

# Allan Robert Memorial Fund Funding Application Process

## Procedure:

- The applicant or proponent of an applicant completes the application details on the form in this document and submits a scanned copy (along with any supporting documentation) by email to the secretary of the ARMF.
- Three members of the board will review the application and all three must agree prior to approval of funds.
- All applications over \$3000 will require a 'face to face' interview with the board.
- As the board members are volunteers with busy industry positions, applications can take up to 28 days to process. If additional processing time is required, the applicant will be informed.
- The decision of the board regarding an application is final, no correspondence will be entered into. The board may at it's discretion, give a brief explanation as to why and application was not successful.
- Receipts/Invoices must be presented prior to any funding be released to the applicant

## Notes:

- The funds of the board are finite and the board has determined that only the income earned by the fund will be distributed each year, without erosion of the capital, other than in exceptional circumstances. The board advise applicants to be aware that even a complying and worthwhile application may not be funded for this reason alone.
- A successful application is more likely if the documentation supplied is complete, accurate, easy to understand and supplied with relevant supporting letters or documentation. Extra pages should be used if the required information does not fit on the application form.

## How to lodge your application:

- Scan the completed application form and all supporting documentation to one or more PDF files.
- Provide copies of qualifications ie; trade certificate
- Email the files to the ARMF Secretary, Tony Emmott. [tony@ame1.com.au](mailto:tony@ame1.com.au)
- Ensure maximum file size is 1MB. Send multiple emails if required to transmit all content.
- Upon receipt, your application will acknowledged by email, including the number of documents received.
- You will be contacted if any additional information is required during the processing period.
- You will be advised of the outcome of your application after processing.

# Allan Robert Memorial Fund Funding Application Form

Applicant name:

Postal address:

Daytime phone:

Mobile or evening phone:

Industry qualifications:

Current employer: (or advise if individual/self employed)

Briefly describe the purpose of the funds requested in the application:

What is the total of your funding request from the ARMF?

Please give details of other funding options have you considered and the status of those options?

How will your use of the requested funds satisfy the charter of the ARMF to advance training and recognition within the Refrigeration and Air Conditioning Industry?

How will the ARMF be recognised or acknowledged in the use of your funds?

If your application is successful, do you agree that the ARMF may use details of your grant (including photographs) for the promotion of the Refrigeration and Air Conditioning Industry and the ARMF?

Please detail below a breakdown of how the funds requested will be spent. Where relevant include copies of quotations or sufficient clear detail that your application is not delayed or rejected because the information supplied is vague or incomplete.

I \_\_\_\_\_ declare that the information provided in this application is accurate and that I agree to the terms of the document and application process.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**For ARMF use only:** Received date \_\_\_\_\_

Reviewed by committee 1 Name \_\_\_\_\_

Comment \_\_\_\_\_

Reviewed by committee 2 Name \_\_\_\_\_

Comment \_\_\_\_\_

Reviewed by committee 3 Name \_\_\_\_\_

Comment \_\_\_\_\_

Applicant advised outcome by Secretary

Date\_\_\_\_\_