



# Disbursement funding Request form

This form should be completed by pro bono providers from Australia *prior* to the commencement of a project. The Funding Reimbursement Form should be completed following the provision of pro bono legal work and include all receipts/invoices for the expenses. Please read the [guidelines](#) before completing this form. For any further information, please contact the [CAPPB Secretariat](#).

## ▲ APPLICANT DETAILS

Name of organisation (if applicable)	
Name of representative	
Position	
Street address (if applicable)	
Postal address	
Telephone	
Fax	
Website	
Contact email	

## ▲ PROJECT DETAILS

Project title		
Project location (city, region, country)		
Project start date		
Project end date		
Please state why you (or your organisation) are unable to cover the costs associated with this project		
Estimated value of pro bono work to be provided in hours and Australian dollars		
Anticipated costs		
Flights (Please note: only economy flights will be reimbursed, unless no other flights are available)	Accommodation (Please see the <a href="#">CAPPB accommodation allowance rates</a> before booking accommodation)	Per diem expenses (Please see the <a href="#">CAPPB per diem allowance rates</a> )
Travel insurance (including medical cover)	Personal indemnity insurance	Visa costs
		<b>TOTAL AMOUNT SOUGHT (AU\$)</b> (Funding requests exceeding AU\$10,000 will be referred to the CAPPB's Secondary Assessment Panel for approval. Please read the <a href="#">CAPPB Provider Guidelines</a> for more information)

## DECLARATION

I \_\_\_\_\_, \_\_\_\_\_ of \_\_\_\_\_ declare that:  
(name) (position) (organisation, if any)

1. The funds sought in this application will be used to provide international pro bono legal work for the project identified within; and
2. I have read and agreed to the [CAPPB Terms and Conditions](#).

Signature of applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## APPROVAL (to be completed by CAPPB Secretariat)

Approved by: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_