

UK MICROWAVE GROUP

Project Support Request Form



Project name:	
Applicant:	
Callsign:	
Email address:	
Date of application:	
Total requested:	
When required:	
Cheque payable to: or bank details	
Project Description:	Brief summary; if appropriate, submit further details on separate sheet(s).
Benefits:	An estimate of the benefits of this project, e.g. who or what will benefit.
Other funding applied for or available:	Details of any other grants, donations, support by local clubs, etc.
Project Milestones:	Briefly identify the main three or four stages in the project:
Project Risks	Please identify any potential risks, and your proposals to mitigate them:

Project Timescales	What are your proposed timescales for each of the stages identified above?
Ongoing Support	Whilst UKuG does not provide ongoing support for beacon and transponder projects, it is important that these issues are understood at the early stages – please detail below the site information, costs (and how these will be met) etc. Has site clearance already been obtained?
Details of costs:	A breakdown of the costs involved – please identify against the stages above if possible.
	Note that valid receipts must be provided before reimbursement.
<i>I certify that the above costs have been or will be incurred, for the purposes described, and that they are not being funded or reimbursed by any other organisation.</i>	
Date:	Signature:
UKuG Approval: Yes / No / Partial	UKuG Comments:

Please use extra sheets to provide the requested information, if necessary.

Remember that it is easier for us to make a decision if you provide as much information as possible initially.

For projects approved by the committee the UKuG will provide up to 75% of required funding as staged payments. To qualify for stage payments, only items costing more than £100 are to be included. (As an example for a project costed at £500, the cost of individual item costing £200 would be reimbursed in full upon completion of the stage payment form and a valid receipt). The remaining 25% paid when the project is complete. The UKuG will retain ownership of hardware purchased under this scheme.

Should you need assistance in completing this form or any further explanation of how to answer questions please contact UKuG by e-mail (techsupport@microwavers.org)

Once completed, please email to the UKuG Committee to consider and respond at:

techsupport@microwavers.org