group	
<b>Applicant Information</b>		
<b>Name</b>		
<b>Organization (if applicable)</b>		
<b>Telephone Number</b>		
<b>Email</b>		
<b>SALTS Membership Number</b>		
<b>Applicant Information for Groups</b>		
<b>TEAM MEMBERS</b>		
<b>Name</b>	<b>Email address</b>	<b>SALTS membership number (if applicable)</b>



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**(II) DETAILS OF PROPOSED PROJECT**

**Project Title**

**Aims and Objectives**

*Please provide concise deliverables of the proposed project.*

**Description and Purpose of project**

*Please describe the project, its quantitative and qualitative impact on the Speech and Language Therapy (SLT) Community in Singapore, as well as its contribution to society. Please refer to **Annex A** for a guide on writing a project proposal.*



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Budget			
<i>You may attach separate sheets if necessary (Annex B)</i>			
Item	Item Price	Quantity	Cost
			S\$
			S\$
			S\$
			S\$
			S\$
			S\$
			S\$
			S\$
			S\$
<b>Total expected cost of project</b>			S\$
		<p>Have you applied for funding for this project from other sources? If yes, please specify details of the organisation/agency and the incentive(s), and include this in your budget:</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, pending reply from: _____</p> <p><input type="checkbox"/> Yes, funding confirmed from: _____</p> <p><input type="checkbox"/> Yes, but unsuccessful: _____</p>	
		<p>Is there any potential conflict of interest between the applicant or project team members and vendors or services being used for project?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (please specify): _____</p>	



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**(III) DECLARATION**

By submitting this application, the applicant declares that the facts stated in this application and the accompanying information are true and accurate to the best of their knowledge, and that the applicant has not withheld/distorted any material facts.

The applicant understands that if the applicant obtains the grant by false or misleading statements, SALTS may, at its discretion, withdraw the grant and recover immediately from the applicant any amount of the grant that may have been disbursed.

Name of Applicant

Designation

Contact Number

Email Address



## SALTS Action Fund 2020 Project Proposal and Funding Application

### **Annex A**

#### **Guide to writing a project proposal**

Here are some guiding questions to assist you in crafting your project proposal. Not all guiding questions will be relevant to every application – please feel free to add other relevant points that you feel are important for us to know.

#### 1. What would you like to do?

- Explain the main idea of your project and its objectives
- How different is your project from other works you see today in the SLT community?
- What is the scale and significance of your project?
- How does your project contribute to the SLT community?
- Does your project address any gaps in the field of SLT?

#### 2. Who is involved?

- Who are the main people involved/featured in your project?
- Who do you plan to collaborate with? How will they contribute to your project?

#### 3. How will you carry out the project?

- How will you implement your project?
- Describe your experience in managing a similar project.
- What resources would you require to successfully complete your project, and how do you plan to obtain them?

#### 4. How do you plan to reach a wider audience?

- Who are the people your project aims to reach, and why are they important to you?
- How many people are you hoping to reach with your project? (e.g. target audience, number of people involved in the project)
- Are you hoping to engage new audiences, and how?
- What do you hope your audience takes away from your project?



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**Annex B**

Budget			
Item	Item price	Quantity	Cost
			S\$
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<b>Total expected cost of project</b>			<b>S\$</b>