



Outreach Initiatives Application Form

OVERVIEW

Applications for funding must be submitted to the CISPA Outreach Committee using this application form. **Please provide as much relevant detail as possible to allow the committee to fully evaluate your request.** Applicants should be prepared to make a presentation to the committee or provide further information if requested by the committee to do so. Decisions will be made by the committee and communicated to successful applicants within 2 weeks of submission. **All fields are mandatory** (insert N/A if not applicable). Please scan and email your completed form to outreach@cispa.hk.

BASIC INFORMATION

Date of submission:	
Name of your group:	
Name of primary contact:	
Phone number of primary contact:	
Email of primary contact:	
Email of secondary contact:	
Website of group:	
Website of beneficiary organisation/ cause:	

OUTREACH PROPOSAL

Please include the following information in as much detail as possible:

1. WHAT:

Amount, service and/or item(s) requested.

2. WHEN:

Date by which request is needed and anticipated date of completion (must be by the end of the school year).

3. WHY:

Why you need the requested item(s) and for what purpose/activity.

4. HOW:

How you plan to use the requested item(s) to reach your objective(s).

5. WHO:

The individuals/organization who will benefit from the item(s)/activity and the individuals who will carry out the activity.

6. OTHER INFORMATION:

Any other relevant information (eg. funding raised or provided by other sources for this purpose/activity).
