

THE NADA TRAINING GRANTS PROGRAM

HOW DO I APPLY?

1. Complete the Grant Application Form **and** attach the advertised details of the course.
2. Submit your application to NADA in the time period allocated (check NADA website). Applications outside of the application time period will not be considered.
3. Register/ enrol directly into the training program before its closing date.

NADA will notify the manager listed on your application form by letter or email if your application has been successful and how much has been allocated.

WHAT DO I NEED TO CONSIDER WHEN APPLYING?

Funding Sought

Reimbursements to individual training are up to, but will not exceed \$800.00 (excl. GST). Group Training reimbursements are up to, but will not exceed or \$4500 (excl. GST).

Overseas Programs

Training grants target NADA member organisations in NSW and the ACT to access development opportunities within Australia. Applications for overseas programs are considered where approval has been sought from the Director-General, NSW Health, and where it can be shown that substantial benefit to local services would result from the activity.

Travel & Accommodation Expenses

You can apply for funds to cover long distance travel and travel by car that is reimbursed at 50c per km if the training is more than 100km from your home. Accommodation is reimbursed to a maximum of \$100 per night in rural areas and \$150 per night in metropolitan areas. Details of kilometres travelled and accommodation are to be supplied with your invoice to receive payment.

SUCCESSFUL APPLICANTS ARE REQUIRED TO:

- ✓ Submit a Grant Recipient's Report within a month of the training using the form provided.
- ✓ Submit an itemised tax invoice **from your organisation to NADA** (showing accommodation and travel costs) with a valid ABN that **includes G.S.T.**
- ✓ Submit a copy of the receipt paid to the training organisation and any travel or accommodation receipts.
- ✓ Advise NADA immediately if the course is cancelled or if you can't attend the course or any part of it.

Grants are not transferable either to any person or to any training program other than those specified on the application form, unless approved by NADA.

HOW WILL NADA REIMBURSE MY AGENCY?

- Payment by EFT or cheque will be made to the participant's employer as a reimbursement for costs already paid following the receipt of an itemised tax invoice **from your organisation** (showing accommodation and travel costs) with a valid **ABN** that includes **G.S.T.**
- Payment cannot be made to individuals.
- Accommodation and travel costs will be paid on submission of all appropriate receipts / invoices.



NADA TRAINING GRANT APPLICATION FORM

Email: @nada.org.au

Fax: (02) 9690 0727

1. AM I ELIGIBLE?

- My agency is a current financial member of NADA.
- I am only applying for one course this grant round.
- This course is directly linked to my current role.
- I am not receiving any other external funding to assist with the payment of this course.
- This training is not part of my agency's in-service or staff development.
- I am not applying for an undergraduate or postgraduate course.

2. APPLICANT DETAILS (please print clearly)

- Individual Training** **Group Training (Number of Participants.....)**

Surname _____ **Given Name(s):** _____

Organisation/ Service Name: _____

Postal Address: _____ **State:** _____ **Postcode:** _____

Tel (W): _____ **Email:** _____

Position: _____ **FT/PT:** _____ **Yrs in Position:** _____

3. PREVIOUS GRANTS

Have you received a NADA Training Grant before? Yes No (If No proceed to Q4.)

NADA Ref No.	Course Title	Training Provider	Dates	Amount granted (\$)

4. DETAILS OF TRAINING PROGRAM

Course:

Training Organisation:

Date/s of Training:

Have you included a course description?

Have you registered / enrolled to attend the course directly with the training provider?

5. COURSE LEARNING OUTCOMES

How does this course relate to your position and how will you share this learning with your colleagues?

6. COURSE COST & FUNDING SUPPORT SOUGHT

	Course Registration (GST. Inc.)	Travel* (Car: 50c p/km if training is more than 100km from your home)	Accommodation (Rural max: \$100 p/night) (Metro max \$150 p/night)	Total (GST inc.)
<i>Cost of training</i>		Method : Cost:	No. Nights: Cost:	
<i>Funding Sought Please Note Max Reimbursements*</i>		Method (if by car incl. Km travelled): Cost:	No Nights: Cost:	

**Maximum reimbursements to individuals will be \$800.00 (excl. GST) or \$4500 (excl. GST) for group training*

Your manager (as below) will be sent a letter to notify you of the outcome of this application.

7. MANAGER'S ENDORSEMENT

I support this application for a NADA Training Grant as detailed above.

Name & Position (please print):

Email:

Organisation:

Signature and Date:

FOR NADA'S USE:

Date Received:	Ref No:
Form Completed <input type="checkbox"/>	Course description Attached: <input type="checkbox"/>
Managers endorsement <input type="checkbox"/>	Lodged & filed: <input type="checkbox"/>