



THE NADA TRAINING GRANTS PROGRAM

AM I ELIGIBLE?

The grant selection committee meets twice a year and uses the following criteria:

- ✓ Your agency is a current financial member of NADA.
- ✓ Your agency is a non government organisation.
- ✓ The course does not cost more than \$800 for an individual or \$4500 for group training.
- ✓ Certificates and diplomas are partly funded. This will be a standard 50% of the costs of the course. The total amount however can not be more than \$800.
- ✓ You are eligible for one course per grant round.
- ✓ The course is directly linked to your current role.

Grants are not available to fund:

- * Training that is part of your agency's normal in-service or staff development.
- * Training funded through other external sources.
- * Places in undergraduate or postgraduate tertiary courses.
- * Research.

Grants target member organisations in NSW / 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.

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). Retrospective applications are not considered.
 3. Register or enroll 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.

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** (showing accommodation and travel costs) with a valid ABN.
- ✓ Submit a copy of the receipt paid to the training organisation.
- ✓ 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.

TRAVEL & ACCOMMODATION EXPENSES

You can apply for a grant 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.

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. Payment can not be made to individuals. Accommodation and travel costs will be paid on submission of all appropriate receipts / invoices.



NADA TRAINING GRANT APPLICATION FORM

Email: traininggrants@nada.org.au Fax: (02) 9690 0727

1. APPLICANT DETAILS (please print clearly)

Name :

Position Title:

Organisation:

Mailing Address:

Phone and Fax:

Email :

Length of time in this position:

Full-time / Part-time :

2. PREVIOUS GRANTS

Have you received a NADA Training Grant before? Please list all previous courses, the training provider, date/s and NADA reference number. This section must be filled in for your application to be considered.

- a.
- b.
- c.

3. DETAILS OF TRAINING PROGRAM

Course:

Training Organisation:

Date/s of Training:



4. OBJECTIVES

Briefly outline the objectives, learning outcomes and how this course relates to your position. Attach the course description to this application.

How will you share your learning with your colleagues?

6. FUNDING SUPPORT SOUGHT

Course Registration	Travel	Accommodation	Total
\$	\$	\$	\$

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

Please register / enrol to attend the course directly with the training provider.

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: