**HCI VIA Seed Fund Form**

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| ***Instructions to SL groups**** Before you start purchasing resources for your SL project, please email the completed form to CIPC (cip\_council@student.hci.edu.sg) and Mrs Tay-Chen Sue Ann (chensa@hci.edu.sg) and **cc your teacher mentor** and **wait for budget approval.**
* You can only apply for the VIA Seed Fund after your project has been approved
* Do not apply for the VIA Seed Fund if you plan to apply for external funding
* The VIA Seed Fund **cannot be used for fundraising purposes**
* Submit a hardcopy of the accounts (template on CIPC website) and receipts monthly to Mrs Tay-Chen Sue Ann (Level 3) to claim the reimbursement.
* Email a soft copy (.pdf) of the accounts to Mrs Tay-Chen Sue Ann and your teacher mentor and CIPC (cip\_council@student.hci.edu.sg) every month.
* Do note that receipts and accounts need to be submitted within the month of spending.
* Claims for VIA seed fund can only occur from **January to October**.
* Further details about account submission can be found in Accounts template on CIPC website.

Do not expect the VIA Seed Fund to cover the full cost of your project. (It will cover $150 or 80% of your project cost, which ever is lower) As much as possible, please try to minimise the cost through innovative methods and share the financial cost of your project. |

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| **SL project** |  |
| **Beneficiary** |  |
| **Teacher mentor** |  |

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| **Group leader** |  |
| **Class** |  |
| **Contact number** |  |
| **Email address** |  |
| **E-payment (Paylah and/or Paynow) details if available**  |  |

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| **Amount requested** |  |
| **Purpose/objective** |  |

**Budget**

*Logistics, activity materials, simple gifts etc.*

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| **Item** | **Source** | **Unit price** | **Quantity** | **Total price** | **Remarks** |
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| Total price: |