

Workforce Development Training Grant reimbursement application form

This form should be completed by NADA members applying for reimbursement of a Workforce Development Training Grant which has been pre-approved.

## How to apply for reimbursement

For your organisation to receive reimbursement you must:

1. Complete this form and submit to traininggrants@nada.org.au **after** the training has completed
2. Attach an itemised tax invoice from your organisation (showing GST, ABN and EFT details) as per the approved grant
3. Provide all relevant receipts to support your claim. Unpaid invoices will not be considered enough evidence for payment.

## Applicant details

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| Name Click here to enter text.  |

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| Position Click here to enter text. |

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| --- |
| Service / Program name Click here to enter text. |

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| --- |
| Organisation Click here to enter text. |

## Grant details

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| Grant Reference Number: Click here to enter text.  |

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| --- |
| Course Name: Click here to enter text. |
| Course Provider: Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Course Date: Click here to enter text. |  | Number of attendees (complete for group training): Click here to enter text. |

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| Funds approved Click here to enter text. |  |  |

## Endorsement

The applicant and the applicant’s manager must complete this section to acknowledge that the activity was completed or commenced (if an online course) and the requested funds match expenses paid out by the organisation.

**Please note** signatures are not required however the manager and applicant should be Cc’d into email correspondence.

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| Applicant Name Click here to enter text.  |

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| Date: Click here to enter a date. |

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| Manager’s Name: Click here to enter text. |

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| Date: Click here to enter a date. |

## Attached information

Please ensure all relevant information is attached including:

* an itemised tax invoice for NADA to pay
* receipts indicating payment for course related activities indicating whether GST was paid

Please note any further details here if needed: Click here to enter text.

## Where can I find more information on NADA Grants?

To access information on current NADA and other relevant grants visit: <http://nada.org.au/about/what-we-do/grants-subsidies/>

For information on NADA Training and Conference Support Grants email traininggrants@nada.org.au