SIG Funding Application Form

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| --- | --- |
| SIG name |  |
| SIG contact person for the funding application |  |
| E-mail address associated with the PayPal account that needs to be used to reimburse costs made |  |
| Total amount of funding application (USD) |  |
| What activity will be supported by this funding? |  |
| Justification |  |
| Budget (Itemised breakdown of costs in USD) |  |
| Amount of SIG funding received since previous annual meeting |  |

**ISBNPA SIG Funding policy**

Each SIG will be able to apply for a maximum of $1,500 USD per year to support SIG activities. SIG’s will be able to apply at any time during the year, and the balance will be reset at the end of each year (each new year will start after the previous annual meeting). To apply for funding the *‘SIG Funding Application Form’* needs to be completed and provided to the SIG Committee Chair (the form is available form the SIG Committee Chair and on the ISBNPA website). The SIG Committee and EC will then decide whether or not to approve the funding application. There are no strict limits as to what the funding can be used for, other than that the funds must be used to support SIG activities and thus strengthen the SIG and (indirectly) benefit ISBNPA as a whole. If requests are deemed unsuitable they will not be funded. For successful applications, electronic copies of receipts for expenses made will need to be provided to the Chair of the SIG Committee, so that they can be reimbursed through PayPal (meaning those who incur costs will need to have an e-mail address that is associated with a PayPal account). We understand that having to prepay costs may be inconvenient, however the international nature of ISBNPA prohibits directly paying suppliers for services or goods. Receipts will be matched with approved funding applications, and the approved amount of each funding application is the limited to which costs will be reimbursed.

**Use no more than a single page** (policy text above may be deleted)!