SCOPING TRIP FUNDING APPLICATION

orthopaedic outreach AUSTRALASIA

PROPOSED TEAM VISIT

Country	City	Length Of Visit (dates of travel DD/MM/YY)

PROJECT BRIEF - max 30 words

PROJECT SUMMARY - max 120 words

PROJECT PARTICIPANTS

TEAM LEADER

Name: _____

Phone: _____

Email: _____

OTHER VOLUNTEERS

Name	Role/Profession

IN-COUNTRY LOCAL KEY CONTACTS

Name	Role	Email	Phone No.

DESCRIPTION OF IN-COUNTRY FACILITIES

Brief description of what is known about facilities and support that will be available.

SCOPING PROJECT OUTCOMES & IMPACTS

What do you intend to achieve at the completion of this visit?

MONITORING PROJECT OUTCOMES

How will you measure the success of this trip (eg: contact made with key hospital personnel, understanding of current facilities, number of allied health on the ground).

PROJECT BUDGET

Expense category cost per person ($) no. Of people

CATEGORY	COST PER PERSON ($)	No. OF PEOPLE	TOTAL COST ($)
Flights			
Accommodation			
Transfers			
Visas / Registration			
Training / Workshop Supplies			
Other (Specify)			
		TOTAL EXPENSES	

FUNDING APPLICATION - GUIDANCE FOR APPLICANTS

This application is used to assess eligibility and priority for Orthopaedic Outreach Australasia funding. Scoping projects typically assess clinical capacity, infrastructure, workforce, and partnership feasibility.

Applications are reviewed by the Programs, Monitoring and Evaluation Committee (PMEC) and the Board. Clear articulation of development impact, sustainability, and realistic budgeting is essential.

General Guidance

- **Activities should be planned for 7–10 days to maximise in-country engagement.**
- **Clearly articulate goals of scoping activity, not only service delivery.**
- **Focus on options for progressive skills transfer and increasing local leadership.**
- **Develop plans for realistic, measurable, and reportable outcomes.**
- **Use clear, concise language—this form is reviewed by PMEC and the Board.**

Budget guidance

- **Budgets should reflect economy travel and modest accommodation.**
- **Itemise costs clearly and avoid excessive allowances.**
- **Include supplementary funding or volunteer self-funding where applicable.**

Submission tips

- **Ensure all sections are completed.**
- **Attach CVs and statements of intent and invitations as required.**
- **Applications must be submitted by published deadlines**

DECLARATION

This application supports Orthopaedic Outreach Australasia's mission to promote sustainable, development-focused orthopaedic care through structured engagement and measurable impact.

Establishing contact with in-country Australian government officials both in advance of team activity and while in-country remains an important element of our programs.

Team funding is limited and may not cover all activity expenses, however please include all anticipated costs for the activity to assist in future planning.

APPLICATION WAS SUBMITTED BY : _____

FIND AN ACCEPTABLE FILLED OUT EXAMPLE OF THE FORM HERE (INSERT LINK)

orthopaedic outreach AUSTRALASIA

Instructions to submit:

Please save your completed form using:

Team leader surname_destination_year Eg Gumley_Cambodia_2026

Then email to admin@orthoreach.org.au